

ellucian™

# Banner Student User Guide

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## Application Summary

---

SunGard® Higher Education's software products support the integrated flow of information throughout your institution to assist you in resource management. The Banner® Series continues this tradition with the Banner Student System and its diverse and interrelated applications.

A flexible, comprehensive solution to the problems of student administration, the Banner Student System sets a new standard for scheduling, registration, accounts receivable, academic history and other functions in higher education. It delivers the information you need to better control your administrative costs, which typically represent the largest single expenditure in your budget.

Banner Student supports the full range of functions necessary for student administration, including: creation of catalogs; data collection for scheduling of classes, admissions, assignment of housing, faculty workload analysis, and registration; all accounts receivable; and academic history and degree audit reporting.

The Banner Student System benefits many of your administrative offices. To further maximize its data availability, the Banner Student System can be fully integrated with the Banner Finance, Banner Human Resources, Banner Advancement, and Banner Financial Aid systems. It is also available as a comprehensive stand-alone system.

Banner places your institution at the forefront of student information technology through its use of Oracle®--the relational database management system from Oracle Corporation--and SQL, the standard for database access. By combining sophisticated technology with an architecture based on user-defined rules, Banner creates an information environment you can tailor to meet your unique requirements--without extensive technical support.

To accommodate the individual needs and preferences of your institution, SunGard Higher Education delivers Banner in a variety of hardware environments, including AT&T, Data General, Digital, Hewlett-Packard, IBM, NCR, Sequent, and SUN. This flexibility enables you to use your Banner Student System with the hardware package that is right for you.

# Functions and Features

---

The Banner Student System is made up of many interactive functions. These functions are organized into fourteen modules:

- *Course Catalog* enables you to define courses to be entered in the institution's catalog. This involves compiling of data such as course title, department, credit hours, corequisites or prerequisites, fee information, and restrictions for the course. Start and end terms for each course are maintained, along with text to be printed on the course bulletin.
- *Class Schedule* contains the data necessary to build and print a schedule of classes, including term attributes (dates for each session within a term), and establishing a Course Reference Number. In addition, instructors are assigned to classes, classes are scheduled into rooms depending on the attributes needed and available, and course sections with user defined comments are established. The Schedule module also provides a means of "rolling" the schedule forward to the next applicable term to decrease the data entry process. Block scheduling is maintained in this module.
- *General Person* supplies the means to identify both persons and non-persons, such as third-party accounts, in the system. Identification number, name, address, and, where applicable, biographic information are gathered and maintained. Emergency contact, medical, and international student information are also collected for use in other modules. Support Services such as goals, needs, and services can also be maintained.
- *Faculty Load* enables you to enter and maintain information including instructional and non-instructional assignments for a faculty member or advisor. Personnel information, such as tenure status and sabbatical dates, is maintained in this module along with workload and contract information.
- *Location Management and Housing* allows for the definition of the institution's buildings and room facilities. In addition, the Location Management and Housing module provides a means of assigning rooms for special events, and provides a listing of available rooms with attributes. Dormitory, meal plan, and phone assignments, as well as assessments, may also be maintained in this module.
- *Recruiting* maintains information about potential recruits such as: source, intended majors, test scores, high school and prior college information, and outside interests. It builds statistical information about sources and a plan for producing materials, and allows for creation of materials to be sent to prospects.
- *Admissions* establishes admission records and identifies items an applicant needs to provide to continue application processing. It calculates whether an applicant can be automatically admitted to the institution based on user defined rules. General Student records are automatically created once an applicant has accepted and plans to attend. Test scores, high school, and prior college information are maintained here, along with guardian information. The Admissions module also provides the means to allow quick entry for automatic registration eligibility.

- *General Student* modifies current information for students such as changes to major, residency, and student type. It also provides a place for entering information on career choice, including advisor, activities, and veteran information. Student classification and cooperative information, as well as Student Right to Know information, is maintained here.
- *Registration* allows for creation of enrollment information for a specific term. It defines rules determining student and course statuses, and controlling actions to be taken at registration, such as amounts of allowable refunds. Tuition and fees policy is built in Registration, along with rules to be used for the fee assessment algorithm. Student schedules and bills are produced, and class rosters are maintained. It also allows for sections to be graded and rolled into academic history.
- *Accounts Receivable* establishes accounts receivable controls: detail codes identifying charges or payments; default values, methods of payment, and how credits are handled; and messages to print on bills. The Accounts Receivable module displays term specific tuition, housing, meal plan, and fee charges, and calculates exemptions and contracts for eligible students. Along with maintaining account information for non-student accounts, payments are entered here and accounts can be reviewed and updated. This module allows for establishing installment plans for accounts and third-party contracts. Billing and invoicing are controlled from this module, along with collection agency assignments. Reports can be generated detailing activity of cashiers, unpaid charges for accounts, and account transactions.

 **Note**

This module is contained in a separate manual called the *Banner Accounts Receivable User Guide*. ■

- *Academic History* enables you to build grading policies and maintain grades. Grades are rolled to Academic History, and the system automatically checks for repeat courses. Academic standing is calculated using user-defined rules regarding probation and Dean's List policies. Grade mailers are produced in this module and term GPA information is maintained here. Degrees and honors associated with each student are entered in this module, along with information on majors, minors, and status. Transfer course work is recorded in the Academic History module, and an automatic transfer articulation process is available. The transcripts are also printed from here. Graduation information, including diploma, ceremony, ceremony attendance, and graduation dress, is maintained here.
- *Curriculum, Advising and Program Planning (CAPP)* builds degree program codes establishing appropriate majors, minors, and concentrations for degree programs. All requirements, both general (i.e., minimum GPA, minimum hours) and course specific (i.e., humanity or social science requirement), are built in this module. Automatic assignment of a degree program code occurs if a student meets all the requirements for an established degree program. Non-course requirements are

approved in this module. This module is also used to assign courses to multiple requirements, and execute compliance verification.

 **Note**

This module is contained in a separate manual called the *CAPP (Curriculum, Advising and Program Planing) Handbook*. ■

- *Banner Student System Management* is used for tape load processing and rule creation, as well as for person and non-person system searches. The processing and use of Value-Based Security using Fine Grained Access Control are discussed here.

These modules can be tailored to your institution using the Banner Student System's *rule-based architecture*, which permits you to define your own calculation parameters and processing rules.

## Chapter Organization

---

The chapters in the *Banner Student User Guide* are organized as follows:

Chapter 1 contains a broad survey of the Banner Student System and introduces you to its key features. The following is a list of the sections in this chapter and a brief description of the information you can find in each section.

- The “Application Summary” provides a description of the application and the problems it resolves. It also describes the application's place in the Banner System and identifies database and hardware environments.
- The “Functions and Features” section describes the key functions and notable features of the Banner Student application.
- The “Application Flow” provides a flowchart that explains the interaction of Banner Student functions and modules.

Chapter 2 contains reference information on Banner Student System validation forms. The following is a list of the sections in this chapter and a brief description of the information you can find in each section.

- The “Overall System Validation Forms Reference” section provides a listing of the system validation forms used by the overall (SO%) Banner Student System forms.
- The “Validation Forms Cross Reference” section provides a listing of Banner Student System validation forms which are referenced by other Banner Student System validation forms.
- The “Required System Values” section provides a listing of values which are required by the Banner Student System for the various validation forms.

- The “Validation Forms Cross-Reference” section provides an alphabetical listing of all Banner Student System validation forms and the application forms associated with them by corresponding module order.

Chapter 3 contains the process flows for the Banner Student System.

- The “Process Flows” provide flowcharts that explain the processes of the Banner Student functions.
- The “Flow Narratives” provide text to further explain the processes.

Chapters 4 through 14 each explain one of the modules of the Banner Student System. The following is a list of the sections in each chapter and a brief description of the information you can find in each section.

- “Procedures” contains instructions for performing the various tasks involved in creating procedures used by that module.
- “Reports” provides a sample of each report, with parameter descriptions, generated by that module.

Chapter 15 contains the information on the California FTES Reports for the Banner Student System. This chapter contains only a reports section.

Chapter 16 contains the information on the interfaces between the Banner Student System and the Banner Finance, Banner Financial Aid, Banner Advancement, and Banner Human Resources Systems.

Appendix A contains a complete listing and brief description of all C, COBOL, Java, and Oracle reports used in the Banner Student System.

Appendix B contains information on EDI codes, flat files, processing, and reporting using EDI.Smart with Banner Student.

Appendix C contains information on using and storing multiple curriculum records for a person as they move through the student cycle (Recruiting, Admissions, General Student, Registration, and Academic History).

Appendix D contains information on using mass entry processing with Admissions, General Student, Registration, and Academic History (graduation).

Appendix E contains information on using study paths with Admissions, General Student, Registration, and Academic History.





## Flow Narrative

1. The Course Catalog module defines the courses offered by your institution.
2. Information about the courses is transferred to the Schedule module, where it is used to build the schedule of classes. In turn, Schedule passes information on to Registration to create class rosters, to Location Management for room scheduling, and to Faculty Load for faculty workload analysis.
3. The General Person module is used to collect identification and demographic data about persons and non-persons. The person information is used in the Faculty Load, Admissions, and Recruiting modules.
  - 3.1. The Support Services module receives information from the General Person module to create goals and needs, and to monitor services which the person may have received.
4. The Faculty Load module is used to maintain instructional and non-instructional information pertaining to faculty members and advisors on a term and contract basis. Information from the General Person module must be created first and is passed into the Faculty Load module. Once the faculty members are established, and instructional assignments are created, the information is passed to the Schedule module and may be used in Academic History when creating committees, as well as in the General Student module in conjunction with assistantship data.
5. The General Person information is also passed to Recruiting, which collects and maintains information about potential recruits, such as sources, test scores, and high school and prior college information. Information regarding intended degree, major, department, etc., may be passed to the Admissions module when creating application records.
6. Data from General Person is also passed to Admissions, creating applicant records. Admissions, after establishing admission records, then passes the applicant data to General Student and Academic History as applicable. Admissions also allows for Quick Entry for eligible students.
7. The General Student module provides a place for changing established data for students, such as changes in curriculum or residency. This information can be updated by Registration and Academic History.
8. After rooms are defined in Location Management, information from the Schedule and General Person modules is used to build room assignments. Location Management, in turn, passes information back to Schedule. Location Management also sends data to the Accounts Receivable module regarding room, meal, and phone assessments.
9. The Registration module interfaces with the Schedule and General Student modules to create attributes for terms, and maintain class rosters. This information is then passed to the Academic History module to update the student's academic records.

**10.** Data from the General Person, Location Management, and Registration modules is fed into the Accounts Receivable module. Accounts Receivable not only displays charges for housing, meals, and fees, but also establishes installment plans for third party contracts.

**11.** Academic History, as noted, is updated by General Person, Admissions, and Registration, and in turn updates Degree Audit. Grade mailers are produced in this module.

Transfer Articulation is available from the Academic History information. Information pertaining to courses from outside institutions and the rules associated with their acceptance are defined in this module.

**12.** Curriculum, Advising and Program Planning is updated by Registration and Academic History, and is used to create degree program codes and build requirements.

# Contents



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## Overall System Validation Forms Reference

This list references the system validation forms which are used by cross-modular Banner® Student System functional/application forms. These cross-modular forms are designated by the “O” for “overall system use” as the second letter of the form identifier.

Validation Form		Application/Functional Form	
STVACPR	Acceptance Practice Code Validation Form	SOABGTA	Transfer Articulation Institution Form
STVACST	Institutional Accreditation Status Validation Form	SOABGTA	Transfer Articulation Institution Form
STVADMR	Admission Request Checklist Code Validation Form	SOAHSCH	High School Information Form
		SOAPCOL	Prior College Form
		SOATEST	Test Information Form
		SOISBGI	Source/Background Institution Query-Only Form
STVADMT	Admission Type Code Validation Form	SOAIDNS	Person Search Detail Form
STVATYP	Address Type Code Validation Form	SOAFOLK	Guardian Information Form
		SOAIDNS	Person Search Detail Form
		SOADDRQ	Address Summary Form
STVBCHR	Background Inst. Characteristic Code Validation Form	SOABGIY	Source/Background Institution Year Form
STVCALD	Calendar Type Code Validation Form	SOABGTA	Transfer Articulation Institution Form
SVTCAMP	Campus Code Validation Form	SOACURR	Curriculum Rules Form
		SOAPROF	Campus Code Validation Form

Validation Form		Application/Functional Form	
STVCNTY	County Code Validation Form	SOAFOLK	Guardian Information Form
		SOAHSCH	High School Information Form
		SOAPCOL	Prior College Form
		SOASBGI	Source or Background Institution Base Form
		SOTCNVT	Tape Code Conversion Form
STVCOLL	College Code Validation Form	SOACURR	Curriculum Rules Form
		SOAIDNS	Person Search Detail Form
		SOAPCOL	Prior College Form
		SOAPCOQ	Prior College Summary Form
STVCTYP	Contact Type Code Validation Form	SOAAPPT	Person Appointments/Contacts Form
STVDEGC	Degree Code Validation Form	SOABGIY	Source/Background Institution Year Form
		SOACURR	Curriculum Rules Form
		SOAIDNS	Person Search Detail Form
		SOAPCOL	Prior College Form
		SOAPCOQ	Prior College Summary Form
		SOTCNVT	Tape Code Conversion Form
STVDPLM	Diploma Type Validation Form	SOABGIY	Source/Background Institution Year Form
		SOAHSCH	High School Information Form
STVETHN	Ethnic Code Validation Form	SOABGIY	Source/Background Institution Year Form
		SOTCNVT	Tape Code Conversion Form
STVGEOD	Geographic Region Division Code Validation Form	SOAGEOR	Geographic Region Rules Form
STVGEOR	Geographic Region Code Validation Form	SOAGEOR	Geographic Region Rules Form
STVHLDD	Hold Type Code Validation Form	SOAHOLD	Hold Information Form
		SOQHOLD	Holds Query-Only Form

Validation Form		Application/Functional Form	
STVHLWK	Highest Level of Work Validation Form	SOABGTA	Transfer Articulation Institution Form
STVHONR	Institutional Honors Code Validation Form	SOAPCOL	Prior College Form
		SOAPCOQ	Prior College Summary Form
STVINFC	Interface Validation Form	SOTCNVT	Tape Code Conversion Form
STVLEVL	Level Code Validation Form	SOACURR	Curriculum Rules Form
		SOAIDNS	Person Search Detail Form
STVMAJR	Major, Minor, Concentration Code Validation Form	SOACURR	Curriculum Rules Form
		SOAIDNS	Person Search Detail Form
		SOAPCOL	Prior College Form
		SOTCNVT	Tape Code Conversion Form
STVNATN	Nation Code Validation Form	SOAFOLK	Guardian Information Form
		SOAHSCH	High School Information Form
		SOAPCOL	Prior College Form
		SOASBGI	Source or Background Institution Base Form
STVORIG	Originator Code Validation Form	SOAHOLD	Hold Information Form
		SOQHOLD	Holds Query-Only Form
STVPRGA	Program Accreditation Code Validation Form	SOABGTA	Transfer Articulation Institution Form
STVPTRM	Part of Term Code Validation Form	SOATERM	Term Control Form
STVPTYP	Source Contact Person Type Code Validation Form	SOASBGI	Source or Background Institution Base Form
STVRECR	Recruiter Code Validation Form	SOAAPPT	Person Appointments/Contacts Form
STVRELG	Religion Code Validation Form	SOTCNVT	Tape Code Conversion Form
STVRELT	Relationship Code Validation Form	SOAFOLK	Guardian Information Form
STVRES D	Residence Code Validation Form	SOAIDNS	Person Search Detail Form

Validation Form		Application/Functional Form	
STVRSLT	Appointment Result Code Validation Form	SOAAPPT	Person Appointments/Contacts Form
STVSBGI	Source/Background Institution Code Validation Form	SOAAPPT	Person Appointments/Contacts Form
		SOABGIY	Source/Background Institution Year Form
		SOABGTA	Transfer Articulation Institution Form
		SOAHSCH	High School Information Form
		SOAPCOL	Prior College Form
		SOASBGI	Source or Background Institution Base Form
		SOISBGI	Source/Background Institution Query-Only Form
STVSBJC	High School Subject Validation Form	SOAHSCH	High School Information Form
STVSTAT	State Code Validation Form	SOAFOLK	Guardian Information Form
		SOAHSCH	High School Information Form
		SOAIDNS	Person Search Detail Form
		SOAPCOL	Prior College Form
		SOASBGI	Source or Background Institution Base Form
		SOADDRQ	Address Summary Form
STVSTST	Student Status Code Validation Form	SOAIDNS	Person Search Detail Form
STVSTYP	Student Type Code Validation Form	SOACTRM	Continuant Terms Rule Form
		SOAIDNS	Person Search Detail Form
		SOQCTRM	Continuant Terms Query Form
STVTAAU	Acceptance Authority Code Validation Form	SOABGTA	Transfer Articulation Institution Form
STVTADM	Test Score Administration Type Code Validation Form	SOATEST	Test Score Information Form
		SOTCNVT	Tape Code Conversion Form
STVTEAC	Test Accommodation Validation Form	SOATEST	Test Score Information Form



Validation Form		Application/Functional Form	
STVTEFR	Test Form Validation Form	SOATEST	Test Score Information Form
STVTEIN	Test Instrument Validation Form	SOATEST	Test Score Information Form
STVTEPR	Test Purpose Validation Form	SOATEST	Test Score Information Form
STVTERM	Term Code Validation Form	SOABGTA	Transfer Articulation Institution Form
		SOACTRM	Continuant Terms Rule Form
		SOACURR	Curriculum Rules Form
		SOAIDNS	Person Search Detail Form
		SOATERM	Term Control Form
		SOQCTRM	Continuant Term Query Form
		SOTCNVT	Tape Code Conversion Form
STVTESC	Test Code Validation Form	SOABGIY	Source/Background Institution Year Form
		SOATEST	Test Information Form
STVTLVL	Transfer Level Code Validation Form	SOABGTA	Transfer Articulation Institution Form
STVTSRC	Admissions Test Score Source Code Validation Form	SOATEST	Test Information Form

## Validation Forms Cross Reference

This list indicates which validation forms validate against other validation forms.

Validation Form		Validates Against Validation Forms	
STVACTC	Banner Student Activity Code Validation Form	STVACCG	Activity Category Validation Form
		STVACTP	Activity Type Validation Form
STVATYP	Address Type Code Validation Form	STVTELE	Telephone Type Validation Form
STVCHRT	Cohort Code Validation Form	STVDLEV	Degree Level Code Validation Form
		STVTERM	Term Code Validation Form

Validation Form		Validates Against Validation Forms	
STVCSTS	Curriculum Status Validation Form	STVAPDC	Admission Application Decision Code Validation Form
		STVDEGS	Degree Status Code Validation Form
		STVSTST	Student Status Code Validation Form
STVDEGC	Degree Code Validation Form	STVACAT	Degree Award Category Code Validation Form
		STVDLEV	Degree Level Code Validation Form
STVEMPL	Employer Code Validation Form	GTVZIPC	ZIP/Postal Code Validation Form
		STVNATN	Nation Code Validation Form
		STVSTAT	State Code Validation Form
STVETHN	Ethnic Code Validation Form	STVACYR	Academic Year Validation Form
		STVETCT	IPEDS Ethnic Code Validation Form
STVINFC	Interface Validation Form	STVCTYP	Contact Type Code Validation Form
		STVSBGI	Source/Background Institution Code Validation Form
		STVTSRC	Admissions Test Score Source Code Validation Form
STVMAJR	Major, Minor, Concentration Code Validation Form	STVCIPC	CIP Code Validation Form
STVSBGI	Source/Background Institution Code Validation Form	STVADMR	Admissions Checklist Code Validation Form
STVSCHD	Schedule Type Code Validation Form	GTVINSM	Instructional Method Validation Form
STVSITE	Site Code Validation Form	GTVZIPC	ZIP/Postal Code Validation Form
		STVNATN	Nation Code Validation Form
		STVSTAT	State Code Validation Form
STVSTAT	State Code Validation Form	STVSITE	Site Code Validation Form
STVTERM	Term Code Validation Form	STVACYR	Academic Year Validation Form
STVTESC	Test Code Validation Form	STVADMR	Admissions Checklist Code Validation Form

Validation Form		Validates Against Validation Forms	
STVTRMT	Term Type Validation Form	STVTERM	Term Code Validation Form
STVVVYP	Visa Type Code Validation Form	STVADMR	Admissions Checklist Code Validation Form
STVWAPP	Application Type Code Validation Form	STVADMT	Admission Type Code Validation Form
		STVLEVL	Level Code Validation Form
		STVSTYP	Student Type Code Validation Form
STVWLTT	Web Application Customized Letter Type Validation Form	STVELMT	HTML Letter Module Validation Form

## Required System Values for Validation Forms

System-required data rows in Banner Student are listed below. The list is organized alphabetically by table name. Some Banner General tables are listed first, as the values shown are used in Banner Student processing.

### **GTVLFST**      **Learner Field of Study Type Validation Form**

MAJOR	Major
MINOR	Minor
CONCENTRATION	Concentration

### **GTVMVYP**      **Meeting Type Validation Form**

CLAS	Classroom
------	-----------

### **GTVPRNT**      **Printer Validation Form**

SHRPESE_PRNT	Printer setup for SHRPESE	Command - Not used but required for sleep/wake
SHRPESI_PRNT	Printer setup for SHRPESI	Command - Not used but required for sleep/wake

## GTVPROC

### Process Name Validation Form

WEBCCAPPDEP	Web Credit Card Application Deposit Process
WEBCCAPPFEEES	Web Credit Card Application Fees Process
WEBCCENROLLDEP	Web Credit Card Enrollment Deposit
WEBCCEPRTREQ	Web Credit Card Enrollment Verification Charge
WEBCCGRADAPP	Web Credit Card Graduation Application Process
WEBCCREGFEEES	Web Credit Card Registration Fees Process
WEBCCTRANSREQ	Web Credit Card Request Process

## GTVSCHS

### Scheduling Status Code Validation Form

NSM	Class needs a room assignment.
ISM	Class needs a room assignment and has a preferred first choice room indicated in the <b>Room Name</b> field. This code limits the initial pool of candidate rooms in the assignment algorithm.
WSM	Class needs a room assignment and must be assigned with the preceding NSM or ISM record to the same room at the same time (cross-listed).
RSM	Class is related to the preceding NSM or ISM record and must be assigned to the same room but not at the same days/time.
NXM	Class needs a room assignment and can share a room with another class whose times overlap with it (can be double-booked).
1XM	Class needs a room assignment, has a preferred first choice room indicated in the <b>Room Name</b> field, and can share a room with another class whose times overlap with it (can be double-booked).
RXM	Class is related to the previous NXM or 1XM record and must be assigned to the same room at the same or overlapping times.
ASM	Class has a room assignment that was made manually or in another system, such as the student information system.
AXM	Class has a room assignment that was made manually or in another system, and the class time span overlaps part of all of the time span of another class assigned to the same room (double-booking or intentional conflict).
HSM	This is a set of home cross-listed classes pre-assigned to the same room at identical days and times.

**GTVSCHS****Scheduling Status Code Validation Form**

- VSM This is a set of visitor cross-listed classes pre-assigned to the same room at identical days and times.
- 5SM Schedule25 assigned the class a room during a previous run.
- 5XM Schedule25 assigned the class a room, and it is double-booked with another class.

**STVACAT****Degree Award Category Code Validation Form**

- 11 Elementary School Program
- 12 Junior High School Program
- 13 High School Program
- 21 Post Secondary Certificate/Diploma < one year
- 22 Post Secondary Certificate/Diploma > one year and < two years
- 23 Associate's Degree
- 24 Baccalaureate Degree (Bachelor's)
- 25 Post Secondary Certificate/Diploma > two years and < four years
- 41 Post-Baccalaureate Certificate (Graduate)
- 42 Master's Degree
- 43, 32 Post-Masters's Certificate (Intermediate Graduate)
- 44 Doctoral Degree - Research/Scholarship
- 45, 31 Doctoral Degree - Professional Practice
- 46 Doctoral Degree - Other

**STVACTP****Activity Type Validation Form**

- SPRTS Sports

**STVACYR****Academic Year Validation Form**

- 0000 Beginning of Time
- 9999 End of Time

**STVADDA****Administrator Assignment Data Element Validation Form**

Base Table	Data Element	Description	Validation Table
GORPGEO	GORPGEO_GEOD_CODE	Person Geod Code	STVGEOD
GORPGEO	GORPGEO_GEOG_CODE	Person Geor Code	STVGEOR
SORHSCH	GORSGEO_HSCH_GEOD_CODE	HSCH SBGI Geod Code	STVGEOD
SORHSCH	GORSGEO_HSCH_GEOG_CODE	HSCH SBGI Geor Code	STVGEOR

**STVADDA Administrator Assignment Data Element Validation Form**

<b>Base Table</b>	<b>Data Element</b>	<b>Description</b>	<b>Validation Table</b>
SORPCOL	GORSGEO_PCOL_GEOD_CODE	PCOL SBGI Geod Code	STVGEOG
SORPCOL	GORSGEO_PCOL_GEOR_CODE	PCOL SBGI Geor Code	STVGEOR
GORVISA	GORVISA_VTYP_CODE	Visa - Current	STVVTYP
SARAATT	SARAATT_ATTSTS_CODE	Applicant Attribute Code	STVATTS
SARADAP	SARADAP_ADMT_CODE	App Admit Code	STVADMT
SARADAP	SARADAP_CAMP_CODE	App Camp Code	STVCAMP
SARADAP	SARADAP_COLL_CODE_1	App Coll Code	STV_COLL
SARADAP	SARADAP_DEGC_CODE_1	App Degree Code	STVDEGC
SARADAP	SARADAP_DEPT_CODE	App Dept Code	STVDEPT
SARADAP	SARADAP_FULL_PART_IND	App Full/Part Time Ind	N/A
SARADAP	SARADAP_LEVL_CODE	App Level Code	STVLEVL
SARADAP	SARADAP_MAJR_CODE_1	App Major Code	STVMAJR
SARADAP	SARADAP_PROGRAM_1	App Program	SMRPRLE
SARADAP	SARADAP_RESD_CODE	App Residence Code	STVRESD
SARADAP	SARADAP_RTYP_CODE	App Recruit Type Code	STVRTYP
SARADAP	SARADAP_STYP_CODE	App Student Type Code	STVSTYP
SARADAP	SARADAP_TERM_CODE_ENTRY	Applicant Term code	STVTERM
SARADAP	SARADAP_LFST_CODE_1	App 1st Curric LFST Code	GTVLFST
SARADAP2	SARADAP_LFST_CODE_2	App 2nd Curric LFST Code	GTVLFST
SARADAP2	SARADAP_CAMP_CODE_2	App 2nd Curric Camp Code	STVCAMP
SARADAP2	SARADAP_COLL_CODE_2	App 2nd Curric Coll Code	STV_COLL
SARADAP2	SARADAP_DEGC_CODE_2	App 2nd Curr Degree Code	STVDEGC
SARADAP2	SARADAP_DEPT_CODE_2	App 2nd Curr Dept Code	STVDEPT
SARADAP2	SARADAP_LEVL_CODE_2	App 2nd Curr Level Code	STVLEVL
SARADAP2	SARADAP_MAJR_CODE_2	App 2nd Curr Major Code	STVMAJR
SARADAP2	SARADAP_PROGRAM_2	App 2nd Curr Program	SMRPRLE
SARCHRT	SARCHRT_CHRT_CODE	Applicant Cohort Code	STVCHRT
SORHSCH	SOBSBGI_HSCH_CITY	HSCH SBGI City	N/A
SORHSCH	SOBSBGI_HSCH_CNTY_CODE	HSCH SBGI County Code	STVCNTY
SORHSCH	SOBSBGI_HSCH_EPSC_CODE	HSCH SBGI EPS Code	STVEPSC
SORHSCH	SOBSBGI_HSCH_STAT_CODE	HSCH SBGI State Code	STVSTAT
SORHSCH	SOBSBGI_HSCH_ZIP	HSCH SBGI ZIP Code	GTVZIPC
SORPCOL	SOBSBGI_PCOL_CITY	PCOL SBGI City	N/A
SORPCOL	SOBSBGI_PCOL_CNTY_CODE	PCOL SBGI County Code	STVCNTY
SORPCOL	SOBSBGI_PCOL_EPSC_CODE	PCOL SBGI EPS Code	STVEPSC

**STVADDA Administrator Assignment Data Element Validation Form**

<b>Base Table</b>	<b>Data Element</b>	<b>Description</b>	<b>Validation Table</b>
SORPCOL	SOBSBGI_PCOL_STAT_CODE	PCOL SBGI State Code	STVSTAT
SORPCOL	SOBSBGI_PCOL_ZIP	PCOL SBGI ZIP Code	GTVZIPC
SORCONT	SORCONT_CTYP_CODE	Contact Code	STVCTYP
SORHSCH	SORHSCH_SBGI_CODE	HSCH SBGI Code	STVSBGI
SORINTS	SORINTS_INTS_CODE	Interest Code	STVINTS
SORPCOL	SORPCOL_PCOL_CODE	PCOL SBGI Code	STVSBGI
SORTEST	SORTEST_TEAC_CODE	Test Accommodation Code	STVTEAC
SORTEST	SORTEST_TEIN_CODE	Test Instrument Code	STVTEIN
SORTEST	SORTEST_TESC_CODE	Test Score Code	STVTESC
SPBPERS	SPBPERS_CITZ_CODE	Citizenship Code	STVCITZ
SPBPERS	SPBPERS_ETHN_CODE	Ethnic Code	STVETHN
SPBPERS	SPBPERS_LGCY_CODE	Legacy Code	STVLGCY
SPBPERS	SPBPERS_SEX	Gender Code	N/A
SPRIDEN	SPRIDEN_LAST_NAME	Last Name	N/A
SRBRECR	SRBRECR_ADMT_CODE	Recruit Admit Code	STVADMT
SRBRECR	SRBRECR_CAMP_CODE	Recruit Camp Code	STVCAMP
SRBRECR	SRBRECR_COLL_CODE	Recruit Coll Code	STVCOLL
SRBRECR	SRBRECR_DEGC_CODE	Recruit Degree Code	STVDEGC
SRBRECR	SRBRECR_DEPT_CODE	Recruit Dept Code	STVDEPT
SRBRECR	SRBRECR_LEVL_CODE	Recruit Level Code	STVLEVL
SRBRECR	SRBRECR_MAJR_CODE	Recruit Major Code	STVMAJR
SRBRECR	SRBRECR_PROGRAM_1	Recruit Program	SMRPRLE
SRBRECR	SRBRECR_RTYP_CODE	Recruit Type Code	STVRTYP
SRBRECR	SRBRECR_STYP_CODE	Recruit Student Type Code	STVSTYP
SRBRECR	SRBRECR_TERM_CODE	Recruit Term Code	STVTERM
SRBRECR	SRBRECR_LFST_CODE_1	Recruit 1st Curr LFST Code	GTVLFST
SRBRECR2	SRBRECR_LFST_CODE_2	Recruit 2nd Curr LFST Code	GTVLFST
SRBRECR2	SRBRECR_CAMP_CODE_2	Recruit 2nd Curr Camp Code	STVCAMP
SRBRECR2	SRBRECR_COLL_CODE_2	Recruit 2nd Curr Coll Code	STVCOLL
SRBRECR2	SRBRECR_DEGC_CODE_2	Recruit 2nd Curr Degree Code	STVDEGC
SRBRECR2	SRBRECR_DEPT_CODE_2	Recruit 2nd Curr Dept Code	STVDEPT

**STVADDA Administrator Assignment Data Element Validation Form**

<b>Base Table</b>	<b>Data Element</b>	<b>Description</b>	<b>Validation Table</b>
SRBRECR2	SRBRECR_LEVL_CODE_2	Recruit 2nd Curr Level Code	STVLEVL
SRBRECR2	SRBRECR_MAJR_CODE_2	Recruit 2nd Curr Major Code	STVMAJR
SRBRECR2	SRBRECR_PROGRAM_2	Recruit 2nd Curr Program	SMRPRLE
SRRCHRT	SRRCHRT_CHRT_CODE	Recruit Cohort Code	STVCHRT
SRRRATT	SRRRATT_ATTS_CODE	Recruit Attribute Code	STVATTS

**STVAPLS EDI Application Source Code Validation Form**

EDI Electronic Data Interchange  
WEB World Wide Web

**STVAPST Admissions Application Status Code Validation Form**

C Complete/Ready for Review  
D Decision Made  
I Incomplete/Items Outstanding

**STVASTD Academic Standing Code Validation Form**

00 Good Standing

**STVATYP Address Type Code Validation Form**

MA Mailing  
MA is required for tape load processing and is used by the Banner Advancement System for Banner Student loading processes.

PA Parents  
PA is from the original system-required values used on SOAFOLK when entering a parent address.

BI Billing  
BU Business  
BI and BU are required for sample data purposes if the Banner Finance System is installed.



**STVATYP**            **Address Type Code Validation Form**  
XX        Accounts Payable  
          XX is reserved for use by TGRFEED.

**STVCACT**           **Curriculum Activity Status Validation Form**  
ACTIVE        Active Curriculum  
INACTIVE     Inactive Curriculum  
REMOVED     Removed

 **Note**

Please note that STVCACT does not contain a system-required indicator. The indicator resides in the Curriculum Activity Status Rules Table (SOBCACT). The specified values must exist in the table when using curriculum processing. ■

**STVCAST**           **Combined Academic Standing Code Validation Form**  
00        Good Standing

**STVCKSR**           **Application Checklist Source Validation Form**  
BASELINE     Originates from Banner

**STVCOLL**           **College Code Validation Form**  
00        No College Designated  
99        College Used in Statistical Calculation

**STVCSTS****Curriculum Status Validation Form**

ADMITREPLACE	Application replaces learner
APPACCEPT	Applicant Acceptance
APPLIED	Application Exists
AWARDED	Degree Awarded
CHANGED	Changed
COMPLETED	Completed
DENIED	Application has been rejected
INPROGRESS	In Progress
INSTACCEPT	Institution Acceptance
NOPUSH	Self-Service No Push to Learner
OVERLOAD	Overload
PENDING	Pending
REMOVED	Inactivate field of study
SOUGHT	Degree has sought status
STUDYPATH	Study Path Created

 **Note**

Please note that STVCSTS shares these required values with the Curriculum Status Events Table (SORCSTS). The specified values must exist in the SORCSTS table when using curriculum status events and user-preferred translations for the value of the curriculum status code on STVCSTS. ■

**STVDAYS****Days of the Week Validation Form**

U	Sunday
M	Monday
T	Tuesday
W	Wednesday
R	Thursday
F	Friday
S	Saturday

**STVDEGC****Degree Code Validation Form**

000000	Degree Not Declared
--------	---------------------

**STVDEGS****Degree Status Code Validation Form**

SO	Sought
----	--------

<b>STVDEPT</b>	<b>Department Code Validation Form</b>
0000	Department Not Declared
<b>STVDFLT</b>	<b>Compliance Defaults Option Validation Form</b>
ONLINE	Online processing default
BATCH	Batch processing default
WEB	Web processing default
<b>STVEAPL</b>	<b>Electronic Application Status Validation Form</b>
H	Admissions Hold
I	Can't Insert Decision Code
R	Match Error
N	Not Processed
Y	Process Complete
P	Push Error
U	Suspended Record
V	Verification Error
<b>STVEDIS</b>	<b>EDI Status Code Validation Form</b>
P0	XML Request Received
P1	XML Transcript Exported
P2	XML Export had errors
P4	XML Export held for final grades
P5	XML Export held for awarded degree
<b>STVEGRP</b>	<b>EDI Rule Group Validation Form</b>
ACHR	AMCAS Course Summaries
ADDR	Address Source Rules
ADMS	Admission Rules
AGPA	AMCAS GPA Types
ATST	AMCAS Test Codes
ATYP	Address Type Rules
CHKL	Checklist Rules
CQLF	Code Qualifiers
CURR	Curriculum Rules
DCSN	Applicant Decision
DISP	Web Display Rules
DTQL	Date/Time Qualifier Rules

**STVEGRP****EDI Rule Group Validation Form**

ENTY	Entity Rules
FLVL	Field of Study Level Rules
LGCY	Legacy Rules
PATH	System Path Rules
PCOL	Prior College Rules
PQLF	Phone Qualifier Code Rules
PREL	Electronic Prospect Group
QSTN	Question Code Rules
RESD	Residency Rules
RFQL	Reference Qualifier Rules
RLTN	Relationship Qualifier Rules
TELE	Telephone Patern Rules
VCRL	Verification Control Rules

**STVELMT****HTML Letter Module Validation Form**

<b>Module</b>	<b>Description</b>	<b>View</b>
A	Admissions	AS_ADMISSIONS_APPLICANT
E	Electronic App	SAVEAPS
F	Registration	AS_STUDENT_REGISTRATION_DETAIL
P	Electronic Prospect	SRVPREL
R	Recruit	AS_RECRUITING_DATA
S	Student	AS_STUDENT_DATA
T	Transcripts	SHVTRE1

**STVESTS****Student Registration Status Code Validation Form**

EL	Eligible to Register
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**STVETCT****IPEDS Ethnic Code Validation Form**

1	Black Non-Hispanic
2	American Indian or Alaskan Native
3	Asian or Pacific Islander
4	Hispanic
5	White Non-Hispanic
6	Other

**STVEVEN****Academic History Event Code Validation Form**

999	Miscellaneous Event
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**STVFTYP****Fee Type Validation Form**

FLAT	Flat Fee
BILL	Per Bill Hour Fee
CRED	Per Credit Hour Fee
DURN	Per Duration Unit

**STVGAST****Graduation Application Status Validation Form**

AC	Active Application
IA	Inactivate Application

**STVGCHG****Grade Change Code Validation Form**

CC	Composite Calculation
CR	Capped Resit
DL	Degraded Late Mark
OE	Original Entry
RC	Re-Calculated
SG	Substitute Grade

**STVINTS****Outside Interest Code Validation Form**

A1	Instrumental Music
A2	Vocal Music
A3	Student Government
A4	Publications, Literary
A5	Debate
A6	Departmental Clubs
A7	Dramatics, Theater
A8	Religious Organizations
A9	Racial or Ethnic Organizations
AA	Intramural Athletics
AB	Varsity Athletics
AC	Political Organizations
AD	Radio - TV
AE	Fraternity or Sorority
AF	Special Interest Groups
AG	Campus or Community Service Groups
AH	Art
AI	Coop or Internship Programs
AJ	Dance

<b>STVINTS</b>	<b>Outside Interest Code Validation Form</b>
AK	Environmental or Ecology Activity
AL	Foreign Study Abroad
AM	Honors or Independent Study
AN	ROTC

<b>STVLEVL</b>	<b>Level Code Validation Form</b>
00	Level Not Declared

<b>STVLMOD</b>	<b>Learner Module Validation Form</b>
RECRUIT	Recruiting
ADMISSIONS	Admissions
LEARNER	Student
OUTCOME	Student Outcome

 **Note**

Please note that STVLMOD does not contain a system-required indicator. The indicator resides in the Learner Curriculum Frequency Rules Table (SOBLMOD). The specified values must exist in the table when using curriculum processing. ■

<b>STVMAJR</b>	<b>Major Code Validation Form</b>
0000	Major Not Declared

<b>STVMECL</b>	<b>Mass Entry Column Validation Form</b>	
<b>Mass Entry Code</b>	<b>Description</b>	<b>Mass Entry Forms Used</b>
ACTC_CODE	Athletic - Sports Code	SGAMSPT
ADD_BILL_HRS	Add registration bill hours	SFAMREG
ADD_CAMP_CODE	Add registration campus code	SFAMREG
ADD_CREDIT_HRS	Add registration credit hours	SFAMREG
ADD_CRN	Add registration CRN	SFAMREG
ADD_END_DATE	Add registration end date	SFAMREG
ADD_GMOD_CODE	Add registration grade mode code	SFAMREG
ADD_INSM_CODE	Add registration instructional method code	SFAMREG
ADD_LEVL_CODE	Add registration level code	SFAMREG
ADD_PTRM_CODE	Add registration part of term	SFAMREG
ADD_RSTS_CODE	Add registration status code	SFAMREG

**STVMECL****Mass Entry Column Validation Form**

<b>Mass Entry Code</b>	<b>Description</b>	<b>Mass Entry Forms Used</b>
ADD_SSTS_CODE	Add registration with registration status code	SFAMREG
ADD_START_DATE	Add registration start date	SFAMREG
ADD_TMST_HRS	Add registration with time status hours	SFAMREG
ADMR_CODE	Admissions checklist code	SAAMAPP
ADMT_CODE	Admissions Code	SAAMAPP
APDC_CODE	Decision code	SAAMAPP
APDC_CODE_MOST_RECENT	Most recent application decision	SAAMAPP
APDC_DATE	Decision date	SAAMAPP
APDC_IND	Current Decision: Accept; Reject; Confirm	SAAMAPP
APST_CODE	Application status	SAAMAPP
APST_DATE	Application status date	SAAMAPP
ATHL_AID_IND	Athletic - Aid Indicator	SGAMSPT
ATTS_CODE	Attribute	SAAMAPP, SGAMSTU
ATYP_CODE	Address type code	SHANDIP
BLCK_CODE	Block code	SFAMREG, SGAMSTU
BLOCK_PROCESS_IND	Block registration processing indicator	SFAMREG
BLOCK_RSTS_CODE	Block registration status code	SFAMREG
BYPASS_REG_ELIG	Bypass registration eligibility check	SFAMREG
CAP_ORDER_DATE	Cap-Gown-Hood tickets order date	SHAMUCA
CAP_ORDER_IND	Cap order indicator	SHAMUCA
CAP_PICKUP_IND	Cap picked up indicator	SHAMUCA
CAP_RETURN_DATE	Cap-Gown-Hood Returned date	SHAMUCA
CAP_RETURN_IND	Cap returned indicator	SHAMUCA
CAP_SIZE	Graduation Cap Size	SHAMUCA
CAP_TYPE	Cap Type	SHAMUCA
CERT_CODE	Ceremony code	SHAMCAT, SHAMUCA
CERT_ORDER_DATE	Order date	SHAMUCA
CERT_PICKUP_DATE	Pickup date	SHAMUCA
CERT_RETURN_DATE	Return date	SHAMUCA
CHKL_SOURCE	Checklist source	SAAMAPP
CHRT_CODE	Cohort code	SAAMAPP, SGAMSTU
CKSR_CODE	Checklist source	SAAMAPP

**STVMECL****Mass Entry Column Validation Form**

<b>Mass Entry Code</b>	<b>Description</b>	<b>Mass Entry Forms Used</b>
CLAS_CODE	Class code	SFARMEG, SGAMSTU, SAAMAPP, SHAMDEG, SHAMCAT, SHAMDIP
CONFIRM	APDC IND, Student accept	SAAMAPP
CONFIRM_APDC_IND	Student accept	SAAMAPP
COPY_ACTC_CODE	Athletic Copy - Copy Sports Code	SGAMSPT
COPY_ATTR_COHORT	Copy attribute and cohort to new term	SGAMSTU
COPY_ATTRIBUTES	Athletic Copy - Copy All Attributes from Search Term	SGAMSPT
COPY_ELIG_CODE	Athletic Copy - Eligible	SGAMSPT
COPY_SAAAT_CODE	Athletic Copy - Attribute Code	SGAMSPT
COPY_SAEL_CODE	Athletic Copy - Academic Eligibility	SGAMSPT
COPY_SPST_CODE	Athletic Copy - Status Code	SGAMSPT
CREATE_CERT_IND	Create Ceremony Attendance	SHAMIP
CREATE_DIPL_IND	Create Diploma	SHAMDIP
CRN_REG	Student is registered in CRN	SFAMREG
CRN_RSTS_CODE	Status code for currently registered CRN	SFAMREG
DEGS_CODE	Outcome status	SHAMDEG, SHAMCAT, SHAMUCA, SHAMDIP, SHAMUDI
DIPL_MAILED_DATE	Diploma mailed date	SHAMUDI
DIPL_ORDER_DATE	Diploma order date	SHAMDIP, SHAMUDI
DIPL_PICKUP_DATE	Diploma pick up date	SHAMUDI
DIPL_PICKUP_IND	Pick up indicator for diploma	SHAMUCA
DROP_ALL_CRN	Drop registration for all CRNs indicator	SFAMREG
DROP_CRN	Drop registration CRN	SFAMREG
DROP_CRSE_NUMB	Drop registration course number	SFAMREG
DROP_REMOVE_REG	Drop all registration records	SFAMREG
DROP_RSTS_CODE	Drop registration status on drop	SFAMREG
DROP_SEQ_NUMB	Drop registration sequence number	SFAMREG
DROP_SUBJ_CODE	Drop registration subject code	SFAMREG
EDLV_CODE	Education level	SGAMSTU
EGOL_CODE	Education goal	SGAMSTU
ELIG_CODE	Athletic - Eligible	SGAMSPT
EXP_GRAD_DATE	Expected graduation date	SGAMSTU



**STVMECL****Mass Entry Column Validation Form**

<b>Mass Entry Code</b>	<b>Description</b>	<b>Mass Entry Forms Used</b>
FEE_AMOUNT	Fee Amount	SHAMDEG, SHAMDIP, SHAMCAT
FEE_DATE	Fee effective date	SHAMDEG, SHAMDIP, SHAMCAT
FEE_DETC_CODE	Fee detail code	SHAMDEG, SHAMDIP, SHAMCAT
FEE_IND	Y to charge fee; W to waive fee	SHAMDEG, SHAMDIP, SHAMCAT
FEE_TERM_CODE	Fee term code	SHAMDEG, SHAMDIP, SHAMCAT
GAST_CODE	Graduation Application Status	SHAMDEG
GMOD_CODE	CRN grade mode	SFAMREG
GOWN_ORDER_IND	Gown order indicator	SHAMUCA
GOWN_PICKUP_IND	Gown picked up indicator	SHAMUCA
GOWN_RETURN_IND	Gown returned indicator	SHAMUCA
GOWN_SIZE	Graduation Gown Size	SHAMUCA
GOWN_TYPE	Gown type	SHAMUCA
GRAD_ATTEND_CDE	Graduation Attend Value	SHAMCAT
GRAD_ATTEND_IND	Graduation Attend Ceremony Indicator	SHAMUCA
GRAD_DATE	Graduation date	SGAMSTU, SHAMDEG
GRAD_YEAR	Graduation year	SGAMSTU, SHAMDEG
GRST_CODE	Graduation status	SHAMDEG
HOOD_ORDER_IND	Hood order indicator	SHAMUCA
HOOD_PICKUP_IND	Hood picked up indicator	SHAMUCA
HOOD_RETURN_IND	Hood returned indicator	SHAMUCA
HOOD_TYPE	Hood type	SHAMUCA
INNM_CODE	Degree Awarded by Code	SHAMDIP
INSERT_ACTC_CODE	Athletic Insert - Sports Code	SGAMSPT
INTS_CODE	Interest code	SAAMAPP
LCUR_ADMIT_TERM	Learner admission term	SGAMSTU
LCUR_ADMT_CODE	Learner admission code	SGAMSTU
LCUR_CAMP_CODE	Campus	SAAMAPP, SFAMREG, SGAMSTU, SHAMDEG, SHAMCAT, SHAMDIP, SHAMUDI
LCUR_COLL_CODE	College	SAAMAPP, SFAMREG, SGAMSTU, SHAMDEG, SHAMCAT, SHAMDIP, SHAMUDI

**STVMECL****Mass Entry Column Validation Form**

<b>Mass Entry Code</b>	<b>Description</b>	<b>Mass Entry Forms Used</b>
LCUR_CURRICULA	Which curricula to review: Primary, Secondary or All	SAAMAPP, SFAMREG, SGAMSTU, SHAMDEG, SHAMCAT, SHAMDIP, SHAMUDI
LCUR_DEGC_CODE	Degree	SAAMAPP, SFAMREG, SGAMSTU, SHAMDEG, SHAMCAT, SHAMDIP, SHAMUDI
LCUR_DEPT_CODE	Department	SAAMAPP, SFAMREG, SGAMSTU, SHAMDEG, SHAMCAT, SHAMDIP, SHAMUDI
LCUR_LEVL_CODE	Level	SAAMAPP, SFAMREG, SGAMSTU, SHAMDEG, SHAMCAT, SHAMDIP, SHAMUDI
LCUR_LFST_CODE	Field of study type	SAAMAPP, SFAMREG, SGAMSTU, SHAMDEG, SHAMCAT, SHAMDIP, SHAMUDI
LCUR_MAJR_CODE	Field of study code	SAAMAPP, SFAMREG, SGAMSTU, SHAMDEG, SHAMCAT, SHAMDIP, SHAMUDI
LCUR_MATRIC_TERM LCUR_PROGRAM	Learner matriculation term Program	SGAMSTU SAAMAPP, SFAMREG, SGAMSTU, SHAMDEG, SHAMCAT, SHAMDIP, SHAMUDI
LETR_CODE	Letter code	SAAMAPP, SGAMSPT, SGAMSTU, SHAMDEG, SHAMCAT, SHAMDIP, SHAMUDI, SHAMUCA
LETR_DATE	Initiated date on the letter	SAAMAPP, SGAMSPT, SGAMSTU, SHAMDEG, SHAMCAT, SHAMDIP, SHAMUDI, SHAMUCA
LETR_INIT_CODE	Letter initials code	SAAMAPP, SGAMSPT, SGAMSTU, SHAMDEG, SHAMCAT, SHAMDIP, SHAMUDI, SHAMUCA

**STVMECL****Mass Entry Column Validation Form**

<b>Mass Entry Code</b>	<b>Description</b>	<b>Mass Entry Forms Used</b>
LETR_PRINT_DATE	Date letter was printed	SAAMAPP, SGAMSPT, SGAMSTU, SHAMDEG, SHAMCAT, SHAMDIP, SHAMUDI, SHAMUCA
LETR_WAIT_DAYS	Wait days on the new letter	SAAMAPP, SGAMSPT, SGAMSTU, SHAMDEG, SHAMCAT, SHAMDIP, SHAMUDI, SHAMUCA
MANDATORY_IND	Admissions checklist mandatory indicator	SAAMAPP
NUMBER_TICKETS	Number of Tickets	SHAMUCA
POPSEL_APPLICATION_ID	Population Selection Application	SAAMAPP, SGAMSPT, SGAMSTU, SHAMDEG, SHAMCAT, SHAMDIP, SHAMUDI, SHAMUCA, SFAMREG
POPSEL_CREATOR_ID	Population Selection Creator ID	SAAMAPP, SGAMSPT, SGAMSTU, SHAMDEG, SHAMCAT, SHAMDIP, SHAMUDI, SHAMUCA, SFAMREG
POPSEL_SELECTION_ID	Population Selection ID	SAAMAPP, SGAMSPT, SGAMSTU, SHAMDEG, SHAMCAT, SHAMDIP, SHAMUDI, SHAMUCA, SFAMREG
POPSEL_USER_ID	Population Selection User ID	SAAMAPP, SGAMSPT, SGAMSTU, SHAMDEG, SHAMCAT, SHAMDIP, SHAMUDI, SHAMUCA, SFAMREG
RATE_CODE	Student fee assessment rate code	SGAMSTU, SAAMAPP, SFAMREG
REG_CHECK_APPR	Indicator to check for approvals	SFAMREG
REG_CHECK_ATTS	Indicator to check for student attributes	SFAMREG
REG_CHECK_CAMP	Indicator to check for campus	SFAMREG
REG_CHECK_CAPC	Indicator to check for capacity	SFAMREG
REG_CHECK_CHRT	Indicator to check for cohort	SFAMREG
REG_CHECK_CLAS	Indicator to check for class	SFAMREG
REG_CHECK_COLL	Indicator to check for college	SFAMREG
REG_CHECK_CORQ	Indicator to check for corequisites	SFAMREG

**STVMECL****Mass Entry Column Validation Form**

<b>Mass Entry Code</b>	<b>Description</b>	<b>Mass Entry Forms Used</b>
REG_CHECK_DEGREE	Indicator to check for degree	SFAMREG
REG_CHECK_DEPT	Indicator to check for department	SFAMREG
REG_CHECK_DUPL	Indicator to check for duplicates	SFAMREG
REG_CHECK_HOLD	Indicator to check for holds	SFAMREG
REG_CHECK_LEVL	Indicator to check for level	SFAMREG
REG_CHECK_LINK	Indicator to check for linked courses	SFAMREG
REG_CHECK_MAJR	Indicator to check for fields of study	SFAMREG
REG_CHECK_MAXH	Indicator to check for maximum hours	SFAMREG
REG_CHECK_MEXC	Indicator to check for mutual exclusions	SFAMREG
REG_CHECK_MINH	Indicator to check for minimum hours	SFAMREG
REG_CHECK_PREQ	Indicator to check for prerequisites	SFAMREG
REG_CHECK_PROGRAM	Indicator to check for program	SFAMREG
REG_CHECK_REPT	Indicator to check for repeats	SFAMREG
REG_CHECK_RPTH	Indicator to check for repeat hours	SFAMREG
REG_CHECK_TIME	Indicator to check for time conflict	SFAMREG
REG_CURRENT_CRN	Currently in CRN	SFAMREG
REG_DATE	Registration date	SFAMREG
REG_FEE_ASSESSMENT	Process fees in batch or online	SFAMREG
REG_GRADE_MODE	Grade mode for currently registered CRN	SFAMREG
REJECT	ADPC IND, Student rejected	SAAMAPP
REJECT_ADPC_IND	Student rejected	SAAMAPP
RESD_CODE	Residence Code	SAAMAPP, SGAMSTU
RETURN_DATE	Tickets returned date	SHAMUCA
SAAT_CODE	Athletic - Attribute Code	SGAMSPT
SAEL_CODE	Athletic - Academic Eligibility	SGAMSPT
SBGI_INST_AWARD	Awarding institution	SHAMDIP
SEASON_USED_IND	Athletic - Season Used Indicator	SGAMSPT
SPST_CODE	Athletic - Status Code	SGAMSPT
STST_CODE	Student status	SGAMSTU
STYP_CODE	Student type code	SAAMAPP, SGAMSTU
TERM_CODE_APPL	Admissions application term	SAAMAPP
TERM_CODE_ATHL_COMP	Athletic - Compliance Term Code	SGAMSPT

**STVMECL****Mass Entry Column Validation Form**

<b>Mass Entry Code</b>	<b>Description</b>	<b>Mass Entry Forms Used</b>
TERM_CODE_ATHL_COPY	Athletic - Copy Compliance Term Code	SGAMSPT
TERM_CODE_CERT	Ceremony term	SHAMCAT, SHAMDIP, SHAMUCA, SHAMUDI
TERM_CODE_DEGREE_COMPLETION	Term the degree is completed	SHAMDEG
TERM_CODE_EFF	Learner effective term	SGAMSTU, SFAMREG
TERM_CODE_EFF_IND	Term code equal indicator	SGAMSTU
TERM_CODE_GRAD	Graduation term	SHAMDEG, SGAMSTU, SHAMCAT, SHAMDIP
TERM_CODE_REG	Registration term	SFAMREG
TICKET_MAILED	Tickets mailed date	SHAMUCA
TICKET_ORDER_IND	Ticket order indicator	SHAMUCA
TICKET_PICKUP_IND	Ticket picked up indicator	SHAMUCA
WITHDRAWN_IND	Student withdrew	SAAMAPP

**STVORIG****Originator Code Validation Form**

AUTO      Generated Automatically

 **Note**

Please note that STVORIG does not contain a system-required indicator. However, it is recommended that the value *AUTO* exist when CAPP compliance processing is used at your institution. If this value does not exist, batch compliance will not run successfully. ■

**STVPREV****Progress Evaluation Code Validation Form**

00      Good Standing

**STVPROC****Process Control Code Validation Form**

COMPLIANCE	Compliance Requests
DISPLAYGRADES	Display Roster Grades
DISPLAYHOLDS	Display Student Holds
DISPLAYSCHEDULE	Display Student Schedule
DISPLAYTESTS	Display Test Scores
ENTERGRADES	Enter Roster Grades
TRANSCRIPT	Transcript Request

**STVPTRM      Part of Term Code Validation Form**

1      Full Term  
C      Combined Parts of Term

**STVRATP      Admissions Rating Type Validation Form**

0000      Admissions Rating

**STVRECR      Recruiter Code Validation Form**

000      Recruiter Not Assigned  
(for Tape Load Interface users only)

**STVRES D      Residence Code Validation Form**

0 †      Undeclared  
†*Note for clients in production prior to 1994.*  
If your institution is already using 0 (zero) for a value other than “Undeclared”, you must assign one value which is not otherwise being used as a system-required “Undeclared” value.

**STVRSTA      Recruiting Status Code Validation Form**

00      Undetermined - New Recruit  
(for Tape Load Interface users only)

**STVRSTS      Course Registration Status Code Validation Form**

RE      Registered  
DD      Delete  
DC      Drop Course  
WL      Waitlisted

**STVSBGI      Source/Background Institution Code Validation Form**

999999      Miscellaneous Institution

 **Note**

Please note that STVSBGI does not contain a system-required indicator. However, it is recommended that the value 999999 exist when AMCAS processing and/or transfer course processing is used at your institution. If this value does not exist, processing may not run successfully. It is also recommended that the value 999999 exist on SHATRNS so you can enter

a name for the institution when you are entering transfer work for a person. ■

**STVSTSP Student Study Path Status Code Validation Form**

AS Active Study Path Active and Allow Registration = checked (Yes) Y

**STVSTST Student Status Code Validation Form**

Value in database

AS Active Student Allow Registration = checked (Yes) Y  
 IS Inactive Student Allow Registration = unchecked (No) N

**STVSTYP Student Type Code Validation Form**

0 \* Undeclared

*\* Note for clients in production prior to 1994:*

If your institution is already using 0 (zero) for a value other than “Undeclared”, you must assign one value which is not otherwise being used as a system-required “Undeclared” value.

**STVTERM Term Code Validation Form**

000000 The Beginning of Time  
 999999 The End of Time

**STVTESC Test Code Validation Form**

Code	Test Type	Description	Number Positions	Data Type *	Min Score	Max Score
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\* The Data Type value of Numeric (checked) corresponds to a value of N in the database. The Data Type value of Alphanumeric (unchecked) corresponds to a value of A in the database.

AA1	ASSET	Asset	2	checked	00	99
A01	ACT	English	2	checked	01	36
A02	ACT	Math	2	checked	01	36
A03	ACT	Reading	2	checked	01	36
A04	ACT	Science Reasoning	2	checked	01	36
A05	ACT	Composite	2	checked	01	36
A06	ACT	Sum of Standard Scores	3	unchecked	001	180
A07	ACT	ACT Combined English/Writing	2	checked	01	36
SWR	ACT	ACT Subscore Writing	2	checked	02	12
NEW	ACT	ACT Norm English/Writing	2	checked	01	99
NWR	ACT	ACT Norm Writing	2	checked	01	99

**STVTESC****Test Code Validation Form**

<b>Code</b>	<b>Test Type</b>	<b>Description</b>	<b>Number Positions</b>	<b>Data Type *</b>	<b>Min Score</b>	<b>Max Score</b>
SUM	ACT	Subscore - Usage and Mech.	2	unchecked	01	18
SRH	ACT	Subscore - Rhetorical Skills	2	unchecked	01	18
SEA	ACT	Subscore - Elementary Algebra	2	unchecked	01	18
SAG	ACT	Subscore - Algebra/Geometry	2	unchecked	01	18
SGT	ACT	Subscore - Plane Geometry/Trig.	2	unchecked	01	18
SSS	ACT	Subscore - Social Studies	2	unchecked	01	18
SAL	ACT	Subscore - Arts/Literature	2	unchecked	01	18
NUM	ACT	Norm - Usage and Mech	2	unchecked	01	99
NRH	ACT	Norm - Rhetorical Skills	2	unchecked	01	99
NEA	ACT	Norm - Elementary Algebra	2	unchecked	01	99
NAG	ACT	Norm - Algebra/Geometry	2	unchecked	01	99
NGT	ACT	Norm - Plane Geometry/Trig	2	unchecked	01	99
NSS	ACT	Norm - Social Studies	2	unchecked	01	99
NAL	ACT	Norm - Arts/Literature	2	unchecked	01	99
G01	GMAT	GMAT Verbal Percent	2	checked	00	99
G02	GMAT	GMAT Quantitative Percent	2	checked	00	99
G03	GMAT	GMAT Total Converted Percent	3	checked	200	800
G04	GMAT	GMAT Writing Percent	2	checked	00	99
G05	GMAT	GMAT Total Percent	2	checked	00	99
G06	GMAT	GMAT Verbal Converted	2	checked	00	60
G07	GMAT	GMAT Quantitative Converted	2	checked	00	60
G08	GMAT	GMAT Writing Converted	2	checked	00	60
G03Q	GRE	Revised General Quantitative	3	checked	130	170
G03V	GRE	Revised General Verbal	3	checked	130	170
G03W	GRE	Revised General Writing	3	checked	0.0	6.0
GR01	GRE	Verbal Code	3	checked	200	800
GR02	GRE	Quantitative Code	3	checked	200	800
GR03	GRE	Analytical Code	3	checked	200	800
GR04	GRE	Writing Assessment	3	checked	0.0	6.0
GR05	GRE	Analytical Writing Test	3	checked	0.0	6.0
G22	GRE	Biochem, C & M Total Score	3	checked	200	990
G221	GRE	Biochem, C & M Subscore 1	3	checked	020	099
G222	GRE	Biochem, C & M Subscore 2	3	checked	020	099
G223	GRE	Biochem, C & M Subscore 3	3	checked	020	099
G24	GRE	Biology Total Score	3	checked	200	990
G241	GRE	Biology Subscore 1	3	checked	020	099
G242	GRE	Biology Subscore 2	3	checked	020	099
G243	GRE	Biology Subscore 3	3	checked	020	099



## STVTESC

## Test Code Validation Form

Code	Test Type	Description	Number Positions	Data Type *	Min Score	Max Score
G27	GRE	Chemistry Total Score	3	checked	200	990
G271	GRE	Chemistry Subscore 1	3	checked	020	099
G272	GRE	Chemistry Subscore 2	3	checked	020	099
G273	GRE	Chemistry Subscore 3	3	checked	020	099
G29	GRE	Computer Science Total Score	3	checked	200	990
G291	GRE	Computer Science Subscore 1	3	checked	020	099
G292	GRE	Computer Science Subscore 2	3	checked	020	099
G293	GRE	Computer Science Subscore 3	3	checked	020	099
G31	GRE	Economics Total Score	3	checked	200	990
G311	GRE	Economics Subscore 1	3	checked	020	099
G312	GRE	Economics Subscore 2	3	checked	020	099
G313	GRE	Economics Subscore 3	3	checked	020	099
G34	GRE	Education Total Score *	3	checked	020	099
G341	GRE	Education Subscore 1 *	3	checked	020	099
G342	GRE	Education Subscore 2 *	3	checked	020	099
G343	GRE	Education Subscore 3 *	3	checked	020	099
G35	GRE	Rev. Education Total Score	3	checked	200	990
G351	GRE	Rev. Education Subscore 1	3	checked	020	099
G352	GRE	Rev. Education Subscore 2	3	checked	020	099
G353	GRE	Rev. Education Subscore 3	3	checked	020	099
G37	GRE	Engineering Total Score	3	checked	200	990
G371	GRE	Engineering Subscore 1	3	checked	020	099
G372	GRE	Engineering Subscore 2	3	checked	020	099
G373	GRE	Engineering Subscore 3	3	checked	020	099
G44	GRE	French Total Score *	3	checked	020	099
G441	GRE	French Subscore 1 *	3	checked	020	099
G442	GRE	French Subscore 2 *	3	checked	020	099
G443	GRE	French Subscore 3 *	3	checked	020	099
G46	GRE	Geography Total Score *	3	checked	020	099
G461	GRE	Geography Subscore 1 *	3	checked	020	099
G462	GRE	Geography Subscore 2 *	3	checked	020	099
G463	GRE	Geography Subscore 3 *	3	checked	020	099
G47	GRE	Geology Total Score	3	checked	200	990
G471	GRE	Geology Subscore 1	3	checked	020	099
G472	GRE	Geology Subscore 2	3	checked	020	099
G473	GRE	Geology Subscore 3	3	checked	020	099
G52	GRE	German Total Score *	3	checked	020	099
G521	GRE	German Subscore 1 *	3	checked	020	099

**STVTESC****Test Code Validation Form**

<b>Code</b>	<b>Test Type</b>	<b>Description</b>	<b>Number Positions</b>	<b>Data Type *</b>	<b>Min Score</b>	<b>Max Score</b>
G522	GRE	German Subscore 2 *	3	checked	020	099
G523	GRE	German Subscore 3 *	3	checked	020	099
G57	GRE	History Total Score	3	checked	200	990
G571	GRE	History Subscore 1	3	checked	020	099
G572	GRE	History Subscore 2	3	checked	020	099
G573	GRE	History Subscore 3	3	checked	020	099
G64	GRE	Literature Total Score	3	checked	200	990
G641	GRE	Literature Subscore 1	3	checked	020	099
G642	GRE	Literature Subscore 2	3	checked	020	099
G643	GRE	Literature Subscore 3	3	checked	020	099
G67	GRE	Mathematics Total Score	3	checked	200	990
G671	GRE	Mathematics Subscore 1	3	checked	020	099
G672	GRE	Mathematics Subscore 2	3	checked	020	099
G673	GRE	Mathematics Subscore 3	3	checked	020	099
G68	GRE	Mathematics Rs Total Score	3	checked	200	990
G681	GRE	Mathematics Rs Subscore 1	3	checked	020	099
G682	GRE	Mathematics Rs Subscore 2	3	checked	020	099
G683	GRE	Mathematics Rs Subscore 3	3	checked	020	099
G71	GRE	Music Total Score *	3	checked	020	099
G711	GRE	Music Subscore 1 *	3	checked	020	099
G712	GRE	Music Subscore 2 *	3	checked	020	099
G713	GRE	Music Subscore 3 *	3	checked	020	099
G72	GRE	Music Total Score	3	checked	200	990
G721	GRE	Music Subscore 1	3	checked	020	099
G722	GRE	Music Subscore 2	3	checked	020	099
G723	GRE	Music Subscore 3	3	checked	020	099
G74	GRE	Philosophy Total Score *	3	checked	020	099
G741	GRE	Philosophy Subscore 1 *	3	checked	020	099
G742	GRE	Philosophy Subscore 2 *	3	checked	020	099
G743	GRE	Philosophy Subscore 3 *	3	checked	020	099
G77	GRE	Physics Total Score	3	checked	200	990
G771	GRE	Physics Subscore 1	3	checked	020	099
G772	GRE	Physics Subscore 2	3	checked	020	099
G773	GRE	Physics Subscore 3	3	checked	020	099
G78	GRE	Rev. Political Science Total Score	3	checked	200	990
G781	GRE	Rev. Political Science Subscore 1	3	checked	020	099
G782	GRE	Rev. Political Science Subscore 2	3	checked	020	099
G783	GRE	Rev. Political Science Subscore 3	3	checked	020	099

## STVTESC

## Test Code Validation Form

Code	Test Type	Description	Number Positions	Data Type *	Min Score	Max Score
G79	GRE	Political Science Total Score *	3	checked	020	099
G791	GRE	Political Science Subscore 1 *	3	checked	020	099
G792	GRE	Political Science Subscore 2 *	3	checked	020	099
G793	GRE	Political Science Subscore 3 *	3	checked	020	099
G81	GRE	Psychology Total Score	3	checked	200	990
G811	GRE	Psychology Subscore 1	3	checked	020	099
G812	GRE	Psychology Subscore 2	3	checked	020	099
G813	GRE	Psychology Subscore 3	3	checked	020	099
G87	GRE	Sociology Total Score	3	checked	200	990
G871	GRE	Sociology Subscore 1	3	checked	020	099
G872	GRE	Sociology Subscore 2	3	checked	020	099
G873	GRE	Sociology Subscore 3	3	checked	020	099
G91	GRE	Spanish Total Score *	3	checked	020	099
G911	GRE	Spanish Subscore 1 *	3	checked	020	099
G912	GRE	Spanish Subscore 2 *	3	checked	020	099
G913	GRE	Spanish Subscore 3 *	3	checked	020	099
<i>* These codes are no longer used for the GRE.</i>						
MBS	MCAT	MCAT Biological Science Score	2	checked	00	99
MPS	MCAT	MCAT Physical Science Score	2	checked	00	99
MVR	MCAT	MCAT Verbal Score	2	checked	00	99
MWS	MCAT	MCAT Writing Score	2	unchecked	A	Z
S01	SAT	Verbal Score	3	checked	200	800
S02	SAT	Mathematics Score	3	checked	200	800
S03	SAT	Reading Subscore	2	checked	20	80
S04	SAT	Vocabulary Subscore	2	checked	20	80
S07	SAT	SAT Writing	3	checked	200	800
S08	SAT	SAT Essay Subscore	2	checked	00	12
S09	SAT	SAT MC Subscore	2	checked	20	80
AH	SATII	American History/Social Studies	3	checked	200	800
BY	SATII	Biology	3	checked	200	800
CH	SATII	Chemistry	3	checked	200	800
CL	SATII	Chinese with Listening	3	checked	200	800
EB	SATII	Bio-Ecological Emphasis	3	checked	200	800
EH	SATII	European History/World Cultures	3	checked	200	800
EN	SATII	English Composition	3	checked	200	800
EP	SATII	English Proficiency	3	checked	200	800
ES	SATII	English Composition with Essay	3	checked	200	800
FL	SATII	French with Listening	3	checked	200	800

**STVTESC Test Code Validation Form**

Code	Test Type	Description	Number Positions	Data Type *	Min Score	Max Score
FR	SATII	French	3	checked	200	800
GL	SATII	German with Listening	3	checked	200	800
GM	SATII	German	3	checked	200	800
HB	SATII	Hebrew	3	checked	200	800
IT	SATII	Italian	3	checked	200	800
JL	SATII	Japanese with Listening	3	checked	200	800
KL	SATII	Korean with Listening	3	checked	200	800
LR	SATII	Literature	3	checked	200	800
LT	SATII	Latin	3	checked	200	800
MB	SATII	Bio-Molecular Emphasis	3	checked	200	800
M1	SATII	Mathematics Level I	3	checked	200	800
M2	SATII	Mathematics Level II	3	checked	200	800
1C	SATII	Mathematics Level IC	3	checked	200	800
2C	SATII	Mathematics Level IIC - Calculator	3	checked	200	800
MH	SATII	Modern Hebrew	3	checked	200	800
PH	SATII	Physics	3	checked	200	800
SL	SATII	Spanish with Listening	3	checked	200	800
SP	SATII	Spanish	3	checked	200	800
UH	SATII	U.S. History	3	checked	200	800
WH	SATII	World History	3	checked	200	800
WR	SATII	Writing	3	checked	200	800

 **Note**

It is recommended that the listed values be checked periodically against the current delivered file layout values, since changes occur over time. ■

**STVTMST Time Status Code Validation Form**

99 Error Calculating Time Status

**STVTPFD Tape Field Names Validation Form**

*Field names with an \* are no longer used for the ACT.*

A01_NATIONAL_NORM	ACT English National Norm
A01_TADM_CODE	ACT A01 Test Admin Code
A01_TEST_MON	ACT A01 Test Month
A01_TEST_SCORE	ACT A01 Test Score
A01_TEST_YEAR	ACT A01 Test Year
A02_NATIONAL_NORM	ACT Math National Norm

**STVTPFD Tape Field Names Validation Form**

A02_TADM_CODE	ACT A02 Test Admin Code
A02_TEST_MON	ACT A02 Test Month
A02_TEST_SCORE	ACT A02 Test Score
A02_TEST_YEAR	ACT A02 Test Year
A03_NATIONAL_NORM	ACT Reading National Norm
A03_TADM_CODE	ACT A03 Test Admin Code
A03_TEST_MON	ACT A03 Test Month
A03_TEST_SCORE	ACT A03 Test Score
A03_TEST_YEAR	ACT A03 Test Year
A04_NATIONAL_NORM	ACT Science National Norm
A04_TADM_CODE	ACT A04 Test Admin Code
A04_TEST_MON	ACT A04 Test Month
A04_TEST_SCORE	ACT A04 Test Score
A04_TEST_YEAR	ACT A04 Test Year
A05_NATIONAL_NORM	ACT Composite National Norm
A05_TADM_CODE	ACT A05 Test Admin Code
A05_TEST_MON	ACT A05 Test Month
A05_TEST_SCORE	ACT A05 Test Score
A05_TEST_YEAR	ACT A05 Test Year
A06_TADM_CODE	ACT A06 Test Admin Code
A06_TEST_MON	ACT A06 Test Month
A06_TEST_SCORE	ACT A06 Test Score
A06_TEST_YEAR	ACT A06 Test Year
A07_NATIONAL_NORM	ACT Combined English/Writing National Norm
A07_TEST_SCORE	ACT A07 Test Score
A1_INTS_CODE	A1 Interest Code Chosen
A2_INTS_CODE	A2 Interest Code Chosen
A3_INTS_CODE	A3 Interest Code Chosen
A4_INTS_CODE	A4 Interest Code Chosen
A5_INTS_CODE	A5 Interest Code Chosen
A6_INTS_CODE	A6 Interest Code Chosen
A7_INTS_CODE	A7 Interest Code Chosen
A8_INTS_CODE	A8 Interest Code Chosen
A9_INTS_CODE	A9 Interest Code Chosen
AA_INTS_CODE	AA Interest Code Chosen
AB_INTS_CODE	AB Interest Code Chosen
AC_INTS_CODE	AC Interest Code Chosen
ADDL_MCAT_INTENT_IND	MCAT Intent Indicator Placehld
ADM_ACTION_CODE	Admission Action Code Placehld

**STVTPFD Tape Field Names Validation Form**

ADM_ACTION_DATE	Admission Action Date Placehld
ADVISOR_INFO_RELEASE	Advisor Info Release Placeholder
AD_INTS_CODE	AD Interest Code Chosen
AE_INTS_CODE	AE Interest Code Chosen
AF_INTS_CODE	AF Interest Code Chosen
AGE	Age of Recruit/App Placeholder
AG_INTS_CODE	AG Interest Code Chosen
AH_INTS_CODE	AH Interest Code Chosen
AI_INTS_CODE	AI Interest Code Chosen
AJ_INTS_CODE	AJ Interest Code Chosen
AK_INTS_CODE	AK Interest Code Chosen
AL_INTS_CODE	AL Interest Code Chosen
AMCAS_ID	AMCAS ID
AM_INTS_CODE	AM Interest Code Chosen
AN_INTS_CODE	AN Interest Code Chosen
AO_INTS_CODE	AO Interest Code Chosen
APPL_TYPE	Application Type
APP_YEAR	Application Year
AP_HOURS	Advanced Placement Hours
BIO_NUMBER	Number of the Applicant
BIRTH_CENT	Birth Date Century
BIRTH_CITY	City of Birth
BIRTH_COUNTY_COUNTRY_CODE	County or Country of Birth
BIRTH_COUNTY_COUNTRY_NAME	Birth Cnty/Ctry Name Placeholder
BIRTH_COUNTY_RURAL_IND	Birth County is Rural
BIRTH_DATE	Full Birth Date
BIRTH_DAY	Day of Month of Birth
BIRTH_MON	Month of Birth
BIRTH_STATE	State or Province of Birth
BIRTH_YEAR	Year of Birth
CANADIAN_POSTAL_CODE	Canadian Postal Code
CANADIAN_PROVINCE	Canadian Province
CHANGE_FLAG	Change Flag Placeholder
CHANGE_NBR	Change Number Placeholder
CITIZENSHIP	Citizenship Code
CITIZEN_NATN_CODE	Nation Code of Citizenship
CITIZEN_NATN_NAME	Nation Name of Citize Placehld
CITY	Current Address City
CLEP_HOURS	College Level Exam Prog Hours
CNTY_CODE	Current Address County Code

**STVTPFD Tape Field Names Validation Form**

CUM_AO_GPA	Cumulative All Other GPA
CUM_AO_HOURS	Cumulative All Other Hours
CUM_BCPM_GPA	Cumulative BioChemPhysMath GPA
CUM_BCPM_HOURS	Cumulative BioChemPhysMath Hrs
CUM_TOTAL_GPA	Cumulative Total GPA
CYCLE_ADD	Cycle Add Placeholder
CYCLE_CHANGE	Cycle Change Placeholder
DATE_APPLIED	Application Date
DEGC_CODE	Degree Code
DEPT_CODE	Department Code
DISADVANTAGED_IND	Disadvantaged Indicator
EARLY_DECISION	Early Decision Indicator
EDUC_GOAL	Education Goal
EFFECTIVE_DATE	Effective Date of Test
EMAIL_ADDR	Email Address
ENROLLMENT_DATE	Intended Enrollment Date
ETHN_CODE	Ethnic Code 1
ETHN_CODE10	Ethnic Code 10
ETHN_CODE2	Ethnic Code 2
ETHN_CODE3	Ethnic Code 3
ETHN_CODE4	Ethnic Code 4
ETHN_CODE5	Ethnic Code 5
ETHN_CODE6	Ethnic Code 6
ETHN_CODE7	Ethnic Code 7
ETHN_CODE8	Ethnic Code 8
ETHN_CODE9	Ethnic Code 9
EVALUATION	Evaluation Placeholder
EXP_GRAD_DATE	Expect Graduation Date Holder
FEE_WAIVER	Fee Waiver
FELONY	Felony Indicator
FELONY_PLACEHOLDER	Felony Placeholder
FOREIGN_ADDRESS	Foreign Address Indicator
FOREIGN_NATION	Foreign Nation
FOREIGN_SSN	Foreign SSN
FR_AO_GPA	Freshman All Other GPA
FR_AO_HOURS	Freshman All Other Hours
FR_BCPM_GPA	Freshman BioChemPhysMath GPA
FR_BCPM_HOURS	Freshman BioChemPhysMath Hrs
FR_TOTAL_GPA	Freshman Total GPA
G01_TADM_CODE	GMAT G01 Test Admin Code

**STVTPFD Tape Field Names Validation Form**

G01_TEST_MON	GMAT G01 Test Month
G01_TEST_SCORE	GMAT G01 Test Score
G01_TEST_YEAR	GMAT G01 Test Year
G02_TEST_SCORE	GMAT G02 Test Score
G03_TEST_SCORE	GMAT G03 Test Score
G04_TEST_SCORE	GMAT G04 Test Score
G05_TEST_SCORE	GMAT G05 Test Score
G06_TEST_SCORE	GMAT G06 Test Score
G07_TEST_SCORE	GMAT G07 Test Score
G08_TEST_SCORE	GMAT G08 Test Score
GENDER	Gender
GRAD_AO_GPA	Graduate All Other GPA
GRAD_AO_HOURS	Graduate All Other Hours
GRAD_BCPM_GPA	Graduate BioChemPhysMath GPA
GRAD_BCPM_HOURS	Graduate BioChemPhysMath Hrs
GRAD_TOTAL_GPA	Graduate Total GPA
GRE_PERCENTILE0	GRE Percentile 0
GRE_PERCENTILE1	GRE Percentile 1
GRE_PERCENTILE2	GRE Percentile 2
GRE_PERCENTILE3	GRE Percentile 3
GRE_SCORE0	GRE Score 0
GRE_SCORE1	GRE Score 1
GRE_SCORE2	GRE Score 2
GRE_SCORE3	GRE Score 3
GRE_TEST_CENT	GRE Test Century
GRE_TEST_CODE	GRE Test Code
GRE_TEST_MON	GRE Test Month
GRE_TEST_SCORE	GRE Test Score
GRE_TEST_YEAR	GRE Test Year
GRE_TYPE0	GRE Type 0
GRE_TYPE1	GRE Type 1
GRE_TYPE2	GRE Type 2
GRE_TYPE3	GRE Type 3
HISP_IND	Hispanic Indicator
HSCH_AO_GPA	High School All Other GPA
HSCH_AO_HOURS	High School All Other Hours
HSCH_BCPM_GPA	High School ChemBioPhyMath GPA
HSCH_BCPM_HOURS	High School ChemBioPhyMath Hrs
HSCH_CITY	High School City
HSCH_CLASS_RANK	High School Class Rank



**STVTPFD Tape Field Names Validation Form**

HSCH_CLASS_SIZE	High School Class Size
HSCH_GPA	High School Total GPA
HSCH_GRADE_LEVEL	High School Grade Level
HSCH_GRAD_CENT	High School Graduation Century
HSCH_GRAD_DAY	High School Graduation Day
HSCH_GRAD_MON	High School Graduation Month
HSCH_GRAD_YEAR	High School Graduation Year
HSCH_NAME	High School Name
HSCH_NATION	High School Nation
HSCH_SBGI_CODE	High School SBGI Code
HSCH_STAT_CODE	High School State Code
HSCH_STREET1	High School Street Address 1
HSCH_TOTAL_HOURS	High School Total Hours
HSCH_ZIP	High School ZIP Code
INSTITUTIONAL_ACTION	Institutional Action
INTEREST	Interest
INTS_CODE1	Interest Code 1
INTS_CODE2	Interest Code 2
INTS_CODE3	Interest Code 3
INTS_CODE4	Interest Code 4
INTS_CODE5	Interest Code 5
INTS_CODE6	Interest Code 6
INTS_CODE7	Interest Code 7
INTS_CODE8	Interest Code 8
INTS_CODE9	Interest Code 9
INTS_CODE10	Interest Code 10
INTS_CODE11	Interest Code 11
INTS_CODE12	Interest Code 12
INTS_CODE13	Interest Code 13
INTS_CODE14	Interest Code 14
JR_AO_GPA	Junior All Other GPA
JR_AO_HOURS	Junior All Other Hours
JR_BCPM_GPA	Junior BioChemPhysMath GPA
JR_BCPM_HOURS	Junior BioChemPhysMath Hours
JR_TOTAL_GPA	Junior Total GPA
LEGAL_COUNTY_CODE	Legal County Code
LEGAL_COUNTY_NAME	Legal County Name Placeholder
LEGAL_COUNTY_RURAL_IND	Legal County Rural Indicator
LEGAL_STATE	Legal State Code
MAJR_CODE	Major Code 1

**STVTPFD Tape Field Names Validation Form**

MAJR_CODE2	Major Code 2
MAJR_CODE3	Major Code 3
MAJR_CODE4	Major Code 4
MAJR_CODE5	Major Code 5
MAJR_CODE6	Major Code 6
MAJR_PSAT	PSAT Major Code
MATRIC_DATE	Matriculation Date Placeholder
MBS_LITHOCODE	MCAT BioSci Lcode Placeholder
MBS_MED_MAR_IND	MCAT BioSci Med Mar Placeholder
MBS_TEAC_CODE	MCAT BioSci Test Accommodation
MBS_TEFR_CODE	MCAT BioSci Test Form Code
MBS_TEST_DATE	MCAT MBS Test Date
MBS_TEST_SCORE	MCAT MBS Test Score
MBS_UNUSED1	MCAT BioSci Unused Placeholder
MBS_UNUSED2	MCAT BioSci Unused Placeholder
MBS_UNUSED3	MCAT BioSci Unused Placeholder
MBS_WS_FORM_NUM	MCAT Writing Sample Placeholder
MCAT_INTENT_DATE	MCAT Intent Test Date
MILITARY_DISCHARGE_IND	Military Discharge Indicator
MILITARY_HON_DISCHARGE_IND	Military Honorable Dischg Ind
MILITARY_SERVICE_IND	Military Service Indicator
MISDEMEANOR_IND	Misdemeanor Indicator
MPS_TEST_SCORE	MCAT MPS Test Score
MVR_TEST_SCORE	MCAT MVR Test Score
MWS_TEST_SCORE	MCAT MWS Test Score
NAG_NATIONAL_NORM	ACT Alg/Coord Geom National Norm
NAG_TADM_CODE	ACT NAG Test Admin Code
NAG_TEST_MON	ACT NAG Test Month
NAG_TEST_SCORE *	ACT NAG Test Score
NAG_TEST_YEAR	ACT NAG Test Year
NAL_NATIONAL_NORM	ACT Arts/Lit National Norm
NAL_TADM_CODE	ACT NAL Test Admin Code
NAL_TEST_MON	ACT NAL Test Month
NAL_TEST_SCORE *	ACT NAL Test Score
NAL_TEST_YEAR	ACT NAL Test Year
NAME_FIRST	First Name
NAME_LAST	Last Name
NAME_LAST_OLD	Former Last Name
NAME_MI	Middle Initial
NATION_CODE	Nation Code

**STVTPFD Tape Field Names Validation Form**

NATION_NAME	Nation Name
NEA_NATIONAL_NORM	ACT Elem Algebra National Norm
NEA_TADM_CODE	ACT NEA Test Admin Code
NEA_TEST_MON	ACT NEA Test Month
NEA_TEST_SCORE *	ACT NEA Test Score
NEA_TEST_YEAR	ACT NEA Test Year
NEW_TADM_CODE	ACT NEW Test Admin Code
NEW_TEST_MON	ACT NEW Test Month
NEW_TEST_SCORE *	ACT NEW Test Score
NEW_TEST_YEAR	ACT NEW Test Year
NEXT_MCAT_DATE	Next MCAT Date (pre-2008)
NGT_NATIONAL_NORM	ACT Plane Geom/Trig National Norm
NGT_TADM_CODE	ACT NGT Test Admin Code
NGT_TEST_MON	ACT NGT Test Month
NGT_TEST_SCORE *	ACT NGT Test Score
NGT_TEST_YEAR	ACT NGT Test Year
NRH_NATIONAL_NORM	ACT Rhetorical Skills National Norm
NRH_TADM_CODE	ACT NRH Test Admin Code
NRH_TEST_MON	ACT NRH Test Month
NRH_TEST_SCORE *	ACT NRH Test Score
NRH_TEST_YEAR	ACT NRH Test Year
NSS_NATIONAL_NORM	ACT Soc Stud/Sci National Norm
NSS_TADM_CODE	ACT NSS Test Admin Code
NSS_TEST_MON	ACT NSS Test Month
NSS_TEST_SCORE *‘	ACT NSS Test Score
NSS_TEST_YEAR	ACT NSS Test Year
NUMBER_OF_DEPENDENTS	Number of Dependents
NUM_MCATS	Number of MCATS Placeholder
NUM_NATIONAL_NORM	ACT Usage/Mech National Norm
NUM_TADM_CODE	ACT NUM Test Admin Code
NUM_TEST_MON	ACT NUM Test Month
NUM_TEST_SCORE *	ACT NUM Test Score
NUM_TEST_YEAR	ACT NUM Test Year
NWR_NATIONAL_NORM	ACT Writing National Norm
NWR_TADM_CODE	ACT NWR Test Admin Code
NWR_TEST_MON	ACT NWR Test Month
NWR_TEST_SCORE *	ACT NWR Test Score
NWR_TEST_YEAR	ACT NWR Test Year
OLDSAT1_PERCENTILE	SAT II National Percentile
OLDSAT1_RCRV_IND	Old SAT RCRV

**STVTPFD Tape Field Names Validation Form**

OLDSAT1_TADM_CODE	Old SAT Test Admin Code
OLDSAT1_TEST_CODE	Old SAT Test Code
OLDSAT1_TEST_MON	Old SAT Test Month
OLDSAT1_TEST_SCORE	Old SAT Test Score
OLDSAT1_TEST_YEAR	Old SAT Test Year
OLDSAT2_PERCENTILE	SAT II National Percentile
OLDSAT2_TEST_CODE	Old SAT Test Code
OLDSAT2_TEST_SCORE	Old SAT Test Score
OLDSAT3_PERCENTILE	SAT II National Percentile
OLDSAT3_TEST_CODE	Old SAT Test Code
OLDSAT3_TEST_SCORE	Old SAT Test Score
PBUG_AO_GPA	Post Bac UG All Other GPA
PBUG_AO_HOURS	Post Bac UG All Other Hours
PBUG_BCPM_GPA	Post Bac UG BioChemPhyMath GPA
PBUG_BCPM_HOURS	Post Bac UG BioChemPhyMath Hrs
PBUG_TOTAL_GPA	Post Bac UG Total GPA
PCOL_CITY	Prior College City
PCOL_DEGR_CODE	Prior College Degree Code
PCOL_DEGR_CODE2	Previous College Degree 2
PCOL_DEGR_CODE3	Previous College Degree 3
PCOL_DEGR_CODE4	Previous College Degree 4
PCOL_DEGR_CODE5	Previous College Degree 5
PCOL_GPA	Previous College GPA
PCOL_GRAD_CENT	Previous College Grad Century
PCOL_GRAD_DATE	Previous College Grad Date
PCOL_GRAD_DATE2	Previous College Grad Date 2
PCOL_GRAD_DATE3	Previous College Grad Date 3
PCOL_GRAD_DATE4	Previous College Grad Date 4
PCOL_GRAD_DATE5	Previous College Grad Date 5
PCOL_GRAD_DAY	Previous College Grad Day
PCOL_GRAD_MON	Previous College Grad Month
PCOL_GRAD_YEAR	Previous College Grad Year
PCOL_LONG_DESC	Previous College Long Placehld
PCOL_MAJR_CODE	Previous College Major 1
PCOL_MAJR_CODE2	Previous College Major 2
PCOL_MAJR_CODE3	Previous College Major 3
PCOL_MAJR_CODE4	Previous College Major 4
PCOL_MAJR_CODE5	Previous College Major 5
PCOL_MAJR_NAME	Prev Coll Majr Desc 1 Placehld
PCOL_MAJR_NAME2	Prev Coll Majr Desc 2 Placehld

**STVTPFD Tape Field Names Validation Form**

PCOL_MAJR_NAME3	Prev Coll Majr Desc 3 Placehld
PCOL_MAJR_NAME4	Prev Coll Majr Desc 4 Placehld
PCOL_MAJR_NAME5	Prev Coll Majr Desc 5 Placehld
PCOL_NAME	Previous College Name Placehld
PCOL_NATION	Previous College Nation
PCOL_PROGRAM	Previous College Program
PCOL_SBGI_CODE	Previous College SBGI Code
PCOL_SHORT_DESC	Previous College Shrt Placehld
PCOL_STAT_CODE	Previous College State Code
PCOL_STREET1	Previous College Street Line 1
PCOL_YEARS_ATTEND	Previous College To From YYYY
PCOL_ZIP	Previous College ZIP Code
PF_FAIL_HOURS	Pass Fail - Failed Hours
PF_PASS_HOURS	Pass Fail - Passed Hours
PHONE_AREA	Phone Area Code
PHONE_COMMENT	Phone Comment for GRE
PHONE_NUMBER	Phone Number
PHONE_PREF	Preferred Phone Number Ind
PIDM	PIDM
PLUS_MINUS_GRADES	Grades Use Plus or Minus
PREF_ADDRESS	Preferred Address Placeholder
PREF_CITY	Preferred City Placeholder
PREV_APP1	YYYY Previously Applied 1
PREV_APP2	YYYY Previously Applied 2
PREV_APP3	YYYY Previously Applied 3
PREV_APP4	YYYY Previously Applied 4
PREV_MATRIC	Previous Matriculation
RACE1	Race Code 1
RACE10	Race Code 10
RACE2	Race Code 2
RACE3	Race Code 3
RACE4	Race Code 4
RACE5	Race Code 5
RACE6	Race Code 6
RACE7	Race Code 7
RACE8	Race Code 8
RACE9	Race Code 9
REC_NUMBER	Record Number
RELG_CODE	Religion Code
S01_NATIONAL_PERCENTILE	SAT Verbal National Percentile

**STVTPFD Tape Field Names Validation Form**

S01_RCRV_IND	SAT S01 RCRV Indicator
S01_STATE_PERCENTILE	SAT Verbal State Percentile
S01_TADM_CODE	SAT S01 Test Admin Code
S01_TEST_MON	SAT S01 Test Month
S01_TEST_SCORE	SAT S01 Test Score
S01_TEST_YEAR	SAT S01 Test Year
S02_NATIONAL_PERCENTILE	SAT Math National Percentile
S02_RCRV_IND	SAT S02 RCRV Indicator
S02_STATE_PERCENTILE	SAT Math State Percentile
S02_TADM_CODE	SAT S02 Test Admin Code
S02_TEST_MON	SAT S02 Test Month
S02_TEST_SCORE	SAT S02 Test Score
S02_TEST_YEAR	SAT S02 Test Year
S03_RCRV_IND	SAT S03 RCRV Indicator
S03_TADM_CODE	SAT S03 Test Admin Code
S03_TEST_MON	SAT S03 Test Month
S03_TEST_SCORE	SAT S03 Test Score
S03_TEST_YEAR	SAT S03 Test Year
S04_RCRV_IND	SAT S04 RCRV Indicator
S04_TADM_CODE	SAT S04 Test Admin Code
S04_TEST_MON	SAT S04 Test Month
S04_TEST_SCORE	SAT S04 Test Score
S04_TEST_YEAR	SAT S04 Test Year
S05_RCRV_IND	SAT S05 RCRV Indicator
S05_TADM_CODE	SAT S05 Test Admin Code
S05_TEST_MON	SAT S05 Test Month
S05_TEST_SCORE	SAT S05 Test Score
S05_TEST_YEAR	SAT S05 Test Year
S06_RCRV_IND	SAT S06 RCRV Indicator
S06_TADM_CODE	SAT S06 Test Admin Code
S06_TEST_MON	SAT S06 Test Month
S06_TEST_SCORE	SAT S06 Test Score
S06_TEST_YEAR	SAT S06 Test Year
S07_NATIONAL_PERCENTILE	SAT Writing Natl Percentile
S07_RCRV_IND	SAT S07 RCRV Indicator
S07_STATE_PERCENTILE	SAT Writing State Percentile
S07_TADM_CODE	SAT S07 Test Admin Code
S07_TEST_MON	SAT S07 Test Month
S07_TEST_SCORE	SAT S07 Test Score
S07_TEST_YEAR	SAT S07 Test Year

**STVTPFD Tape Field Names Validation Form**

S08_RCRV_IND	SAT S08 RCRV Indicator
S08_TADM_CODE	SAT S08 Test Admin Code
S08_TEST_MON	SAT S08 Test Month
S08_TEST_SCORE	SAT S08 Test Score
S08_TEST_YEAR	SAT S08 Test Year
S09_RCRV_IND	SAT S09 RCRV Indicator
S09_TADM_CODE	SAT S09 Test Admin Code
S09_TEST_MON	SAT S09 Test Month
S09_TEST_SCORE	SAT S09 Test Score
S09_TEST_YEAR	SAT S09 Test Year
SAG_TADM_CODE	ACT SAG Test Admin Code
SAG_TEST_MON	ACT SAG Test Month
SAG_TEST_SCORE	ACT SAG Test Score
SAG_TEST_YEAR	ACT SAG Test Year
SAL_TADM_CODE	ACT SAL Test Admin Code
SAL_TEST_MON	ACT SAL Test Month
SAL_TEST_SCORE	ACT SAL Test Score
SAL_TEST_YEAR	ACT SAL Test Year
SAT_ESSAY_ID	SAT Essay ID
SCHOOL_NUM	School Number
SCHOOL_STATE	School State
SCHOOL_UNUSED	MCAT School Unused Placeholder
SEA_TADM_CODE	ACT SEA Test Admin Code
SEA_TEST_MON	ACT SEA Test Month
SEA_TEST_SCORE	ACT SEA Test Score
SEA_TEST_YEAR	ACT SEA Test Year
SGT_TADM_CODE	ACT SGT Test Admin Code
SGT_TEST_MON	ACT SGT Test Month
SGT_TEST_SCORE	ACT SGT Test Score
SGT_TEST_YEAR	ACT SGT Test Year
SO_AO_GPA	Sophomore All Other GPA
SO_AO_HOURS	Sophomore All Other Hours
SO_BCPM_GPA	Sophomore BioChemPhysMath GPA
SO_BCPM_HOURS	Sophomore BioChemPhysMath Hrs
SO_TOTAL_GPA	Sophomore Total GPA
SRH_TADM_CODE	ACT SRH Test Admin Code
SRH_TEST_MON	ACT SRH Test Month
SRH_TEST_SCORE	ACT SRH Test Score
SRH_TEST_YEAR	ACT SRH Test Year
SR_AO_GPA	Senior All Other GPA

**STVTPFD Tape Field Names Validation Form**

SR_AO_HOURS	Senior All Other Hours
SR_BCPM_GPA	Senior BioChemPhysMath GPA
SR_BCPM_HOURS	Senior BioChemPhysMath Hours
SR_TOTAL_GPA	Senior Total GPA
SSN	Social Security Number
SSN_OLD	Old SSN Placeholder
SSS_TADM_CODE	ACT SSS Test Admin Code
SSS_TEST_MON	ACT SSS Test Month
SSS_TEST_SCORE	ACT SSS Test Score
SSS_TEST_YEAR	ACT SSS Test Year
STAT_CODE	State Code
STREET_LINE1	Street Address Line 1
STREET_LINE2	Street Address Line 2
STREET_LINE3	Street Address Line 3
STUDENT_TYPE	Student Type
SUFFIX	Name Suffix
SUM_TADM_CODE	ACT SUM Test Admin Code
SUM_TEST_MON	ACT SUM Test Month
SUM_TEST_SCORE	ACT SUM Test Score
SUM_TEST_YEAR	ACT SUM Test Year
SWR_TEST_SCORE	ACT SWR Test Score
TELE_TYPE_CODE	Telephone Type Code
URM_IND	URM Indicator Placeholder
VERIFY_IND	Verified Indicator Placeholder
VISA	Visa Type
ZIP	ZIP Code

**STVTRNS Transcript Name Source Code Validation Form**

IDEN	General Person Identification
LEGAL	General Person Legal Name
DIPLOMA	Diploma Name

**STVTSPT Test Score Percentile Type Validation Form**

ANN	ACT National Norm Cumulative Percent
GRP	GRE Percentile
SMN	SAT Math National College-Bound Percentile
SMS	SAT Math State College-Bound Percentile
SVN	SAT Verbal National College-Bound Percentile
SVS	SAT Verbal State College-Bound Percentile



**STVTSPT****Test Score Percentile Type Validation Form**

SWN	SAT Writing National College-Bound Percentile
SWS	SAT Writing State College-Bound Percentile
S2N	SAT II National College-Bound Percentile

**STVVTAB****Web Display Tables Validation Form**

GTVINSM	Instructional Method Validation
STVATTR	Attribute Validation
STVCAMP	Campus Code Validation
STVCOLL	College Code Validation
STVDEPT	Department Code Validation
STVDIVS	Division Code Validation
STVLEVL	Level Code Validation
STVPTRM	Part of Term Code Validation
STVSCHD	Schedule Type Code Validation
STVSESS	Session Code Validation
STVTESC	Test Code Validation
STVWRSN	Withdrawal Reason Code Validation

**STVWACK****Web Prospect Acknowledgement Letter Codes Validation Form**

ADDR1_ATYP_CODE	Address 1 Address Code
ADDR1_CITY	Address 1 City
ADDR1_FROM_DATE	Address 1 From Date
ADDR1_HNUM	Address 1 House Number
ADDR1_NATN_CODE	Address 1 Nation Code
ADDR1_STAT_CODE	Address 1 State Code
ADDR1_STR1	Address 1 Street 1
ADDR1_STR2	Address 1 Street 2
ADDR1_STR3	Address 1 Street 3
ADDR1_STR4	Address 1 Street 4
ADDR1_TO_DATE	Address 1 To Date
ADDR1_ZIP	Address 1 ZIP
ADDR2_ATYP_CODE	Address 2 Address Code
ADDR2_CITY	Address 2 City
ADDR2_FROM_DATE	Address 2 From Date
ADDR2_HNUM	Address 2 House Number
ADDR2_NATN_CODE	Address 2 Nation Code
ADDR2_STAT_CODE	Address 2 State Code
ADDR2_STR1	Address 2 Street 1
ADDR2_STR2	Address 2 Street 2

**STVWACK****Web Prospect Acknowledgement Letter Codes Validation Form**

ADDR2_STR3	Address 2 Street 3
ADDR2_STR4	Address 2 Street 4
ADDR2_TO_DATE	Address 2 To Date
ADDR2_ZIP	Address 2 ZIP
BIRTHDATE	Birth Date
CITZ_CODE	Citizenship
EMAIL_ADDRESS	Email Address
EMAL_CODE	Email Address Code
ETHN_CODE	Ethnicity
FIRST_NAME	First Name
FOREIGN_SSN	Foreign SSN
GENDER	Gender
HS_CITY	High School City
HS_CLASS_RANK	High School Class Rank
HS_CLASS_SIZE	High School Class Size
HS_GPA	High School GPA
HS_GRAD_DATE	High School Grad Date
HS_HNUM	High School House Number
HS_NAME	High School Name
HS_NATN_CODE	High School Nation
HS_SBG_CODE	High School SBGI Code
HS_STAT_CODE	High School State
HS_STR1	High School Street 1
HS_STR2	High School Street 2
HS_STR3	High School Street 3
HS_STR4	High School Street 4
HS_ZIP	High School ZIP Code
INTS_CODE_1	Interest 1
INTS_CODE_2	Interest 2
INTS_CODE_3	Interest 3
INTS_CODE_4	Interest 4
INTS_CODE_5	Interest 5
LAST_NAME	Last Name
LAST_NAME_PREFIX	Surname Prefix
LEND_CODE_1	How I Learned About
LEND_CODE_2	How I Learned About
LEND_CODE_3	How I Learned About
MAJR_CODE	Major
MATL_CODE_1	Requested Material
MATL_CODE_2	Requested Material

**STVWACK****Web Prospect Acknowledgement Letter Codes Validation Form**

MATL_CODE_3	Requested Material
MIDDLE_NAME	Middle Name
NAME_PREFIX	Name Prefix
NAME_SUFFIX	Name Suffix
NATN_CODE_LEGAL	Country of Citizenship
NICKNAME	Nickname
NTYP_CODE	Name Type Code
PCOL_CITY	Prior College City
PCOL_GPA	Prior College GPA
PCOL_GRAD_DATE	Prior College Grad Date
PCOL_HNUM	Prior College House Number
PCOL_NAME	Prior College Name
PCOL_NATN_CODE	Prior College Nation
PCOL_SBGI_CODE	Prior College SBGI Code
PCOL_STAT_CODE	Prior College State
PCOL_STR1	Prior College Street 1
PCOL_STR2	Prior College Street 2
PCOL_STR3	Prior College Street 3
PCOL_STR4	Prior College Street 4
PCOL_ZIP	Prior College ZIP Code
SSNTINTFN	SSN/TIN/TFN
STYP_CODE	Student Type
TELE1_ATYP_CODE	Telephone 1 Address Code
TELE1_CTRY_PHONE	Telephone 1 Country Code
TELE1_INTL_ACCESS	Telephone 1 Inter Access
TELE1_PHONE_AREA	Telephone 1 Phone Area
TELE1_PHONE_EXT	Telephone 1 Phone Extension
TELE1_PHONE_NUMBER	Telephone 1 Phone Number
TELE2_ATYP_CODE	Telephone 2 Address Code
TELE2_CTRY_PHONE	Telephone 2 Country Code
TELE2_INTL_ACCESS	Telephone 2 Inter Access
TELE2_PHONE_AREA	Telephone 2 Phone Area
TELE2_PHONE_EXT	Telephone 2 Phone Extension
TELE2_PHONE_NUMBER	Telephone 2 Phone Number
TELE3_CTRY_PHONE	Telephone 3 Country Code
TELE3_INTL_ACCESS	Telephone 3 Inter Access
TELE3_PHONE_AREA	Telephone 3 Phone Area
TELE3_PHONE_EXT	Telephone 3 Phone Extension
TELE3_PHONE_NUMBER	Telephone 3 Phone Number
TELE4_CTRY_PHONE	Telephone 4 Country Code

**STVWACK****Web Prospect Acknowledgement Letter Codes Validation Form**

TELE4_INTL_ACCESS	Telephone 4 Inter Access
TELE4_PHONE_AREA	Telephone 4 Phone Area
TELE4_PHONE_EXT	Telephone 4 Phone Extension
TELE4_PHONE_NUMBER	Telephone 4 Phone Number
TELE5_CTRY_PHONE	Telephone 5 Country Code
TELE5_INTL_ACCESS	Telephone 5 Inter Access
TELE5_PHONE_AREA	Telephone 5 Phone Area
TELE5_PHONE_EXT	Telephone 5 Phone Extension
TELE5_PHONE_NUMBER	Telephone 5 Phone Number
TERM_CODE	Term Code
TEST1_DATE	Test 1 Date
TEST1_SCORE	Test 1 Score
TEST1_TESC_CODE	Test 1 TESC Code
TEST2_DATE	Test 2 Date
TEST2_SCORE	Test 2 Score
TEST2_TESC_CODE	Test 2 TESC Code
TEST3_DATE	Test 3 Date
TEST3_SCORE	Test 3 Score
TEST3_TESC_CODE	Test 3 TESC Code
TEST4_DATE	Test 4 Date
TEST4_SCORE	Test 4 Score
TEST4_TESC_CODE	Test 4 TESC Code
TEST5_DATE	Test 5 Date
TEST5_SCORE	Test 5 Score
TEST5_TESC_CODE	Test 5 TESC Code
VTYP_CODE	Visa

**STVWAPP****Application Type Code Validation Form**

00	Default Example - All Sections
W1	Undergraduate Freshman
W2	Undergraduate Transfer
W3	Internatnl Undergrad Freshman
W4	Internatnl Undergrad Transfer
W5	Graduate Studies
W6	International Graduate Studies
W7	Continuing Ed, Non-Degree

**STVWLTT                      Web Application Customized Letter Type Validation Form**

<b>Letter Type Code</b>	<b>Module</b>	<b>Description</b>
APPLHOLD	E	Application Holds Exist Letter
DECNERR	E	Error on Decision Record Letter
DEFAULT	E	Default Letter If Not Specified
MATCHERR	E	Matching Processing Returns Error Letter
NOSTUREC	S	Cannot Insert Student Record Letter
PUSHERR	E	Push Processing Returns Error Letter
QUIKADMT	S	Standard Quick Start Signature Letter
STANDARD	E	Standard Web Application Signature Letter
SUSPENSE	E	Suspended Match Status Signature Letter
VERERR	E	Verify Processing Returns Error Letter

**STVWPIC                      Web Prospect Information Selection Validation Form**

ADDRESS1	Primary Address
ADDRESS2	Secondary Address
BIRTHDATE	Prospect Birthdate
CITIZENSHIP	Prospect Citizenship
EMAIL	E-Mail Address
ENTRYTERM	Prospect Entry Term
ETHNICITY	Prospect Ethnicity/Race
GENDER	Prospect Gender
HIGHSCHOOL	Prospect High School
HOWILEARND	How Prospect Learned About Us
INTERESTS	Prospect Interests
INTERNATNL	Prospect International Info
MAJOR	Prospect Major
MATERIAL	Requested Material
NAME	Prospect Name
NTYPE	Prospect Name Type
PRIORCOLL	Prospect Prior College
SSNTINTFN	Prospect SSN/TIN/TFN
STUDENTTYP	Prospect Student Type
TELE3	Additional Telephone Numbers
TESTSCORES	Prospect Test Scores
VISA	Visa Information

**STVWSCF Admissions Web Page Element Validation Form**

<b>Element Code</b>	<b>Description</b>	<b>Web Section</b>
ACTIVITY	Activity	ACTIVITIES
ADDR2_CITY	City	ADDR2
ADDR2_COUNTY	County	ADDR2
ADDR2_HOUSE_NUMBER	House Number	ADDR2
ADDR2_INTL_ACCESS	International Access	ADDR2
ADDR2_NATION	Country	ADDR2
ADDR2_PHONE_CTRY_CODE	Phone Country Code	ADDR2
ADDR2_PHONE_NUMBER	Phone Number	ADDR2
ADDR2_STATE	State/Province	ADDR2
ADDR2_STREET1	Street Line 1	ADDR2
ADDR2_STREET2	Street Line 2	ADDR2
ADDR2_STREET3	Street Line 3	ADDR2
ADDR2_STREET4	Street Line 4	ADDR2
ADDR2_ZIP	ZIP Code	ADDR2
ATYP	Address Type	ADDR1
BIRTHDATE	Birth Date	PERSONAL
CITIZEN	Citizenship	PERSONAL
CITY	City	ADDR1
CONCENTRATION	Concentration	PLAN
CONFIDENT	Confidentiality	PERSONAL
COUNTY	County	ADDR1
EMAIL	Email	PERSONAL
ETHNIC	Ethnicity	PERSONAL
ETHNIC_CATEGORY	Ethnicity	PERSONAL
FIRST_NAME	First Name	NAME
GENDER	Gender	PERSONAL
HOUSE_NUMBER	House Number	ADDR1
HSCH_CITY	High School City	HIGHSCH
HSCH_CLASS_SIZE	High School Class Size	HIGHSCH
HSCH_CODE	High School Code	HIGHSCH
HSCH_COUNTY	High School County	HIGHSCH
HSCH_GPA	GPA	HIGHSCH
HSCH_GRAD_DATE	Graduation Date	HIGHSCH
HSCH_HOME_SCHOOL	Home School	HIGHSCH
HSCH_HOUSE_NUMBER	House Number	HIGHSCH
HSCH_NAME	High School Name	HIGHSCH
HSCH_NATION	High School Nation	HIGHSCH
HSCH_RANK	High School Rank	HIGHSCH

**STVWSCF Admissions Web Page Element Validation Form**

<b>Element Code</b>	<b>Description</b>	<b>Web Section</b>
HSCH_STATE	High School State	HIGHSCH
HSCH_STREET1	High School Street1	HIGHSCH
HSCH_STREET2	High School Street2	HIGHSCH
HSCH_STREET3	High School Street3	HIGHSCH
HSCH_STREET4	High School Street4	HIGHSCH
HSCH_ZIP	High School ZIP Code	HIGHSCH
INTL_ACCESS	International Access	ADDR1
LAST_NAME	Last Name	NAME
LAST_NAME_PREFIX	Last Name Prefix	NAME
LEGACY	Legacy	PERSONAL
MAJOR	Major	PLAN
MARITAL	Marital Status	PERSONAL
MATERIAL	Requested Material	MATERIALS
MEDICAL	Medical Information	PERSONAL
MID_NAME	Middle Name	NAME
MINOR	Minor	PLAN
NATION	Nation	ADDR1
NICKNAME	Nickname	NAME
OTHER_ACTIVITY	Other Activity	ACTIVITIES
PAR_CITY	City	PARENTS
PAR_CODE	Relationship	PARENTS
PAR_COUNTY	County	PARENTS
PAR_DECEASED	Deceased	PARENTS
PAR_FIRST_NAME	First Name	PARENTS
PAR_HOUSE_NUMBER	House Number	PARENTS
PAR_LAST_NAME	Last Name	PARENTS
PAR_MIDDLE_NAME	Middle Name	PARENTS
PAR_NATION	Nation	PARENTS
PAR_PHONE_CTRY_CODE	Phone Country Code	PARENTS
PAR_PREFIX	Prefix	PARENTS
PAR_STATE	State/Province	PARENTS
PAR_STREET1	Street Line 1	PARENTS
PAR_STREET2	Street Line 2	PARENTS
PAR_STREET3	Street Line 3	PARENTS
PAR_STREET4	Street Line 4	PARENTS
PAR_SUFFIX	Suffix	PARENTS
PAR_SURNAME_PREFIX	Last Name Prefix	PARENTS
PAR_ZIP	ZIP Code	PARENTS
PARENT_EMPLOYER	Employer	PARENTS

**STVWSCF Admissions Web Page Element Validation Form**

<b>Element Code</b>	<b>Description</b>	<b>Web Section</b>
PARENT_INTL_ACCESS	International Access	PARENTS
PARENT_PHONE_NUMBER	Phone Number	PARENTS
PCOL_ATTEND_FROM	College Attend From Date	PRVCOLLEGE
PCOL_ATTEND_TO	College Attend To Date	PRVCOLLEGE
PCOL_CITY	City	PRVCOLLEGE
PCOL_CLASS_SIZE	Class Size	PRVCOLLEGE
PCOL_CODE	College School Code	PRVCOLLEGE
PCOL_COUNTY	College County	PRVCOLLEGE
PCOL_DEGREE	College Degree	PRVCOLLEGE
PCOL_DEGREE_DATE	College Degree Date	PRVCOLLEGE
PCOL_GPA	GPA	PRVCOLLEGE
PCOL_HOUSE_NUMBER	House Number	PRVCOLLEGE
PCOL_MAJOR	College Major	PRVCOLLEGE
PCOL_MINOR	College Minor	PRVCOLLEGE
PCOL_NAME	College Name	PRVCOLLEGE
PCOL_NATION	College Nation	PRVCOLLEGE
PCOL_RANK	Rank	PRVCOLLEGE
PCOL_STATE	College State	PRVCOLLEGE
PCOL_STREET1	Street1	PRVCOLLEGE
PCOL_STREET2	Street2	PRVCOLLEGE
PCOL_STREET3	Street3	PRVCOLLEGE
PCOL_STREET4	Street4	PRVCOLLEGE
PCOL_ZIP	ZIP Code	PRVCOLLEGE
PHONE_CTRY_CODE	Phone Country Code	ADDR1
PHONE_NUMBER	Phone Number	ADDR1
PREFIX	Prefix	NAME
PREV_APPL	Previously Applied?	NAME
PREV_ATTEND	Previously Attended?	NAME
PREV_LAST	Previous Last Name	NAME
QUESTION	Question	*
*You can select the Web section value that best suits the <i>QUESTION</i> element code for your site.		
RACE	Race	PERSONAL
RELIGION	Religion	PERSONAL
RESID	Resident	PERSONAL
SSN	SSN	PERSONAL
STATE	State	ADDR1
STREET1	Street Line 1	ADDR1
STREET2	Street Line 2	ADDR1



## STVWSCF Admissions Web Page Element Validation Form

Element Code	Description	Web Section
STREET3	Street Line 3	ADDR1
STREET4	Street Line 4	ADDR1
SUFFIX	Suffix	NAME
TEST_INFO	Test	TESTS
VET_CATEGORY	Veteran Category	PERSONAL
VET_FILE_NO	Veteran ID	PERSONAL
VISA_BIRTH_NATION	Birth Country	INTERNATL
VISA_CITZN_NATION	Citizenship Country	INTERNATL
VISA_EXPIRE_DATE	Visa Expiration Date	INTERNATL
VISA_ISSUE_DATE	Visa Issue Date	INTERNATL
VISA_LANGUAGE	Native Language	INTERNATL
VISA_NUMBER	Visa Number	INTERNATL
VISA_TYPE	Visa	INTERNATL
ZIP	ZIP Code	ADDR1

## STVWSCT Web Prospect Information Selection Validation Form

ACTIVITIES	Activities
ADDITIONAL	Additional Information
ADDR1	First Address and Phone
ADDR2	Second Address and Phone
ESSAY	Essay Questions
HIGHSCH	High School
INTERNATL	International Information
MATERIALS	Requested Materials
NAME	Name
PARENTS	Parental Information
PERSONAL	Personal Information
PLAN	Planned Course of Study
PRVCOLLEGE	Previous College
TESTS	Test Scores

### Note

You must also enter the appropriate Web procedure name in the **Procedure** field for each section code. ■

## STVXLBL EDI Verification Label Validation Form

AGEVERFY	Age Verification Codes
ASESSLVL	XML Import StudentLevelCode

**STVXLBL****EDI Verification Label Validation Form**

CNTYRURL	County Rural Indicators
CRDBASIS	XML CourseCreditBasis to EDI
CRDUNIT	XML CourseCreditUnits to EDI
CRDLEVEL	XML CourseCreditLevel
CRSLEVEL	XML CourseLevel to EDI
CRSOVERR	XML CourseOverrideSchool
CRSRPEAT	XML CourseRepeatCode to EDI
DEGRLEVL	Degree Level Codes
DFMTCODE	Date Format Codes
EIDNCODE	Entity Identifier Codes
FSTYIDQL	Field of Study Qualifier Codes
FSTYLEVL	Field of Study Level Codes
GENDER	Gender Codes
GRCRLEVL	Grade or Course Level Codes
GTVLFST	Field of Study Types
HEADXPRP	XML DocumentType to XPRP
HEADXRSN	XML TransmissionType to XRSN
HONRLEVL	Honor Level Codes
HSCHRSN	High School Graduation Codes
IMMZRTYP	Immunization Report Type
IMMZSTAT	Immunization Status Codes
IMMZTYPE	Immunization Type Codes
ITCCLEVL	Individual Level Codes
LANGPROF	Language Proficiency Codes
LANGUSE	Language Use Codes
NTYPCODE	Name Type Codes
QSTNCODE	EDI Question Codes
RESDCRIT	Residency Criteria Codes
RFNOQLFR	Reference Qualifier Code
SBGIQLFR	Educational Inst Qualifier
STVASTDD	XML ASTD Delinquency codes
STVASTDH	XML ASTD Honor codes
STVATTR	Course Attributes
STVATYP	Address Type Codes
STVATYPR	Relatives Address Type Codes
STVCITZ	Citizenship Type Codes
STVCLAS	Class Codes
STVCNTY	County Codes
STVDEGC	Degree Level-Degree Code
STVEGOL	College Program Type Codes

**STVXLBL****EDI Verification Label Validation Form**

STVESEL	Eligibility Factor Codes
STVETHN	Ethnic Type Codes
STVHONR	Honor codes
STVINTS	Award and Activity Codes
STVLANGN	Language Name Codes
STVLANGW	Written Language Codes
STVLEVEL	Course and Student Level codes
STVLGCY	Legacy Codes
STVMAJR	EDI Major Codes
STVMATL	Requested Materials
STVMEDI	Medical Condition Codes
STVMRTL	Marital Status Codes
STVNATN	Nation Codes
STVRELG	Religion Codes
STVRELT	Relationship Codes
STVSBGIC	EDI College Codes
STVSBGIH	EDI High School Codes
STVSTAT	State Codes
STVTEAC	MCAT Non-Standard Indicator
STVTEFR	XML Test form codes
STVTELE	Telephone Qualifier Codes
STVTESC	Sub-Test Codes
STVTRMT	Term Type codes
STVTRMTC	Term Type for Credit Units
STVVETC	Veteran Type Code
STVVITYP	VISA Type Codes
STVWAIV	Appl Waiver Code
SUMACTYP	XML AcademicSummaryLevel=>CTYP
SUMASLVL	XML AcademicSummaryType =>SLVL
TESTCODE	EDI Test Qualifier Codes

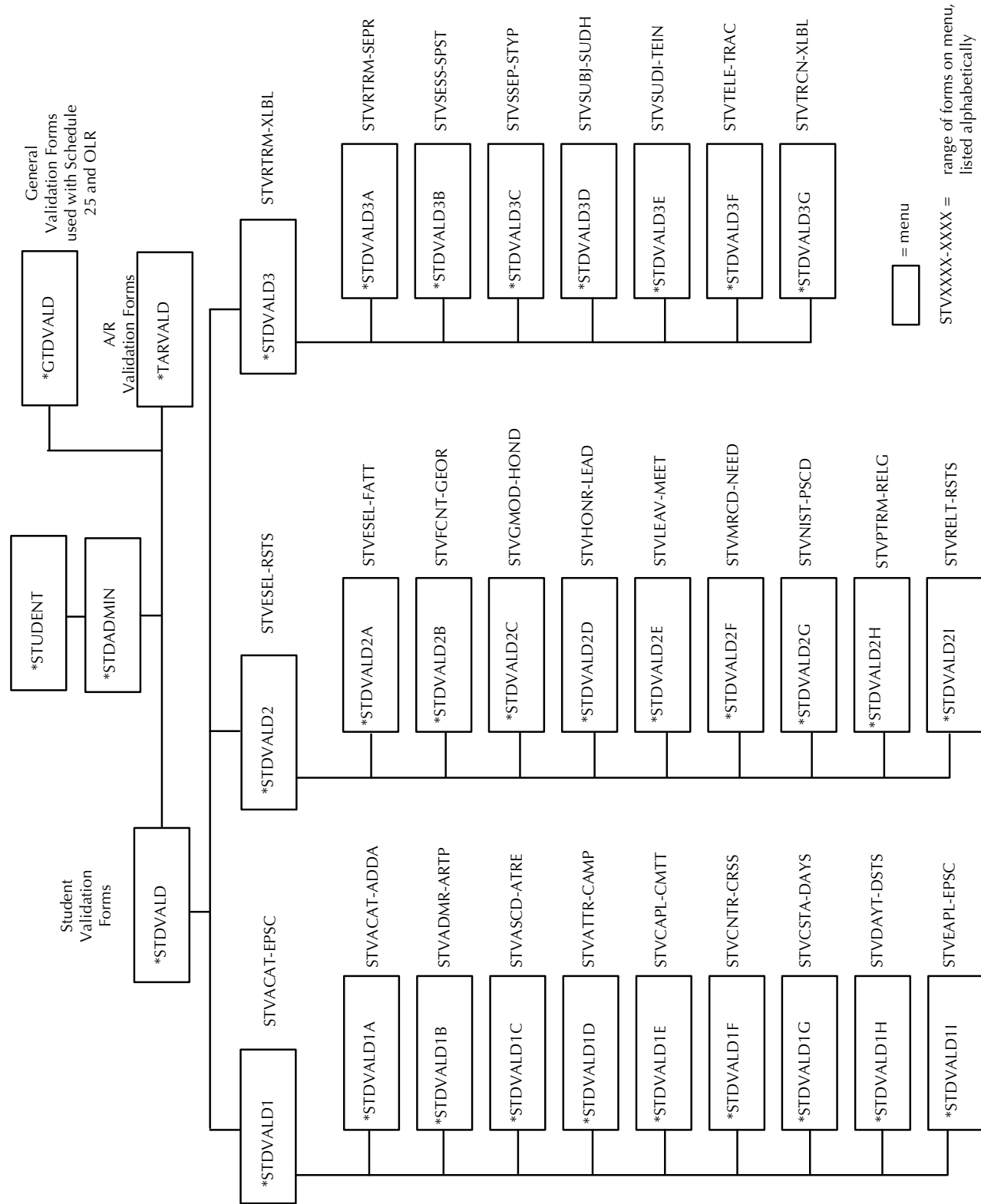
# Validation Forms Menu System

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The following page shows a diagram of the menu hierarchy for the Banner Student System and Accounts Receivable module validation forms. All of the validation forms are listed alphabetically and are grouped by submenu. Each submenu is listed with a notation as to which validation forms are included on it. To find which menu a form is on, check the alphabetic range in which it falls.

For example, to locate STVTERM, you see it falls between STVTELE and STVTRAC and would be listed on submenu \*STDVALD3F.

Use this menu system to view the validation forms used in the Banner Student System. Updates to validation forms can also be done by entering the name of the form you want and retrieving it directly in expert mode, or by using the subsystem of menus to navigate to the desired form. The validation forms are listed alphabetically. Updates and additions are made directly on the validation form.





# Validation Forms System Reference

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This list references the system validation forms which are used by Banner Student System functional/application forms and their related modules.

Validation Form		Application/Functional Form		Modules
GTVDUNT	Duration Unit Validation Form	SCACRSE	Basic Course Information Form	Catalog
		SFAREGS	Student Course Registration Form	Registration
		SFARHST	Student Registration History and Extension Form	Registration
		SSARULE	Schedule Processing Rules Form	Schedule
		SSASECQ	Schedule Section Query Form	Schedule
		SSASECT	Schedule Form	Schedule
GTVINSM	Instructional Method Validation Form	SCACRSE	Basic Course Information Form	Catalog
		SFARGFE	Registration Fee Assessment Rules Form	Registration
		SOAORUL	Open Learning Section Default Rules Form	Overall
		SSADFEE	Section Fees Assessment Control Form	Schedule
		SSASECQ	Schedule Section Query Form	Schedule
		SSASECT	Schedule Form	Schedule

Validation Form		Application/Functional Form		Modules
GTVLETR	Letter Code Validation Form	SAAADMS	Admissions Application Form	Admissions
		SAADCRV	Admissions Decision Form	Admissions
		SAAMAPP	Admissions Mass Entry Form	Admissions
		SGAMSPT	Mass Entry Athletic Compliance Form	General Student
		SGAMSTU	General Student Mass Entry Form	General Student
		SHAGADR	Self-Service Graduation Application Display Rules Form	Academic History
		SHAMCAT	Mass Entry Ceremony Attendance Form	Academic History
		SHAMDEG	Mass Entry Graduation Form	Academic History
		SHAMDIP	Mass Entry Diploma Form	Academic History
		SHAMUCA	Mass Update Ceremony Attendance Form	Academic History
		SHAMUDI	Mass Update Diploma Form	Academic History
		SHATPRT	Transcript Type Rules Form	Academic History
		SOAMATL	Material Form	Overall
		SUAMAIL	Student Mail Form	Recruiting/Admissions



Validation Form		Application/Functional Form		Modules
GTVLFST	Learner Field of Study Type Validation Form	SAAADMS	Admissions Application Form	Admissions
		SAAMAPP	Admissions Mass Entry Form	Admissions
		SCADETL	Course Detail Information Form	Catalog
		SCARRES	Course Registration Restrictions Form	Catalog
		SFAMREG	Registration Mass Entry Form	Registration
		SFAMHRS	Registration Minimum Maximum Hours Form	Registration
		SFAREGS	Student Course Registration Form	Registration
		SFARGFE	Registration Fee Assessment Rules Form	Registration
		SFARQST	Enrollment Verification Request Form	Registration
		SFARWLP	Reserved Seats Priority Management Form	Registration
		SGAMSTU	General Student Mass Entry Form	General Student
		SGASTDN	General Student Form	General Student
		SHADEGR	Degrees and Other Formal Awards Form	Academic History
		SHAGELR	Graduation Application Eligibility Rules Form	Academic History
		SHAMCAT	Mass Entry Ceremony Attendance Form	Academic History
		SHAMDEG	Mass Entry Graduation Form	Academic History
		SHAMDIP	Mass Entry Diploma Form	Academic History
SHAMUDI	Mass Update Diploma Form	Academic History		

Validation Form		Application/Functional Form		Modules
GTVLFST	Learner Field of Study Type Validation Form (cont.)	SRARECR	Recruit Prospect Information Form	Recruiting
		SOACTRL	Curriculum Rules Control Form	Overall
		SOAWLTC	Automated Waitlist Term Control Form	Overall
		SSADETL	Schedule Detail Form	Schedule
		SSADFEE	Section Fee Assessment Control Form	Schedule
		SSARRES	Schedule Restrictions Form	Schedule
		SSASECT	Schedule Form	Schedule
		SSIRESV	Reserved Seats Inquiry Form	Schedule
GTVMTYP	Meeting Type Validation Form	SHAGADR	Self-Service Graduation Application Display Rules Form	Academic History
		SSASECT	Schedule Form	Schedule
		SSAXMTI	Cross List Meeting Time/Instructor Query Form	Schedule
GTVPARA	Paragraph Code Validation Form	GUALETR	Letter Process Form	Overall
GTVPARS	Partition Code Validation Form	SCACRSE	Basic Course Information Form	Catalog
		SLABLDG	Building Definition Form	Location Management
		SLARDEF	Room Definition Form	Location Management
		SSASBSH	Subject Scheduling Rules Form	Schedule
		SSASECT	Schedule Form	Schedule
GTVSCHS	Scheduling Status Code Validation Form	SSASCHW	Schedule Work Form	Schedule
		SSASECT	Schedule Form	Schedule

Validation Form		Application/Functional Form		Modules
GTVZIPC	ZIP/Postal Code Validation Form	GOAMTCH	Common Matching Entry Form	General Person
		SAAQUIK	Quick Entry Form	Admissions
		SFARQST	Enrollment Verification Request Form	Registration
		SHADIPL	Diploma Form	Academic History
		SHAGAPP	Graduation Application Form	Academic History
		SHARQTC	Transcript Request Form	Academic History
		SLABLDG	Building Definition Form	Location Management
		SPAEMRG	Emergency Contact Form	General Person
		SPAIDEN	General Person Identification Form	General Person
		SRAQUIK	Quick Recruit Form	Recruiting
		SOAFOLK	Guardian Information Form	Recruiting/Admissions
PTRTENR	Tenure Code Rule Form	SIAFPER	Faculty Personnel Form	Faculty Load
		SIAIQRY	Faculty/Advisor Query Form	Faculty Load
STVACCL	Academic Calendar Type Validation Form	SSAACRL	Schedule Academic Calendar Rules Form	Schedule
		SSAACCL	Schedule Calendar Form	Schedule
		SSAQCRRL	Academic Calendar Rule Query Form	Schedule
		SSASECT	Schedule Form	Schedule
STVACCT	Attendance Accounting Method Validation Form	SSASECT	Schedule Form	Schedule
STVACPR	Acceptance Practice Code Validation Form	SOABGTA	Transfer Articulation Institution Form	Academic History
STVACST	Institutional Accreditation Status Validation Form	SOABGTA	Transfer Articulation Institution Form	Academic History

Validation Form		Application/Functional Form		Modules
STVACTC	Banner Student Activity Code Validation Form	SFAMHRS	Registration Minimum Maximum Hours Form	Registration
		SGAMSPT	Mass Entry Athletic Compliance Form	General Student
		SGASPRT	Athletic Compliance Form	General Student
		SGASTDN	General Student Form	General Student
		SGISPRT	Athletic Compliance Inquiry Form	General Student
STVACTN	Action Code Validation Form	Please refer to the <i>CAPP Handbook</i> .		CAPP
STVACYR	Academic Year Validation Form	SGAMSTU	General Student Mass Entry Form	General Student
		SGASTDN	General Student Form	General Student
		SHADEGR	Degrees and Other Formal Awards Form	Academic History
		SHADGMQ	Degree Summary Form	Academic History
		SHAGADR	Self-Service Graduation Application Display Rules Form	Academic History
		SHAGAPP	Graduation Application Form	Academic History
STVADMR	Admission Request Checklist Code Validation Form	SAAADMS	Admissions Application Form	Admissions
		SAACHKB	Admissions Checklist Rules Form	Admissions
		SAAMAPP	Admissions Mass Entry Form	Admissions
		SOAHSCH	High School Information Form	Overall
		SOAPCOL	Prior College Form	Overall
		SOATEST	Test Score Information Form	Overall
		SOISBGI	Source/Background Institution Query-Only Form	Recruiting

Validation Form		Application/Functional Form		Modules
STVADMT	Admission Type Code Validation Form	SAAADMS	Admissions Application Form	Admissions
		SAACHKB	Admissions Checklist Rules Form	Admissions
		SAADCRV	Admissions Decision Form	Admissions
		SAADCSN	Admissions Decision Rules Form	Admissions
		SAAMAPP	Admissions Mass Entry Form	Admissions
		SAAQKER	Quick Entry Rules Form	Admissions
		SAAQUIK	Quick Entry Form	Admissions
		SAASUMI	Admissions Application Summary Form	Admissions
		SFAMHRS	Registration Minimum Maximum Hours Form	Registration
		SGAMSTU	General Student Mass Entry Form	General Student
		SGASTDN	General Student Form	General Student
		SHAINST	Term Course Maintenance Form	Academic History
		SOAIDNS	Person Search Detail Form	System Administration
		SOAMATL	Material Form	Overall
SRARECR	Recruit Prospect Information Form	Recruiting		
SRAQUIK	Quick Recruit Form	Recruiting		
STVADVR	Advisor Type Validation Form	SGAADVR	Multiple Advisors Form	General Student
		SGASTDN	General Student Form	General Student
STVAFCT	Admissions Factor Code Validation Form	SAARRFT	Admissions Rating Factor Rules Form	Admissions
		SAARRDF	Admissions Rating Formula Definition Form	Admissions
STVAFDC	Student CARE AFDC Duration Validation Form	SGAEOPS	Education Opportunity Programs and Services Form	General Student

Validation Form		Application/Functional Form		Modules
STVAPDC	Admission Application Decision Code Validation Form	SAAADMS	Admissions Application Form	Admissions
		SAADCRV	Admissions Decision Form	Admissions
		SAADCSN	Admissions Decision Rules Form	Admissions
		SAAMAPP	Admissions Mass Entry Form	Admissions
		SAAQKER	Quick Entry Rules Form	Admissions
		SAAQUIK	Quick Entry Form	Admissions
		SAASUMI	Admissions Application Summary Form	Admissions
		SOAMATL	Material Form	Overall
STVAPRN	Apprenticeship Validation Form	SGASTDN	General Student Form	General Student
		SHAINST	Term Course Maintenance Form	Academic History
STVAPLS	EDI Application Source Code Validation Form	SAAETBL	Electronic Application Submitted Form	Admissions
STVAPRV	Catalog Approval Code Validation Form	SCACRSE	Basic Course Information Form	Catalog
STVAPST	Admission Application Status Code Validation Form	SAAADMS	Admissions Application Form	Admissions
		SAADCRV	Admissions Decision Form	Admissions
		SAAMAPP	Admissions Mass Entry Form	Admissions
		SAAQKER	Quick Entry Rules Form	Admissions
		SAAQUIK	Quick Entry Form	Admissions
		SAASUMI	Admissions Application Summary Form	Admissions

Validation Form		Application/Functional Form		Modules
STVARTP	Room and Meal Application Type Validation Form	SLAMASG	Meal Assignment Form	Location Management
		SLAPASG	Phone Assignment Form	Location Management
		SLARASG	Room Assignment Form	Location Management
		SLARMAP	Dorm Room and Meal Application Form	Location Management
		SLQRASG	Room Assignment Query Form	Location Management
		SLQRMAP	Application Query Form	Location Management
STVASCD	Room Assignment Status Code Validation Form	SLAASCD	Room Assignment Status Form	Location Management
		SLARASG	Room Assignment Form	Location Management
		SLARMAT	Roommate Application Form	Location Management
		SLARUSE	Dorm Room Query Form	Location Management
		SLASGNQ	Available Dorm Room Query Form	Location Management
		SLQASCD	Room Assignment Status Query Form	Location Management
		SLQRASG	Room Assignment Query Form	Location Management
STVASTA	Application Verification Steps Validation Form	SAAEAPS	Electronic Application Process Form	Admissions

Validation Form		Application/Functional Form		Modules
STVASTD	Academic Standing Code Validation Form	SFAREGS	Student Course Registration Form	Registration
		SFARQST	Enrollment Verification Request Form	Registration
		SGASADD	Additional Student Information Form	General Student
		SGASPRT	Athletic Compliance Form	General Student
		SGASTDN	General Student Form	General Student
		SGISPRT	Athletic Compliance Inquiry Form	General Student
		SHAACST	Academic Standing Rules Form	Academic History
		SHAGELR	Graduation Application Eligibility Rules Form	Academic History
		SHAINST	Term Course Maintenance Form	Academic History
		SHARQTC	Transcript Request Form	Academic History
		SHASTAT	Academic Standing Query Form	Academic History
		SHASUBJ	Subject Sequence History Form	Academic History
		SHATERM	Term Sequence Course History Form	Academic History
		SHATRMC	Course History By Term and Campus Form	Academic History
SHQTERM	Term Summary Form	Academic History		
SOAWLTC	Automated Waitlist Term Control Form	Overall		
STVASTY	Assignment Type Code Validation Form	SIAASGN	Faculty Assignment Form	Faculty Load
STVATRA	Day Attribute One Validation Form	SOACALD	Calendar Day Information Form	Schedule
STVATRB	Day Attribute Two Validation Form	SOACALD	Calendar Day Information Form	Schedule
STVATRC	Day Attribute Three Validation Form	SOACALD	Calendar Day Information Form	Schedule



Validation Form		Application/Functional Form		Modules
STVATRD	Day Attribute Four Validation Form	SOACALD	Calendar Day Information Form	Schedule
STVATRE	Day Attribute Five Validation Form	SOACALD	Calendar Day Information Form	Schedule
STVATTR	Attribute Validation Form	SCADETL	Course Detail Information Form	Catalog
		SSADETL	Schedule Detail Form	Schedule
		SSQATTR	Section Course Attribute Form	Schedule
		SHADEGR	Degrees and Other Formal Awards Form	Academic History
		SHARQTC	Transcript Request Form	Academic History
		SHATATR	Transfer Course Articulation Form	Academic History
		SHATCKN	Course Maintenance Form	Academic History
		SHATRNS	Transfer Course Form	Academic History
		SHATRTA	Transfer Articulation Attributes Form	Academic History
SOAWLTC	Automated Waitlist Term Control Form	Overall		

Validation Form		Application/Functional Form		Modules
STVATTS	Student Attribute Validation Form	SAAADMS	Admissions Application Form	Admissions
		SAAMAPP	Admissions Mass Entry Form	Admissions
		SCADETL	Course Detail Information Form	Catalog
		SCARRES	Course Registration Restrictions Form	Catalog
		SFAMHRS	Registration Minimum Maximum Hours Form	Registration
		SFAMREG	Registration Mass Entry Form	Registration
		SFARWLP	Reserved Seats Priority Management Form	Registration
		SGAMSTU	General Student Mass Entry Form	General Student
		SGASADD	Additional Student Information Form	General Student
		SHAGELR	Graduation Application Eligibility Rules Form	Academic History
		SOAMATL	Material Form	Overall
		SRARECR	Recruit Prospect Information Form	Recruiting
		SSADETL	Schedule Detail Form	Schedule
		SSADFEE	Section Fee Assessment Control Form	Schedule
		SSARRES	Schedule Restrictions Form	Schedule
		SSASECT	Schedule Form	Schedule
SSIRESV	Reserved Seats Inquiry Form	Schedule		

Validation Form		Application/Functional Form		Modules
STVATYP	Address Type Code Validation Form	GOAMTCH	Common Matching Entry Form	General Person
		SAAQUIK	Quick Entry Form	Admissions
		SAAWAPP	Web Application Section Rules Form	Admissions
		SFARQST	Enrollment Verification Request Form	Registration
		SOAFOLK	Guardian Information Form	General Student
		SHADIPL	Diploma Form	Academic History
		SHAMDIP	Mass Entry Diploma Form	Academic History
		SHAGAPP	Graduation Application Form	Academic History
		SHARQTC	Transcript Request Form	Academic History
		SOAFOLK	Guardian Information Form	Overall
		SOADDRQ	Address Summary Form	Overall
		SOAIDNS	Person Search Detail Form	System Administration
		SPAEMRG	Emergency Contact Form	General Person
		SPAIDEN	General Person Identification Form	General Person
		SPATELE	General Person Telephone Form	General Person
		SRAQUIK	Quick Recruit Form	Recruiting
STVBCHR	Background Inst. Characteristic Code Validation Form	SOABGIY	Source/Background Institution Year Form	Recruiting

Validation Form		Application/Functional Form		Modules
STVBLCCK	Block Code Validation Form	SFAMREG	Registration Mass Entry Form	Registration
		SGAMSTU	General Student Mass Entry Form	General Student
		SGASADD	Additional Student Information Form	General Student
		SGASPRT	Athletic Compliance Form	General Student
		SGASTDN	General Student Form	General Student
		SHAINST	Term Course Maintenance Form	Academic History
		SSABLCCK	Block Schedule Control Form	Schedule
		SSABLCQ	Block Schedule Query Form	Schedule
		SSABSCQ	Block Schedule Section Query Form	Schedule
		SSADETL	Schedule Detail Form	Schedule
STVBLDG	Building Code Validation Form	SFAREGQ	Registration Query Form	Registration
		SFQSECT	Section Schedule Query Form	Registration
		SHACATQ	Ceremony Attendance Query Form	Academic History
		SHACPRQ	Ceremonies By Attendee Query Form	Academic History
		SHACRMQ	Ceremony Query Form	Academic History
		SHACRMY	Ceremony Form	Academic History
		SIAASGQ	Faculty Schedule Query Form	Faculty Load
		SIQSECM	Faculty Course Section Query Form	Faculty Load
		SLABLDG	Building Definition Form	Location Management
		SLABQRY	Building Query Form	Location Management
		SLAEVNT	Event Form	Location Management

Validation Form		Application/Functional Form		Modules
STVBLDG	Building Code Validation Form (cont.)	SLARASG	Room Assignment Form	Location Management
		SLARDEF	Room Definition Form	Location Management
		SLARMAP	Dorm Room and Meal Application Form	Location Management
		SLARMAT	Roommate Application Form	Location Management
		SLARUSE	Dorm Room Query Form	Location Management
		SLASGNQ	Available Dorm Room Query Form	Location Management
		SLIAEVN	Event Available Room Query Form	Location Management
		SLQBCAT	Building Category Query Form	Location Management
		SLQMEET	Available Class Room Query Form	Location Management
		SLQRASG	Room Assignment Query Form	Location Management
		SLQROOM	Room Query Form	Location Management
		SSAMATX	Building/Room Schedule Form	Schedule
		SSASECT	Schedule Form	Schedule
		SSAXMTI	Cross List Meeting Time/Instructor Query Form	Schedule
SSQMEET	Meeting Time Help Form	Schedule		
STVBSKL	Basic Skills Validation Form	SGASTDN	General Student Form	General Student
		SHAINST	Term Course Maintenance Form	Academic History

Validation Form		Application/Functional Form		Modules
STVCACT	Curriculum Activity Status Validation Form	SRARECR	Recruit Prospect Information Form	Recruiting
		SAAADMS	Admissions Application Form	Admissions
		SGASTDN	General Student Form	General Student
		SFAREGS	Student Course Registration Form	Registration
		SHADEGR	Degrees and Other Formal Awards Form	Academic History
		SORCACT	Learner Curriculum Activity Rules Form	Overall
STVCALD	Calendar Type Code Validation Form	SHATAEQ	Transfer Articulation Evaluation Form	Academic History
		SHATATC	Transfer Institution Catalog Entry Form	Academic History
		SHATATR	Transfer Course Articulation Form	Academic History
		SHATRTA	Transfer Articulation Attributes Form	Academic History
		SOABGTA	Transfer Articulation Institution Form	Academic History

Validation Form		Application/Functional Form		Modules
STVCAMP	Campus Code Validation Form	SAAADMS	Admissions Application Form	Admissions
		SAADCRV	Admissions Decision Form	Admissions
		SAAMAPP	Admissions Mass Entry Form	Admissions
		SAAQKER	Quick Entry Rules Form	Admissions
		SAAQUIK	Quick Entry Form	Admissions
		SCADETL	Course Detail Information Form	Catalog
		SCARRES	Course Registration Restrictions Form	Catalog
		SCASRES	Catalog Schedule Restrictions Form	Catalog
		SFAALST	Class Attendance Roster Form	Registration
		SFAMHRS	Registration Minimum Maximum Hours Form	Registration
		SFAMREG	Registration Mass Entry Form	Registration
		SFAREGF	Student Course/Fee Assessment Query Form	Registration
		SFAREGS	Student Course Registration Form	Registration
		SFAREGQ	Registration Query Form	Registration
		SFARGFE	Registration Fee Assessment Rules Form	Registration
		SFARQST	Enrollment Verification Request Form	Registration
		SFARWLP	Reserved Seats Priority Management Form	Registration
		SFASLST	Class Roster Form	Registration
		SFASTSR	Student Centric Time Status Rules Form	Registration
		SFATMST	Time Status Rules Form	Registration

Validation Form		Application/Functional Form		Modules
STVCAMP	Campus Code Validation Form (cont.)	SFQSECM	Registration Section Query Form	Registration
		SFQSECT	Section Schedule Query Form	Registration
		SGADISA	Student Disability Services Form	General Student
		SGAMSTU	General Student Mass Entry Form	General Student
		SGASADD	Additional Student Information Form	General Student
		SGAPSRT	Student Sport Form	General Student
		SGASTDN	General Student Form	General Student
		SHACRSE	History Course Summary Form	Academic History
		SHADEGR	Degrees and Other Formal Awards Form	Academic History
		SHADGMQ	Degree Summary Form	Academic History
		SHAGADS	Graduation Application Display Rule Selection Form	Academic History
		SHAGELR	Graduation Application Eligibility Rules Form	Academic History
		SHAINST	Term Course Maintenance Form	Academic History
		SHAMCAT	Mass Entry Ceremony Attendance Form	Academic History
		SHAMDEG	Mass Entry Graduation Form	Academic History
		SHAMDIP	Mass Entry Diploma Form	Academic History
SHAMUDI	Mass Update Diploma Form	Academic History		



Validation Form		Application/Functional Form		Modules
STVCAMP	Campus Code Validation Form (cont.)	SHAPCMP	Pre-Banner Summary Hours and GPA Form	Academic History
		SHASUBJ	Subject Sequence History Form	Academic History
		SHATCKN	Course Maintenance Form	Academic History
		SHATERM	Term Sequence Course History Form	Academic History
		SHATRMC	Course History by Term and Campus Form	Academic History
		SHQSECT	Academic History Section Query Form	Academic History
		SLABLDG	Building Definition Form	Location Management
		SLABQRY	Building Query Form	Location Management
		SLAEVNT	Event Form	Location Management
		SLARMAP	Dorm Room and Meal Application Form	Location Management
		SLARMAT	Roommate Application Form	Location Management
		SLARUSE	Dorm Room Query Form	Location Management
		SLIAEVN	Event Available Room Query Form	Location Management
		SLQEVNT	Event Query Form	Location Management
		SLQMEET	Available Class Room Query Form	Location Management
		SOACURR	Curriculum Rules Form	Overall
		SOACOMM	Communication Plan Form	Overall
		SOAPROF	Campus Security User Profile Form	Overall
		SOAWLTC	Automated Waitlist Term Control Form	Overall

Validation Form		Application/Functional Form		Modules
STVCAMP	Campus Code Validation Form (cont.)	SRARECR	Recruit Prospect Information Form	Recruiting
		SRAQUIK	Quick Recruit Form	Recruiting
		SSABLCK	Block Schedule Control Form	Schedule
		SSABSCQ	Block Schedule Section Query Form	Schedule
		SSADETL	Schedule Detail Form	Schedule
		SSADFEE	Section Fee Assessment Control Form	Schedule
		SSAMATX	Building/Room Schedule Form	Schedule
		SSASECQ	Schedule Section Query Form	Schedule
		SSASECT	Schedule Form	Schedule
		SSAXLST	Cross List Definition Form	Schedule
		SSARRES	Schedule Restrictions Form	Schedule
SSIRESV	Reserved Seats Inquiry Form	Schedule		
STVCAPL	Career Plan Code Validation Form	SGASTDN	General Student Form	General Student
		SHAINST	Term Course Maintenance Form	Academic History
STVCAST	Combined Academic Standing Code Validation Form	SGASTDN	General Student Form	General Student
		SGASTDQ	General Student Summary Form	General Student
		SFAREGS	Student Course Registration Form	Registration
		SHAACST	Academic Standing Rules Form	Academic History
		SHAGELR	Graduation Application Eligibility Rules Form	Academic History
		SHAINST	Term Course Maintenance Form	Academic History
		SHASUBJ	Subject Sequence History Form	Academic History
SHATERM	Term Sequence Course History Form	Academic History		
STVCCSL	Classification Code Validation Form	SCADETL	Course Detail Information Form	Catalog

Validation Form		Application/Functional Form		Modules
STVCERT	Ceremony Type Validation Form	SHACATQ	Ceremony Attendance Query Form	Academic History
		SHACATT	Ceremony Attendance Form	Academic History
		SHACPRQ	Ceremonies By Attendee Query Form	Academic History
		SHACRMQ	Ceremony Query Form	Academic History
		SHACRMY	Ceremony Form	Academic History
		SHADIPL	Diploma Form	Academic History
		SHAMCAT	Mass Entry Ceremony Attendance Form	Academic History
		SHAMDIP	Mass Entry Diploma Form	Academic History
		SHAMUCA	Mass Update Ceremony Attendance Form	Academic History
		SHAMUDI	Mass Update Diploma Form	Academic History
STVCGRP	Communication Group Code Validation Form	SOACGRP	Communication Group Form	Overall
		SOACPLN	Communication Plan Form	Overall

Validation Form		Application/Functional Form		Modules
STVCHRT	Cohort Code Validation Form	SAAADMS	Admissions Application Form	Admissions
		SAAMAPP	Admissions Mass Entry Form	Admissions
		SCADETL	Course Detail Information Form	Catalog
		SCARRES	Course Registration Restrictions Form	Catalog
		SFAMHRS	Registration Minimum Maximum Hours Form	Registration
		SFAMREG	Registration Mass Entry Form	Registration
		SFARWLP	Reserved Seats Priority Management Form	Registration
		SGAMSTU	General Student Mass Entry Form	General Student
		SGASADD	Additional Student Information Form	General Student
		SHAGELR	Graduation Application Eligibility Rules Form	Academic History
		SHAINST	Term Course Maintenance Form	Academic History
		SOAWLTC	Automated Waitlist Term Control Form	Overall
		SRARECR	Recruit Prospect Information Form	Recruiting
		SSADETL	Schedule Detail Form	Schedule
		SSADFEE	Section Fee Assessment Control Form	Schedule
SSARRES	Schedule Restrictions Form	Schedule		
SSIRESV	Reserved Seats Inquiry Form	Schedule		
STVCIPC	CIP Code Validation Form	SCACRSE	Basic Course Information Form	Catalog

Validation Form		Application/Functional Form		Modules
STVCITZ	Citizen Type Code Validation Form	SAAADMS	Admissions Application Form	Admissions
		SAAQUIK	Quick Entry Form	Admissions
		SGASTDN	General Student Form	General Student
		SHAINST	Term Course Maintenance Form	Academic History
		SPAPERS	General Person Form	General Person
		SOAMATL	Material Form	Overall
		SRARECR	Recruit Prospect Information Form	Recruiting
STVCKSR	Application Checklist Source Validation Form	SAAADMS	Admissions Application Form	Admissions
		SAAMAPP	Admissions Mass Entry Form	Admissions
STVCKST	Application Checklist Status Validation Form	SAAADMS	Admissions Application Form	Admissions
		SAAACKL	Admissions Application/Checklist Summary Form	Admissions

Validation Form		Application/Functional Form		Modules
STVCLAS	Class Code Validation Form	SCADETL	Course Detail Information Form	Catalog
		SCARRES	Course Registration Restrictions Form	Catalog
		SFAMHRS	Registration Minimum Maximum Hours Form	Registration
		SFAMREG	Registration Mass Entry Form	Registration
		SFAREGF	Student Course/Fee Assessment Query Form	Registration
		SFAREGS	Student Course Registration Form	Registration
		SFARGFE	Registration Fee Assessment Rules Form	Registration
		SFARWLP	Reserved Seats Priority Management Form	Registration
		SGACLSR	Student Class Rules Form	General Student
		SGAMSTU	General Student Mass Entry Form	General Student
		SGASADD	Additional Student Information Form	General Student
		SGASPRT	Athletic Compliance Form	General Student
		SGASTDN	General Student Form	General Student
		SHAACST	Academic Standing Rules Form	Academic History
		SHAGELR	Graduation Application Eligibility Rules Form	Academic History
		SHAINST	Term Course Maintenance Form	Academic History

Validation Form		Application/Functional Form		Modules
STVCLAS	Class Code Validation Form (cont.)	SHAMCAT	Mass Entry Ceremony Attendance Form	Academic History
		SHAMDEG	Mass Entry Graduation Form	Academic History
		SHAMDIP	Mass Entry Diploma Form	Academic History
		SHAMUDI	Mass Update Diploma Form	Academic History
		SHQSUBJ	Academic History Catalog Query Form	Academic History
		SOAWLTC	Automated Waitlist Term Control Form	Overall
		SSADETL	Schedule Detail Form	Schedule
		SSADFEE	Section Fee Assessment Control Form	Schedule
		SSARRES	Schedule Restrictions Form	Schedule
		SSASECT	Schedule Form	Schedule
SSIRESV	Reserved Seats Inquiry Form	Schedule		
STVCMTT	Comment Type Code Validation Form	SPACMNT	Person Comment Form	General Person
		SGASPRT	Athletic Compliance Form	General Student
STVCNTR	Contract Rules Validation Form	SIAASGN	Faculty Assignment Form	Faculty Load
		SIACONA	Faculty Contract Analysis Form	Faculty Load
		SIAFLCT	Faculty Contract Term Rules Form	Faculty Load
		SIACONQ	Faculty Contract Query Form	Faculty Load
		SIAINST	Faculty/Advisor Information Form	Faculty Load
		SIAFLRC	Faculty Workload Contract Rules Form	Faculty Load

Validation Form		Application/Functional Form		Modules
STVCNTY	County Code Validation Form	GOAMTCH	Common Matching Entry Form	General Person
		SAAQUIK	Quick Entry Form	Admissions
		SLABLDG	Building Definition Form	Location Management
		SOAFOLK	Guardian Information Form	Overall
		SOAHSCH	High School Information Form	Overall
		SOAPCOL	Prior College Form	Overall
		SOASBGI	Source or Background Institution Base Form	Overall
		SOTCNVT	Tape Code Conversion Form	System Administration
		SPAIDEN	General Person Identification Form	General Person
		SRAQUIK	Quick Recruit Form	Recruiting



Validation Form		Application/Functional Form		Modules
STV COLL	College Code Validation Form	SAAADMS	Admissions Application Form	Admissions
		SAACHKB	Admissions Checklist Rules Form	Admissions
		SAADCRV	Admissions Decision Form	Admissions
		SAADCSN	Admissions Decision Rules Form	Admissions
		SAAMAPP	Admissions Mass Entry Form	Admissions
		SAAQKER	Quick Entry Rules Form	Admissions
		SAAQUIK	Quick Entry Form	Admissions
		SAASUMI	Admissions Application Summary Form	Admissions
		SCACRSE	Basic Course Information Form	Catalog
		SCADETL	Course Detail Information Form	Catalog
		SCARRES	Course Registration Restrictions Form	Catalog
		SCATEXT	College Department Text Form	Catalog
		SFAMHRS	Registration Minimum Maximum Hours Form	Registration
		SFAMREG	Registration Mass Entry Form	Registration
		SFAREGS	Student Course Registration Form	Registration
		SFARGFE	Registration Fee Assessment Rules Form	Registration
		SFARQST	Enrollment Verification Request Form	Registration
		SFARWLP	Reserved Seats Waitlist Priority Management Form	Registration
		SFASTSR	Student Centric Time Status Rules Form	Registration
		SFATMST	Time Status Rules Form	Registration

Validation Form		Application/Functional Form		Modules
STVCOLL	College Code Validation Form (cont.)	SGAASST	Assistantship/Fellowship/Internship Form	General Student
		SGAMSTU	General Student Mass Entry Form	General Student
		SGASADD	Additional Student Information Form	General Student
		SGASPRT	Athletic Compliance Form	General Student
		SGASTDN	General Student Form	General Student
		SHAACST	Academic Standing Rules Form	Academic History
		SHACOMI	Committee/Service Form	Academic History
		SHADEGR	Degrees and Other Formal Awards Form	Academic History
		SHAGADS	Graduation Application Display Rule Selection Form	Academic History
		SHAGELR	Graduation Application Eligibility Rules Form	Academic History
		SHADGMQ	Degree Summary Form	Academic History
		SHADIPL	Diploma Form	Academic History
		SHAINST	Term Course Maintenance Form	Academic History
		SHAMCAT	Mass Entry Ceremony Attendance Form	Academic History
		SHAMDEG	Mass Entry Graduation Form	Academic History
		SHAMDIP	Mass Entry Diploma Form	Academic History
		SHAMUDI	Mass Update Diploma Form	Academic History
		SHARQTC	Transcript Request Form	Academic History
		SHQTERM	Term Summary Form	Academic History

Validation Form		Application/Functional Form		Modules
STVCOLL	College Code Validation Form (cont.)	SHASTAT	Academic Standing Query Form	Academic History
		SHATCKN	Course Maintenance Form	Academic History
		SHQASTR	Academic Standing Rules Query Form	Academic History
		SHQSUBJ	Academic History Catalog Query Form	Academic History
		SIAASGN	Faculty Assignment Form	Faculty Load
		SIACONA	Faculty Contract Analysis Form	Faculty Load
		SIACONQ	Faculty Contract Query Form	Faculty Load
		SIAFAVL	Available Faculty Query Form	Faculty Load
		SIAFDEG	Faculty Degree Information Form	Faculty Load
		SIAFLRC	Faculty Workload Contract Rules Form	Faculty Load
		SIAINST	Faculty/Advisor Information Form	Faculty Load
		SIAIQRY	Faculty/Advisor Query Form	Faculty Load
		SLABLDG	Building Definition Form	Location Management
		SLAEVNT	Event Form	Location Management
		SLARDEF	Room Definition Form	Location Management
		SLQEVNT	Event Query Form	Location Management
		SLQROOM	Room Query Form	Location Management

Validation Form		Application/Functional Form		Modules
STVCOLL	College Code Validation Form (cont.)	SOACOMM	Communication Rules Form	Overall
		SOACURR	Curriculum Rules Form	Overall
		SOAIDNS	Person Search Detail Form	System Administration
		SOAPCOL	Prior College Form	Overall
		SOAPCOQ	Prior College Summary Form	Overall
		SOAWLTC	Automated Waitlist Term Control Form	Overall
		SRAQUIK	Quick Recruit Form	Recruiting
		SRARECR	Recruit Prospect Information Form	Recruiting
		SSADETL	Schedule Detail Form	Schedule
		SSADFEE	Section Fee Assessment Control Form	Schedule
		SSARRES	Schedule Restrictions Form	Schedule
		SSAOVRR	Schedule Override Form	Schedule
		SSASECT	Schedule Form	Schedule
SSIRESV	Reserved Seats Inquiry Form	Schedule		
STVCOMF	Committee Member Role/Function Validation Form	SHACOMI	Committee/Service Form	Academic History
STVCOMS	Committee/Service Status Validation Form	SHACOMI	Committee/Service Form	Academic History
STVCOMT	Committee/Service Type Validation Form	SHACOMI	Committee/Service Form	Academic History
STVCOPC	Cooperative Education Code Validation Form	SGACoop	Cooperative Education Form	General Student

Validation Form		Application/Functional Form		Modules
STVCPLN	Communication Plan Code Validation Form	SOACCOL	Communication Plan Collector Form	Overall
		SOACOMM	Communication Rules Form	Overall
		SOACPLN	Communication Plan Form	Overall
		SOAPLAN	Communication Plan Assignment Form	Overall
STVCPRT	Compliance Type Code Validation Form	Please refer to the <i>CAPP Handbook</i> .		CAPP
STVCREA	Cohort Reason Code Validation Form	SGASADD	Additional Student Information Form	General Student
STVCSTA	Course Status Code Validation Form	SCACRSE	Basic Course Information Form	Catalog
		SSASECT	Schedule Form	Schedule
STVCSTS	Curriculum Status Validation Form	SAAADMS	Admissions Application Form	Admissions
		SAAQUIK	Quick Entry Form	Admissions
		SFAREGS	Student Course Registration Form	Registration
		SGASTDN	General Student Form	General Student
		SHADEGR	Degrees and Other Formal Awards Form	Academic History
		SRARECR	Recruit Prospect Information Form	Recruiting
		SRAQUIK	Quick Recruit Form	Recruiting

Validation Form		Application/Functional Form		Modules
STVCTYP	Contact Type Code Validation Form	SAAADMS	Admissions Application Form	Admissions
		SRAQUIK	Quick Recruit Form	Recruiting
		SRARAPT	Recruiter Appointments/Visits Form	Recruiting
		SRARECR	Recruit Prospect Information Form	Recruiting
		SRASRCE	Source Visit/Prospect Form	Recruiting
		SOAAPPT	Person Appointments/Contacts Form	Overall
		SOAMATL	Material Form	Overall
STVCUDA	Catalog Element One Validation Form	SCADETL	Course Detail Information Form	Catalog
STVCUDB	Catalog Element Two Validation Form	SCADETL	Course Detail Information Form	Catalog
STVCUDC	Catalog Element Three Validation Form	SCADETL	Course Detail Information Form	Catalog
STVCUDD	Catalog Element Four Validation Form	SCADETL	Course Detail Information Form	Catalog
STVCUDE	Catalog Element Five Validation Form	SCADETL	Course Detail Information Form	Catalog
STVCUDF	Catalog Element Six Validation Form	SCADETL	Course Detail Information Form	Catalog

Validation Form		Application/Functional Form		Modules
STVDAYS	Day of Week Validation Form	SFAREGQ	Registration Query Form	Registration
		SFATMST	Time Status Rules Form	Registration
		SFQSECM	Registration Section Query Form	Registration
		SFQSECT	Section Schedule Query Form	Registration
		SLAEVNT	Event Form	Location Management
		SLIAEVN	Event Available Room Query Form	Location Management
		SLQMEET	Available Class Room Query Form	Location Management
		SSAMATX	Building/Room Schedule Form	Schedule
		SSASECT	Schedule Form	Schedule
		SSAXMTI	Cross List Meeting Time/Instructor Query Form	Schedule
		SSQMEET	Meeting Time Help Form	Schedule
STVDAYT	Institutional Type of Day Validation Form	SOACALD	Calendar Day Information Form	Schedule
STVDCPR	Degree Completion Change Reason Validation Form	SGAAPRG	Athletic Academic Progress Form	General Student

Validation Form		Application/Functional Form		Modules
STVDEGC	Degree Code Validation Form	SAAADMS	Admissions Application Form	Admissions
		SAACHKB	Admissions Checklist Rules Form	Admissions
		SAADCRV	Admissions Decision Form	Admissions
		SAADCSN	Admissions Decision Rules Form	Admissions
		SAAMAPP	Admissions Mass Entry Form	Admissions
		SAAQKER	Quick Entry Rules Form	Admissions
		SAAQUIK	Quick Entry Form	Admissions
		SAASUMI	Admissions Application Summary Form	Admissions
		SCADETL	Course Detail Information Form	Catalog
		SFAMHRS	Registration Minimum Maximum Hours Form	Registration
		SFAMREG	Registration Mass Entry Form	Registration
		SFAREGS	Student Course Registration Form	Registration
		SFARQST	Enrollment Verification Request Form	Registration
		SFARWLP	Reserved Seats Waitlist Priority Management Form	Registration
		SFASTSR	Student Centric Time Status Rules Form	Registration
		SFATMST	Time Status Rules Form	Registration
		SGAMSTU	General Student Mass Entry Form	General Student
		SGASADD	Additional Student Information Form	General Student
		SGASPRT	Athletic Compliance Form	General Student
		SGASTDN	General Student Form	General Student



Validation Form		Application/Functional Form		Modules
STVDEGC	Degree Code Validation Form (cont.)	SHADEGR	Degrees and Other Formal Awards Form	Academic History
		SHADGMQ	Degree Summary Form	Academic History
		SHADIPL	Diploma Form	Academic History
		SHAGADS	Graduation Application Display Rule Selection Form	Academic History
		SHAGELR	Graduation Application Eligibility Rules Form	Academic History
		SHAINST	Term Course Maintenance Form	Academic History
		SHAMCAT	Mass Entry Ceremony Attendance Form	Academic History
		SHAMDEG	Mass Entry Graduation Form	Academic History
		SHAMDIP	Mass Entry Diploma Form	Academic History
		SHAMUDI	Mass Update Diploma Form	Academic History
		SHAQPNO	Qualifying Paper Form	Academic History
		SHATRNS	Transfer Course Form	Academic History
		SHQTERM	Term Summary Form	Academic History
		SIAFDEG	Faculty Degree Information Form	Faculty Load
		SOAIDNS	Person Search Detail Form	System Administration
		SOTCNVT	Tape Code Conversion Form	System Administration

Validation Form		Application/Functional Form		Modules
STVDEGC	Degree Code Validation Form (cont.)	SOABGIY	Source/Background Institution Year Form	Overall
		SOACOMM	Communication Rules Form	Overall
		SOACURR	Curriculum Rules Form	Overall
		SOAPCOL	Prior College Form	Overall
		SOAWLTC	Automated Waitlist Term Control Form	Overall
		SRAQUIK	Quick Recruit Form	Recruiting
		SRARECR	Recruit Prospect Information Form	Recruiting
		SSADETL	Schedule Detail Form	Schedule
		SSADFEE	Section Fee Assessment Control Form	Schedule
		SSASECT	Schedule Form	Schedule
		SSIRESV	Reserved Seats Inquiry Form	Schedule

Validation Form		Application/Functional Form		Modules
STVDEGS	Degree Status Code Validation Form	SFAALST	Class Attendance Roster Form	Registration
		SFASLST	Class Roster Form	Registration
		SGAASST	Assistantship/Fellowship/Internship Form	General Student
		SGASTDN	General Student Form	General Student
		SHADEGR	Degrees and Other Formal Awards Form	Academic History
		SHADGMQ	Degree Summary Form	Academic History
		SHAGELR	Graduation Application Eligibility Rules Form	Academic History
		SHAMCAT	Mass Entry Ceremony Attendance Form	Academic History
		SHAMDEG	Mass Entry Graduation Form	Academic History
		SHAMDIP	Mass Entry Diploma Form	Academic History
SHAMUDI	Mass Update Diploma Form	Academic History		
STVDEPS	Student CARE Number of Dependents Validation Form	SGAEOPS	Education Opportunity Programs and Services Form	General Student

Validation Form		Application/Functional Form		Modules
STVDEPT	Department Code Validation Form	SAAADMS	Admissions Application Form	Admissions
		SAAMAPP	Admissions Mass Entry Form	Admissions
		SAAQKER	Quick Entry Rules Form	Admissions
		SAAQUIK	Quick Entry Form	Admissions
		SCACRSE	Basic Course Information Form	Catalog
		SCADETL	Course Detail Information Form	Catalog
		SCARRES	Course Registration Restrictions Form	Catalog
		SCATEXT	College Department Text Form	Catalog
		SFAMHRS	Registration Minimum Maximum Hours Form	Registration
		SFAMREG	Registration Mass Entry Form	Registration
		SFARWLP	Reserved Seats Waitlist Priority Management Form	Registration
		SGAASST	Assistantship/Fellowship/Internship Form	General Student
		SGAMSTU	General Student Mass Entry Form	General Student
		SGASTDN	General Student Form	General Student
		SHACOMI	Committee/Service Form	Academic History
		SHAGADS	Graduation Application Display Rule Selection Form	Academic History
		SHAGELR	Graduation Application Eligibility Rules Form	Academic History
SHAMCAT	Mass Entry Ceremony Attendance Form	Academic History		

Validation Form		Application/Functional Form		Modules
STVDEPT	Department Code Validation Form (cont.)	SHAMDIP	Mass Entry Diploma Form	Academic History
		SHAMDEG	Mass Entry Graduation Form	Academic History
		SHAMUDI	Mass Update Diploma Form	Academic History
		SHATCKN	Course Maintenance Form	Academic History
		SHQSUBJ	Academic History Catalog Query Form	Academic History
		SIAASGN	Faculty Assignment Form	Faculty Load
		SIACONA	Faculty Contract Analysis Form	Faculty Load
		SIACONQ	Faculty Contract Query Form	Faculty Load
		SIAFAVL	Available Faculty Query Form	Faculty Load
		SIAINST	Faculty/Advisor Information Form	Faculty Load
		SIAIQRY	Faculty/Advisor Query Form	Faculty Load
		SIAFAVL	Available Faculty Query Form	Faculty Load
		SLABLDG	Building Definition Form	Location Management
		SLAEVNT	Event Form	Location Management
		SLARDEF	Room Definition Form	Location Management
		SLQEVNT	Event Query Form	Location Management
		SLQROOM	Room Query Form	Location Management

Validation Form		Application/Functional Form		Modules
STVDEPT	Department Code Validation Form (cont.)	SOAMATL	Material Form	Overall
		SRARECR	Recruit Prospect Information Form	Recruiting
		SRAQUIK	Quick Recruit Form	Recruiting
		SSADETL	Schedule Detail Form	Schedule
		SSADFEE	Section Fee Assessment Control Form	Schedule
		SSAOVRR	Schedule Override Form	Schedule
		SSARRES	Schedule Restrictions Form	Schedule
		SSASECT	Schedule Form	Schedule
		SSIRESV	Reserved Seats Inquiry Form	Schedule
STVDFLT	Compliance Defaults Option Validation Form	Please refer to the <i>CAPP Handbook</i> .		CAPP
STVDISA	Disability Type Code Validation Form	SGADISA	Student Disability Services Form	General Student
STVDIVS	Division Code Validation Form	SCACRSE	Basic Course Information Form	Catalog
		SHATCKN	Course Maintenance Form	Academic History
		SHQSUBJ	Academic History Catalog Query Form	Academic History
		SSAOVRR	Schedule Override Form	Schedule
STVDPLM	Diploma Type Validation Form	SAADCRV	Admissions Decision Form	Admissions
		SAADCSN	Admissions Decision Rules Form	Admissions
		SOAHSCH	High School Information Form	Overall
		SOABGIY	Source Background Institution Year Form	Overall
STVDPMR	Duplicate Material Code Validation Form	SOADPMR	Duplicate Material Rules Form	Overall
		SOAMATL	Material Form	Overall

Validation Form		Application/Functional Form		Modules
STVDRES	Ceremony Dress Validation Form	SHACRMY	Ceremony Form	Academic History
		SHACPRQ	Ceremonies By Attendee Query Form	Academic History
STVDSTS	Electronic Document Status Code Validation Form	SHAEDIS	Online Transcripts Activity List Form	Academic History
STVEAPL	Electronic Application Status Validation Form	SAAEAPS	Electronic Application Process Form	Admissions
STVEDIS	Electronic Status Code Validation Form	SHARQTC	Transcript Request Form	Academic History
STVEDLV	Education Level Code Validation Form	SAAADMS	Admissions Application Form	Admissions
		SAAQKER	Quick Entry Rules Form	Admissions
		SAAQUIK	Quick Entry Form	Admissions
		SGAMSTU	General Student Mass Entry Form	General Student
		SGASTDN	General Student Form	General Student
		SHAINST	Term Course Maintenance Form	Academic History
		SRARECR	Recruit Prospect Information Form	Recruiting
STVEGOL	Education Goal Validation Form	SAAADMS	Admissions Application Form	Admissions
		SAAQKER	Quick Entry Rules Form	Admissions
		SAAQUIK	Quick Entry Form	Admissions
		SGAMSTU	General Student Mass Entry Form	General Student
		SGASTDN	General Student Form	General Student
		SHAMDEG	Mass Entry Graduation Form	Academic History
		SRARECR	Recruit Prospect Information Form	Recruiting
STVEGRP	EDI Rule Group Validation Form	SAAERUL	Electronic Admissions Application Rules Form	Admissions

Validation Form		Application/Functional Form		Modules
STVELIG	Eligibility Code Validation Form	SGAMSPT	Mass Entry Athletic Compliance Form	General Student
		SGASPRT	Athletic Compliance Form	General Student
		SGISPRT	Athletic Compliance Inquiry Form	General Student
STVELMT	HTML Letter Module Validation Form	SOAELTL	HTML Letter Rules Form	Overall
STVEMEX	Employment Expectation Validation Form	SGASTDN	General Student Form	General Student
		SHAINST	Term Course Maintenance Form	Academic History
STVEMPL	Employer Code Validation Form	SFARQST	Enrollment Verification Request Form	Registration
		SGACOOB	Cooperative Education Form	General Student
STVEOPS	Education Opportunity Prog/Serv Status Validation Form	SGAEOPS	Education Opportunity Programs and Services Form	General Student
STVEPRT	Enrollment Verification Type Code Validation Form	SFAEPRT	Enrollment Verification Request Rules Form	Registration
		SFAMESG	Enrollment Verification Message Form	Registration
		SFARQSS	Enrollment Verification Status Form	Registration
		SFARQST	Enrollment Verification Request Form	Registration
STVESEL	Eligibility Factor Validation Form	SGAEOPS	Education Opportunity Programs and Services Form	General Student



Validation Form		Application/Functional Form		Modules
STVESTS	Enrollment Status Code Validation Form	SFAESTS	Student Registration Status Form	Registration
		SFAREGF	Student Course/Fee Assessment Query Form	Registration
		SFAREGS	Student Course Registration Form	Registration
		SFARQST	Enrollment Verification Request Form	Registration
		SFQUESTS	Enrollment Status Query Form	Registration
		SGASADD	Additional Student Information Form	General Student
		SGAPSRT	Student Sport Form	General Student
STVETHN	Ethnic Code Validation Form	SAAQUIK	Quick Entry Form	Admissions
		SPAPERS	General Person Form	General Person
		SOABGIY	Source/Background Institution Year Form	Overalls
		SOAMATL	Material Form	Overall
		SOTCNVT	Tape Code Conversion Form	System Administration
		SRAQUIK	Quick Recruit Form	Recruiting
STVETYP	Event/Function Type Code Validation Form	SLAEVNT	Event Form	Location Management
		SLQEVNT	Event Query Form	Location Management
STVEVAL	Evaluation Question Code Validation Form	SSAEVAL	Schedule Evaluation Form	Schedule
STVEVEN	Academic History Event Code Validation Form	SHATCMT	Transcript Events and Comments Form	Academic History
STVEXAM	Examination Code Validation Form	SHAINST	Term Course Maintenance Form	Academic History
STVFATT	Faculty Member Attributes Code Validation Form	SIAFAVL	Available Faculty Query Form	Faculty Load
		SIAINST	Faculty/Advisor Information Form	Faculty Load

Validation Form		Application/Functional Form		Modules
STVFCNT	Faculty Contract Type Code Validation Form	SIAASGN	Faculty Assignment Form	Faculty Load
		SIACFTE	Faculty Workload Contract FTE Form	Faculty Load
		SIACONA	Faculty Contract Analysis Form	Faculty Load
		SIACONQ	Faculty Contract Query Form	Faculty Load
		SIAFAVL	Available Faculty Query Form	Faculty Load
		SIAFCTR	Faculty Contract Type Term Rules Form	Faculty Load
		SIAFLCT	Faculty Contract Term Rules Form	Faculty Load
		SIAFLRC	Faculty Workload Contract Rules Form	Faculty Load
		SIAINST	Faculty/Advisor Information Form	Faculty Load
		SIAIQRY	Faculty/Advisor Query Form	Faculty Load
		SSASECT	Schedule Form	Schedule
STVFCST	Faculty Status Code Validation Form	SGASTDN	General Student Form	General Student
		SHATCKN	Course Maintenance Form	Academic History
		SIAASGN	Faculty Assignment Form	Faculty Load
		SIACONQ	Faculty Contract Query Form	Faculty Load
		SIAINST	Faculty/Advisor Information Form	Faculty Load
		SIAIQRY	Faculty/Advisor Query Form	Faculty Load
				SSASECT

Validation Form		Application/Functional Form		Modules
STVFCTG	Faculty Category Code Validation Form	SIAASGN	Faculty Assignment Form	Faculty Load
		SIACONA	Faculty Contract Analysis Form	Faculty Load
		SIACONQ	Faculty Contract Query Form	Faculty Load
		SIAFAVL	Available Faculty Query Form	Faculty Load
		SIAINST	Faculty/Advisor Information Form	Faculty Load
		SIAIQRY	Faculty/Advisor Query Form	Faculty Load
STVFSTP	Faculty Staff Type Code Validation Form	SIAASGN	Faculty Assignment Form	Faculty Load
		SIACONA	Faculty Contract Analysis Form	Faculty Load
		SIACONQ	Faculty Contract Query Form	Faculty Load
		SIAFAVL	Available Faculty Query Form	Faculty Load
		SIAINST	Faculty/Advisor Information Form	Faculty Load
		SIAIQRY	Faculty/Advisor Query Form	Faculty Load
STVFSTP	Fee Type Validation Form	SCADETL	Course Detail Information Form	Catalog
		SSADETL	Section Detail Information Form	Schedule
		SSADFEE	Section Fee Assessment Control Form	Schedule
		SSARULE	Schedule Processing Rules Form	Schedule
		SOAORUL	Open Learning Section Default Rules Form	Overall
STVGADR	Graduation Application Display Rule Code Validation Form	SHAGADR	Self-Service Graduation Application Display Rules Form	Academic History
		SHAGADS	Graduation Application Display Rule Selection Form	Academic History

Validation Form		Application/Functional Form		Modules
STVGAIN	Gain Status Code Validation Form	SGASTDN	General Student Form	General Student
		SHAINST	Term Course Maintenance Form	Academic History
STVGAST	Graduation Application Status Validation Form	SHAGADR	Self-Service Graduation Application Display Rules Form	Academic History
		SHAGAPP	Graduation Application Form	Academic History
		SHAMDEG	Mass Entry Graduation Form	Academic History
STVGATT	Goal Attribute Validation Form	SEAGDTL	Goal Attributes and Comments Form	General Person
STVGCHG	Grade Change Code Validation Form	SHATCKN	Course Maintenance Form	Academic History
STVGCMT	Grade Comment Code Validation Form	SFAALST	Class Attendance Roster Form	Registration
		SFASLST	Class Roster Form	Registration
		SHATCKN	Course Maintenance Form	Academic History

Validation Form		Application/Functional Form		Modules
STVGMOD	Grading Mode Code Validation Form	SCACRSE	Basic Course Information Form	Catalog
		SFAALST	Class Attendance Roster Form	Registration
		SFACREQ	Student Course Request Form	Registration
		SFAMREG	Registration Mass Entry Form	Registration
		SFAREGF	Student Course/Fee Assessment Query Form	Registration
		SFAREGS	Student Course Registration Form	Registration
		SFASLST	Class Roster Form	Registration
		SFQSECT	Section Schedule Query Form	Registration
		SHACRSE	Course Summary Form	Academic History
		SHADEGR	Degrees and Other Formal Awards Form	Academic History
		SHAGRDE	Grade Code Maintenance Form	Academic History
		SHAGRDS	Grade Code Substitution Form	Academic History
		SHASUBJ	Subject Sequence History Form	Academic History
		SHATAEQ	Transfer Articulation Evaluation Form	Academic History
		SHATCKN	Course Maintenance Form	Academic History
		SHATERM	Term Sequence History Form	Academic History
		SHATGRD	Transfer Grade Code Maintenance Form	Academic History
SHATRMC	Degrees and Other Formal Awards Form	Academic History		

Validation Form		Application/Functional Form		Modules
STVGMOD	Grading Mode Code Validation Form (cont.)	SHATRNS	Transfer Course Form	Academic History
		SHQSECT	Academic History Section Query Form	Academic History
		SHQSUBJ	Academic History Catalog Query Form	Academic History
		SSABLCK	Block Schedule Control Form	Schedule
		SSABSCQ	Block Schedule Section Query Form	Schedule
		SSASECT	Schedule Form	Schedule
STVGOAL	Goal Validation Form	SEADETL	Support Service Detail Form	General Person
		SEAGDTL	Goal Attributes and Comments Form	General Person
		SEAGQRY	Student Services Goal Query Form	General Person
		SEAQGNS	Support Services Query Form	General Person
		SEASSGP	Service Group Rules Form	General Person
STVGRST	Graduation Status Validation Form	SHADEGR	Degrees and Other Formal Awards Form	Academic History
		SHADGMQ	Degree Summary Form	Academic History
		SHAGADR	Self-Service Graduation Application Display Rules Form	Academic History
		SHAGAPP	Graduation Application Form	Academic History
		SHAGELR	Graduation Application Eligibility Rules Form	Academic History
STVGSTA	A/F/I Status Validation Form	SGAASST	Assistantship/Fellowship/Internship Form	General Student
STVGTYP	A/F/I Type Validation Form	SGAASST	Assistantship/Fellowship/Internship Form	General Student

Validation Form		Application/Functional Form		Modules
STVHAPS	Housing Application Status Code Validation Form	SLAMASG	Meal Assignment Form	Location Management
		SLAPASG	Phone Assignment Form	Location Management
		SLARASG	Room Assignment Form	Location Management
		SLARMAP	Dorm Room and Meal Application Form	Location Management
		SLQRASG	Room Assignment Query Form	Location Management
		SLQRMAP	Application Query Form	Location Management
STVHLDD	Hold Type Code Validation Form	SFARQST	Enrollment Verification Request Form	Registration
		SHACATT	Ceremony Attendance Form	Academic History
		SHACPRQ	Ceremonies By Attendee Query Form	Academic History
		SHADEGR	Degrees and Other Formal Awards Form	Academic History
		SHADIPL	Diploma Form	Academic History
		SHARQTC	Transcript Request Form	Academic History
		SOQHOLD	Holds Query-Only Form	Overall
SOAHOLD	Hold Information Form	Overall		
STVHLWK	Highest Level of Work Validation Form	SOABGTA	Transfer Articulation Institution Form	Academic History
STVHOND	Departmental Honors Code Validation Form	SHADEGR	Degrees and Other Formal Awards Form	Academic History

Validation Form		Application/Functional Form		Modules
STVHONR	Institutional Honors Code Validation Form	SAADCRV	Admissions Decision Form	Admissions
		SHADEGR	Degrees and Other Formal Awards Form	Academic History
		SIAFDEG	Faculty Degree Information Form	Faculty Load
		SOAPCOL	Prior College Form	Overall
		SOAPCOQ	Prior College Summary Form	Overall
		SRAQUIK	Quick Recruit Form	Recruiting
STVINCM	Income Range Code Validation Form	SGASTDN	General Student Form	General Student
		SHAINST	Term Course Maintenance Form	Academic History
STVINFC	Interface Validation Form	SOTCNVT	Tape Code Conversion Form	System Administration
STVINIT	Initials Validation Form	SAAADMS	Admissions Application Form	Admissions
		SAADCRV	Admissions Decision Form	Admissions
		SAAMAPP	Admissions Mass Entry Form	Admissions
		SGAMSPT	Mass Entry Athletic Compliance Form	General Student
		SGAMSTU	General Student Mass Entry Form	General Student
		SHAMCAT	Mass Entry Ceremony Attendance Form	Academic History
		SHAMDEG	Mass Entry Graduation Form	Academic History
		SHAMDIP	Mass Entry Diploma Form	Academic History
		SHAMUCA	Mass Update Ceremony Attendance Form	Academic History
		SHAMUDI	Mass Update Diploma Form	Academic History
		SOAMATL	Material Form	Overall
SUAMAIL	Student Mail Form	Recruiting/Admissions		



Validation Form		Application/Functional Form		Modules
STVINNM	Awarding Institution Validation Form	SHADIPL	Diploma Form	Academic History
		SHAGRDD	Graduation Default Control Form	Academic History
		SHAMDIP	Mass Entry Diploma Form	Academic History
		SHAMUDI	Mass Update Diploma Form	Academic History
STVINTS	Outside Interest Code Validation Form	SAAADMS	Admissions Application Form	Admissions
		SAAMAPP	Admissions Mass Entry Form	Admissions
		SRAQUIK	Quick Recruit Form	Recruiting
		SRARECR	Recruit Prospect Information Form	Recruiting
		SOAMATL	Material Form	Overall
STVINTV	Interview Code Validation Form	SAAADMS	Admissions Application Form	Admissions
STVLEAV	Leave of Absence Code Validation Form	SGASTDN	General Student Form	General Student
		SHAINST	Term Course Maintenance Form	Academic History
STVLEND	Web Prospect How I Learned About Validation Form	SRARECR	Recruit Prospect Information Form	Recruiting

Validation Form		Application/Functional Form		Modules
STVLEVL	Level Code Validation Form	SAAADMS	Admissions Application Form	Admissions
		SAACHKB	Admissions Checklist Rules Form	Admissions
		SAADCRV	Admissions Decision Form	Admissions
		SAADCSN	Admissions Decision Rules Form	Admissions
		SAAMAPP	Admissions Mass Entry Form	Admissions
		SAAQKER	Quick Entry Rules Form	Admissions
		SAAQUIK	Quick Entry Form	Admissions
		SAASUMI	Admissions Application Summary Form	Admissions
		SCACRSE	Basic Course Information Form	Catalog
		SCADETL	Course Detail Information Form	Catalog
		SCARRES	Course Registration Restrictions Form	Catalog
		SFAALST	Class Attendance Roster Form	Registration
		SFACREQ	Student Course Request Form	Registration
		SFAMHRS	Registration Minimum Maximum Hours Form	Registration
		SFAMREG	Registration Mass Entry Form	Registration
		SFAREGF	Student Course/Fee Assessment Query Form	Registration
		SFAREGQ	Registration Query Form	Registration
		SFARGFE	Registration Fee Assessment Rules Form	Registration

Validation Form		Application/Functional Form		Modules
STVLEVL	Level Code Validation Form (cont.)	SFAREGS	Student Course Registration Form	Registration
		SFARQST	Enrollment Verification Request Form	Registration
		SFARWLP	Reserved Seats Waitlist Priority Management Form	Registration
		SFASLST	Class Roster Form	Registration
		SFASTSR	Student Centric Time Status Rules Form	Registration
		SFATMST	Time Status Rules Form	Registration
		SGAASST	Assistantship/Fellowship/Internship Form	General Student
		SGACLSR	Student Class Rules Form	General Student
		SGACOOB	Cooperative Education Form	General Student
		SGAMSTU	General Student Mass Entry Form	General Student
		SGASADD	Additional Student Information Form	General Student
		SGASPRT	Athletic Compliance Form	General Student
		SGASTDN	General Student Form	General Student
		SHAACST	Academic Standing Rules Form	Academic History
		SHACRSE	Course Summary Form	Academic History
		SHADEGR	Degrees and Other Formal Awards Form	Academic History
		SHADGMQ	Degree Summary Form	Academic History
		SHAGADS	Graduation Application Display Rule Selection Form	Academic History
SHAGELR	Graduation Application Eligibility Rules Form	Academic History		

Validation Form		Application/Functional Form		Modules
STVLEVL	Level Code Validation Form (cont.)	SHAGRDE	Grade Code Maintenance Form	Academic History
		SHAGRDS	Grade Code Substitution Form	Academic History
		SHAINCG	Incomplete Grade Rules Form	Academic History
		SHAINST	Term Course Maintenance Form	Academic History
		SHAMCAT	Mass Entry Ceremony Attendance Form	Academic History
		SHAMDEG	Mass Entry Graduation Form	Academic History
		SHAMDIP	Mass Entry Diploma Form	Academic History
		SHAMUDI	Mass Update Diploma Form	Academic History
		SHAPCMP	Pre-Banner Summary Hours and GPA Form	Academic History
		SHARPTR	Repeat/Multiple Course Rules Form	Academic History
		SHARQTC	Transcript Request Form	Academic History
		SHASTAT	Academic Standing Query Form	Academic History
		SHASUBJ	Subject Sequence History Form	Academic History
		SHATAEQ	Transfer Articulation Evaluation Form	Academic History
		SHATCKN	Course Maintenance Form	Academic History
		SHATCMT	Transcript Events/Comments Form	Academic History
		SHATERM	Term Sequence History Form	Academic History
		SHATGRD	Transfer Grade Code Maintenance Form	Academic History

Validation Form		Application/Functional Form		Modules
STVLEVL	Level Code Validation Form (cont.)	SHATRCM	Course History by Campus and Term Form	Academic History
		SHATRNS	Transfer Course Form	Academic History
		SHATRTA	Transfer Articulation Attributes Form	Academic History
		SHQASTR	Academic Standing Rules Query Form	Academic History
		SHQSUBJ	Academic History Catalog Query Form	Academic History
		SHQTERM	Term Summary Form	Academic History
		SHQTRAM	Transfer Attendance Period Form	Academic History
		SOAIDNS	Person Search Detail Form	System Administration
		SOACOMM	Communication Rules Form	Overall
		SOACURR	Curriculum Rules Form	Overall
		SOAWLTC	Automated Waitlist Term Control Form	Overall
		SRAQUIK	Quick Recruit Form	Recruiting
		SRARECR	Recruit Prospect Information Form	Recruiting
		SSADETL	Schedule Detail Form	Schedule
		SSADFEE	Section Fee Assessment Control Form	Schedule
		SSARRES	Schedule Restrictions Form	Schedule
		SSASECT	Schedule Form	Schedule
		SSIRESV	Reserved Seats Inquiry Form	Schedule
		STVLGCY	Legacy Code Validation Form	SAAADMS
SPAPERS	General Person Form			General Person
SRARECR	Recruit Prospect Information Form			Recruiting
SOAMATL	Material Form			Overall

Validation Form		Application/Functional Form		Modules
STVLMOD	Learner Module Validation Form	SOACTRL	Curriculum Rules Control Form	Overall
		SOILCUR	Learner Curriculum Query Form	Overall
STVMAJR	Major, Minor, Concentration Code Validation Form	SAAADMS	Admissions Application Form	Admissions
		SAACHKB	Admissions Checklist Rules Form	Admissions
		SAADCRV	Admissions Decision Form	Admissions
		SAADCSN	Admissions Decision Rules Form	Admissions
		SAAMAPP	Admissions Mass Entry Form	Admissions
		SAAQKER	Quick Entry Rules Form	Admissions
		SAAQUIK	Quick Entry Form	Admissions
		SAASUMI	Admissions Application Summary Form	Admissions
		SCADETL	Course Detail Information Form	Catalog
		SCARRES	Course Registration Restrictions Form	Catalog
		SFAMHRS	Registration Minimum Maximum Hours Form	Registration
		SFAMREG	Registration Mass Entry Form	Registration
		SFAREGS	Student Course Registration Form	Registration
		SFARGFE	Registration Fee Assessment Rules Form	Registration
		SFARQST	Enrollment Verification Request Form	Registration
		SFARWLP	Reserved Seats Waitlist Priority Management Form	Registration
SFASTSR	Student Centric Time Status Rules Form	Registration		
SFATMST	Time Status Rules Form	Registration		

Validation Form		Application/Functional Form		Modules
STVMAJR	Major, Minor, Concentration Code Validation Form (cont.)	SGAASST	Assistantship/Fellowship/Internship Form	General Student
		SGAMSTU	General Student Mass Entry Form	General Student
		SGASADD	Additional Student Information Form	General Student
		SGASPRT	Athletic Compliance Form	General Student
		SGASTDN	General Student Form	General Student
		SHADEGR	Degrees and Other Formal Awards Form	Academic History
		SHADGMQ	Degree Summary Form	Academic History
		SHADIPL	Diploma Form	Academic History
		SHAGADS	Graduation Application Display Rule Selection Form	Academic History
		SHAGELR	Graduation Application Eligibility Rules Form	Academic History
		SHAMCAT	Mass Entry Ceremony Attendance Form	Academic History
		SHAMDEG	Mass Entry Graduation Form	Academic History
		SHAMDIP	Mass Entry Diploma Form	Academic History
		SHAMUDI	Mass Update Diploma Form	Academic History
		SHAINST	Term Course Maintenance Form	Academic History
		SHASTAT	Academic Standing Query Form	Academic History
		SHQTERM	Term Summary Form	Academic History

Validation Form		Application/Functional Form		Modules
STVMAJR	Major, Minor, Concentration Code Validation Form (cont.)	SIAFDEG	Faculty Degree Information Form	Faculty Load
		SOACURR	Curriculum Rules Form	Overall
		SOAIDNS	Person Search Detail Form	System Administration
		SOAMATL	Material Form	Overall
		SOAPCOL	Prior College Form	Overall
		SOTCNVT	Tape Code Conversion Form	System Administration
		SOAWLTC	Automated Waitlist Term Control Form	Overall
		SRAQUIK	Quick Recruit Form	Recruiting
		SRARECR	Recruit Prospect Information Form	Recruiting
		SSADETL	Schedule Detail Form	Schedule
		SSADFEE	Section Fee Assessment Control Form	Schedule
		SSARRES	Schedule Restrictions Form	Schedule
		SSASECT	Schedule Form	Schedule
		SSIRESV	Reserved Seats Inquiry Form	Schedule
STVMARS	Student CARE Marital Status Validation Form	SGAEOPS	Education Opportunity Programs and Services Form	General Student
STVMATL	Material Code Validation Form	SOACGRP	Communication Group Form	Overall
		SOACPLN	Communication Plan Form	Overall
		SOAMATL	Material Form	Overall
		SUAMAIL	Student Mail Form	Recruiting/Admissions
STVMEAS	Measurement Validation Form	SHACATT	Ceremony Attendance Form	Academic History
		SHAGRDD	Graduation Default Control Form	Academic History
		SHASIZE	Attendee Size Classification Rules Form	Academic History



Validation Form		Application/Functional Form		Modules
STVMEDI	Medical Code Validation Form	SGADISA	Student Disability Services Form	General Student
STVMEET	Meeting Time Code Validation Form	SLQMEET	Available Class Room Query Form	Location Management
		SSASECT	Schedule Form	Schedule
STVMRCD	Meal Rate Code Validation Form	SLALMFE	Room/Meal/Phone/Rate Code Rules Form	Location Management
		SLAMASG	Meal Assignment Form	Location Management
		SLAMSCD	Meal Assignment Status Form	Location Management
		SLARMAP	Dorm Room and Meal Application Form	Location Management/
STVMRTL	Marital Status Code Validation Form	SPAPERS	General Person Form	General Person
STVMSCD	Meal Assignment Status Code Validation Form	SLAMASG	Meal Assignment Form	Location Management
		SLQMSCD	Meal Assignment Status Query Form	Location Management

Validation Form		Application/Functional Form		Modules
STVNATN	Nation Code Validation Form	GOAMTCH	Common Matching Entry Form	General Person
		SAAQUIK	Quick Entry Form	Admissions
		SGACOOB	Cooperative Education Form	General Student
		SHADIPL	Diploma Form	Academic History
		SHAGAPP	Graduation Application Form	Academic History
		SHARQTC	Transcript Request Form	Academic History
		SOASBGI	Source or Background Institution Base Form	Overall
		SOAFOLK	Guardian Information Form	Overall
		SOAHSCH	High School Information Form	Overall
		SOAPCOL	Prior College Form	Overall
		SPAEMRG	Emergency Contact Form	General Person
		SPAIDEN	General Person Identification Form	General Person
		SRAQUIK	Quick Recruit Form	Recruiting
STVNATT	Need Attribute Validation Form	SEANDTL	Need Attributes and Comments Form	General Person
STVNCRQ	Non-Course Requirements Code Validation Form	SHANCRS	Academic Non-Course Form	Academic History
STVNCST	Non-Course Requirements Status Code Validation Form	SHANCRS	Academic Non-Course Form	Academic History
STVNDRF	Need Referral Validation Form	SEADETL	Support Service Detail Form	General Person

Validation Form		Application/Functional Form		Modules
STVNEED	Needs Validation Form	SEADETL	Support Service Detail Form	General Person
		SEANDTL	Need Attributes and Comments Form	General Person
		SEANQRY	Student Services Need Query Form	General Person
		SEAQGNS	Support Services Query Form	General Person
		SEASSGP	Service Group Rules Form	General Person
STVNIST	Faculty Non-Instructional Type Code Validation Form	SIAASGN	Faculty Assignment Form	Faculty Load
STVOCCS	Occupational Course Code Validation Form	SCADETL	Course Detail Information Form	Catalog
STVORIG	Origin Code Validation Form	SEADETL	Support Services Detail Form	General Person
		SGADISA	Student Disability Services Form	General Student
		SGASPRT	Athletic Compliance Form	General Student
		SHACATT	Ceremony Attendance Form	Academic History
		SHADEGR	Degrees and Other Formal Awards Form	Academic History
		SHADIPL	Diploma Form	Academic History
		SHATCMT	Transcript Events and Comments Form	Academic History
		SOAHOLD	Hold Information Form	Overall
		SOQHOLD	Holds Query-Only Form	Overall
		SPACMNT	Person Comment Form	General Person
STVORSN	Orientation Session Code Validation Form	SRARECR	Recruit Prospect Information Form	Recruiting
		SGASTDN	General Student Form	General Student
		SHAINST	Term Course Maintenance Form	Academic History

Validation Form		Application/Functional Form		Modules
STVPRAC	Practical Training Code Validation Form	SGASTDN	General Student Form	General Student
		SHAINST	Term Course Maintenance Form	Academic History
STVPREV	Progress Evaluation Code Validation Form	SGASTDN	General Student Form	General Student
		SGASTDQ	General Student Summary Form	General Student
		SFAREGS	Student Course Registration Form	Registration
		SHAACST	Academic Standing Rules Form	Academic History
		SHAINST	Term Course Maintenance Form	Academic History
		SHASUBJ	Subject Sequence History Form	Academic History
STVPRCD	Phone Rate Code Validation Form	SHATERM	Term Sequence Course History Form	Academic History
		SLABLDG	Building Definition Form	Location Management
		SLALMFE	Room/Meal/Phone/Rate Code Rules Form	Location Management
		SLAPASG	Phone Assignment Form	Location Management
STVPRGA	Program Accreditation Code Validation Form	SLARDEF	Room Definition Form	Location Management
		SOABGTA	Transfer Articulation Institution Form	Academic History
STVPRNT	Compliance Print Code Validation Form	Please refer to the <i>CAPP Handbook</i> .		CAPP
STVPROC	Process Control Code Validation Form	SOAFACS	Faculty/Advisor Process Rules Form	Faculty Load
STVPSCD	Phone Assignment Status Code Validation Form	SLAPASG	Phone Assignment Form	Location Management
		SLAPSCD	Phone Assignment Status Form	Location Management
		SLQPSCD	Phone Assignment Status Query Form	Location Management

Validation Form		Application/Functional Form		Modules
STVPTRM	Part of Term Code Validation Form	SFAALST	Class Attendance Roster Form	Registration
		SFAREGF	Student Course/Fee Assessment Query Form	Registration
		SFAREGQ	Registration Query Form	Registration
		SFAREGS	Student Course Registration Form	Registration
		SFARGFE	Registration Fee Assessment Rules Form	Registration
		SFARSTS	Course Registration Status Form	Registration
		SFASLST	Class Roster Form	Registration
		SFQRSTS	Course Registration Status Query Form	Registration
		SFQSECM	Registration Section Query Form	Registration
		SHACRSE	Academic History Course Summary Form	Academic History
		SHADEGR	Degrees and Other Formal Awards Form	Academic History
		SHATCKN	Course Maintenance Form	Academic History
		SIQSECM	Faculty Course Section Query Form	Faculty Load
		SOATERM	Term Control Form	Overall
		SOATEST	Test Score Information Form	Overall
		SSAACCL	Schedule Calendar Form	Schedule
		SSABLCK	Block Schedule Control Form	Schedule
		SSABSCQ	Block Schedule Section Query Form	Schedule
		SSAEXCL	Schedule Exclusion Rules Form	Schedule
		SSAMATX	Building/Room Schedule Form	Schedule
SSASECQ	Schedule Section Query Form	Schedule		
SSASECT	Schedule Form	Schedule		
SSAXLST	Cross List Definition Form	Schedule		

Validation Form		Application/Functional Form		Modules
STVP TYP	Source Contact Person Type Code Validation Form	SOASBGI	Source or Background Institution Base Form	Overall
		SRAQUIK	Quick Recruit Form	Recruiting
STVPWAV	Prerequisite Waiver Code Validation Form	SCACRSE	Basic Course Information Form	Catalog
STVQPTP	Qualifying Paper Type Code Validation Form	SHAQPNO	Qualifying Papers Form	Academic History
		SHQQPNM	Qualifying Papers by Person Form	Academic History
STVRATE	Student Fee Assessment Code Validation Form	SAAADMS	Admissions Application Form	Admissions
		SAAQKER	Quick Entry Rules Form	Admissions
		SAAQUIK	Quick Entry Form	Admissions
		SCADETL	Course Detail Information Form	Catalog
		SFAREGS	Student Course Registration Form	Registration
		SFARGFE	Registration Fee Assessment Rules Form	Registration
		SFARQST	Enrollment Verification Request Form	Registration
		SGAMSTU	General Student Mass Entry Form	General Student
		SGASADD	Additional Student Information Form	General Student
		SGASPRT	Athletic Compliance Form	General Student
		SGASTDN	General Student Form	General Student
		SHAINST	Term Course Maintenance Form	Academic History
		SSADETL	Schedule Detail Form	Schedule
SSADFEE	Section Fee Assessment Control Form	Schedule		

Validation Form		Application/Functional Form		Modules
STVRDEF	Building/Room Attribute Code Validation Form	SHACRMY	Ceremony Form	Academic History
		SLABLDG	Building Definition Form	Location Management
		SLAEVNT	Event Form	Location Management
		SLARASG	Phone Assignment Form	Location Management
		SLARDEF	Room Definition Form	Location Management
		SLARMAP	Dorm Room and Meal Application Form	Location Management
		SLARMAT	Roommate Application Form	Location Management
		SLASGNQ	Available Dorm Room Query Form	Location Management
		SLIAEVN	Event Available Room Query Form	Location Management
		SLQMEET	Available Class Room Query Form	Location Management
		SSASECT	Schedule Form	Schedule
STVRECR	Recruiter Code Validation Form	SAAADMS	Admissions Application Form	Admissions
		SOAAPPT	Person Appointments/Contacts Form	Overall
		SRAQUIK	Quick Recruit Form	Recruiting
		SRARAPT	Recruiter Appointments/Visits Form	Recruiting
		SRARECR	Recruit Prospect Information Form	Recruiting
		SRARINF	Recruiter's Prospect Form	Recruiting
		SRASRCE	Source Visit/Prospect Form	Recruiting
STVRELG	Religion Code Validation Form	SPAPERS	General Person Form	General Person
		SOTCNVT	Tape Code Conversion Form	System Administration
STVRELT	Relation Code Validation Form	SOAFOLK	Guardian Information Form	Overall
		SPAEMRG	Emergency Contact Form	General Person

Validation Form		Application/Functional Form		Modules
STVREPS	Repeat Status Code Validation Form	SCACRSE	Basic Course Information Form	Catalog
		SFQSECT	Registration Course Query Form	Registration
		SHQSUBJ	Academic History Catalog Query Form	Academic History
STVRES D	Residence Code Validation Form	SAAADMS	Admissions Application Form	Admissions
		SAACHKB	Admissions Checklist Rules Form	Admissions
		SAADCRV	Admissions Decision Form	Admissions
		SAADCSN	Admissions Decision Rules Form	Admissions
		SAAMAPP	Admissions Mass Entry Form	Admissions
		SAAQKER	Quick Entry Rules Form	Admissions
		SAAQUIK	Quick Entry Form	Admissions
		SCADETL	Course Detail Information Form	Catalog
		SFAMHRS	Registration Minimum Maximum Hours Form	Registration
		SFAREGS	Student Course Registration Form	Registration
		SFARGFE	Registration Fee Assessment Rules Form	Registration
		SFARQST	Enrollment Verification Request Form	Registration
		SGAMSTU	General Student Mass Entry Form	General Student
		SGASADD	Additional Student Information Form	General Student
		SGASPRT	Athletic Compliance Form	General Student
SGASTDN	General Student Form	General Student		



Validation Form		Application/Functional Form		Modules
STVRES D	Residence Code Validation Form (cont.)	SHAINST	Term Course Maintenance Form	Academic History
		SOAIDNS	Person Search Detail Form	System Administration
		SRARECR	Recruit Prospect Information Form	Recruiting
		SSADETL	Schedule Detail Form	Schedule
		SSADFEE	Section Fee Assessment Control Form	Schedule
STVRGRE	Registration Reason Code Validation Form	SFAREGS	Student Course Registration Form	Registration
STVRMST	Room Status Code Validation Form	SSASECT	Schedule Form	Schedule
		SLAEVNT	Event Form	Location Management
		SLARASG	Room Assignment Form	Location Management
		SLARDEF	Room Definition Form	Location Management
		SLASGNQ	Available Dorm Room Query Form	Location Management
		SLIAEVN	Event Available Room Query Form	Location Management
		SLQMEET	Available Class Room Query Form	Location Management
		SLQROOM	Room Query Form	Location Management
STVROLE	Role Definition Validation Form	SOAFPAC	Faculty Attribute/Advisor Type Control Form	Overall
		SOAROLE	Role Assignment Form	Overall
STVROVR	Registration Permit-Override Code Validation Form	SFAROVR	Registration Permit-Override Control Form	Registration
		SFASRPO	Student Registration Permit-Override Form	Registration

Validation Form		Application/Functional Form		Modules
STVRRCD	Room Rate Code Validation Form	SLABLDG	Building Definition Form	Location Management
		SLALMFE	Room/Meal/Phone Rate Code Rules Form	Location Management
		SLARASG	Room Assignment Form	Location Management
		SLARDEF	Room Definition Form	Location Management
		SLASGNQ	Available Dorm Room Query Form	Location Management
		SLQRASG	Room Assignment Query Form	Location Management
STVRSLT	Appointment Result Code Validation Form	SOAAPPT	Person Appointments/Contacts Form	Overall
		SRARECR	Recruit Prospect Information Form	Recruiting
STVRSTA	Recruiting Internal Status Code Validation Form	SRAQUIK	Quick Recruit Form	Recruiting
		SRARECR	Recruit Prospect Information Form	Recruiting
		SRARINF	Recruiter's Prospect Form	Recruiting
STVRSTS	Course Registration Status Code Validation Form	SFAALST	Class Attendance Roster Form	Registration
		SFAMREG	Registration Mass Entry Form	Registration
		SFAREGF	Student Course/Fee Assessment Query Form	Registration
		SFAREGQ	Registration Query Form	Registration
		SFAREGS	Student Course Registration Form	Registration
		SFARSTS	Course Registration Status Form	Registration
		SFASLST	Class Roster Form	Registration
		SFQRSTS	Course Registration Status Query Form	Registration
		SFQSECM	Registration Section Query Form	Registration
		SSABLCK	Block Schedule Control Form	Schedule
SSABSCQ	Block Schedule Section Query Form	Schedule		

Validation Form		Application/Functional Form		Modules
STVRTRM	Term Restriction Code Validation Form	SCASRES	Catalog Schedule Restrictions Form	Catalog
STVRTYP	Recruit Type Validation Form	SAAADMS	Admissions Application Form	Admissions
		SOAMATL	Material Form	Overall
		SRAQUIK	Quick Recruit Form	Recruiting
		SRARECR	Recruit Prospect Information Form	Recruiting
STVSAAT	Athletic Attribute Validation Form	SGAMSPT	Mass Entry Athletic Compliance Form	General Student
		SGASPRT	Athletic Compliance Form	General Student
STVSAEL	Athletic Academic Eligibility Validation Form	SGAMSPT	Mass Entry Athletic Compliance Form	General Student
		SGASPRT	Athletic Compliance Form	General Student
		SGISPRT	Athletic Compliance Inquiry Form	General Student
STVSAQS	Athletic Qualifier Status Validation Form	SGASPRT	Athletic Compliance Form	General Student
STVSARE	Athletic Competition Reason Validation Form	SGASPRT	Athletic Compliance Form	General Student
STVSAPR	Special Approval Code Validation Form	SFAREGS	Student Course Registration Form	Registration
		SSABLCK	Block Schedule Control Form	Schedule
		SSABSCQ	Block Schedule Section Query Form	Schedule
		SSASECT	Schedule Form	Schedule
STVSARX	Athletic Residency Exception Validation Form	SGASPRT	Athletic Compliance Form	General Student
STVSATR	Athlete Transfer Status Validation Form	SGASPRT	Athletic Compliance Form	General Student

Validation Form		Application/Functional Form		Modules
STVSATT	Service Attribute Validation Form	SEASDTL	Service Attributes and Comments Form	General Person
STVSBGI	Source/Background Institution Code Validation Form	SAAADMS	Admissions Application Form	Admissions
		SAADCRV	Admissions Decision Form	Admissions
		SAAQKER	Quick Entry Rules Form	Admissions
		SAAQUIK	Quick Entry Form	Admissions
		SCADETL	Course Detail Information Form	Catalog
		SHACATT	Ceremony Attendance Form	Academic History
		SHARQTC	Transcript Request Form	Academic History
		SHATAEQ	Transfer Articulation Evaluation Form	Academic History
		SHATATC	Transfer Institution Catalog Entry Form	Academic History
		SHATATR	Transfer Course Articulation Form	Academic History
		SHATGRD	Transfer Grade Code Maintenance Form	Academic History

Validation Form		Application/Functional Form		Modules
STVSBGI	Source/Background Institution Code Validation Form (cont.)	SHATRNS	Transfer Course Form	Academic History
		SHATRTA	Transfer Articulation Attributes Form	Academic History
		SHQTATC	Transfer Course Query Form	Academic History
		SHQTRAM	Transfer Attendance Period by Person Query Form	Academic History
		SHQTRIT	Transfer Institution by Person Query Form	Academic History
		SIAFDEG	Faculty Degree Information Form	Faculty Load
		SOAAPPT	Person Appointments/Contacts Form	Overall
		SOABGIY	Source/Background Institution Year Form	Overall
		SOABGTA	Transfer Articulation Institution Form	Overall
		SOAHSCH	High School Information Form	Overall
		SOAPCOL	Prior College Form	Overall
		SOAPCOQ	Prior College Summary Form	Overall
		SOASBGI	Source or Background Institution Base Form	Overall
		SOISBGI	Source/Background Institution Query-Only Form	Overall
		SRAQUIK	Quick Recruit Form	Recruiting
		SRARAPT	Recruiter Appointments/Visits Form	Recruiting
		SRARECR	Recruit Prospect Information Form	Recruiting
SRASRCE	Source Visit/Prospect Form	Recruiting		
STVSBJC	High School Subject Validation Form	SAADCRV	Admissions Decision Form	Admissions
		SAADCSN	Admissions Decision Rules Form	Admissions
		SOAHSCH	High School Information Form	Overall

Validation Form		Application/Functional Form		Modules
STVSCCD	Schedule Contract Code Validation Form	SSADETL	Schedule Detail Form	Schedule
STVSCHD	Schedule Type Code Validation Form	SCACRSE	Basic Course Information Form	Catalog
		SFAALST	Class Attendance Roster Form	Registration
		SFASLST	Class Roster Form	Registration
		SFQSECM	Registration Section Query Form	Registration
		SFQSECT	Section Schedule Query Form	Registration
		SHATCKN	Course Maintenance Form	Academic History
		SHQSECT	Academic History Section Query Form	Academic History
		SIQSECM	Faculty Course Section Query Form	Faculty Load
		SSABLCK	Block Schedule Control Form	Schedule
		SSABSCQ	Block Schedule Section Query Form	Schedule
		SSADFEE	Section Fee Assessment Control Form	Schedule
		SSASECQ	Schedule Section Query Form	Schedule
		SSASECT	Schedule Form	Schedule
SSAXMTI	Cross List Meeting Time/Instructor Query Form	Schedule		
STVSCPC	Student Centric Period Cycle Validation Form	SOASCPT	Student Centric Period Term Control Form	Overall
STVSEPR	Services Provided Validation Form	SEADETL	Support Service Detail Form	General Person
		SGADISA	Student Disability Services Form	General Student

Validation Form		Application/Functional Form		Modules
STVSESS	Session Code Validation Form	SAAADMS	Admissions Application Form	Admissions
		SAADCRV	Admissions Decision Form	Admissions
		SAADCSN	Admissions Decision Rules Form	Admissions
		SFAALST	Class Attendance Roster Form	Registration
		SFARGFE	Registration Fee Assessment Rules Form	Registration
		SFASLST	Class Roster Form	Registration
		SGASTDN	General Student Form	General Student
		SHAINST	Term Course Maintenance Form	Academic History
		SHATCKN	Course Maintenance Form	Academic History
		SRARECR	Recruit Prospect Information Form	Recruiting
		SSASECT	Schedule Form	Schedule
STVSFAE	State F/A Eligibility Validation Form	SGAEOPS	Education Opportunity Programs and Services Form	General Student

Validation Form		Application/Functional Form		Modules
STVSITE	Site Code Validation Form	SAAADMS	Admissions Application Form	Admissions
		SGASTDN	General Student Form	General Student
		SHACATQ	Ceremony Attendance Query Form	Academic History
		SHACRMQ	Ceremony Query Form	Academic History
		SHACRMY	Ceremony Form	Academic History
		SHACPRQ	Ceremonies By Attendee Query Form	Academic History
		SLABLDG	Building Definition Form	Location Management
		SLABQRY	Building Query Form	Location Management
		SLAEVNT	Event Form	Location Management
		SLIAEVN	Event Available Room Query Form	Location Management
		SLQEVNT	Event Query Form	Location Management
		SLQMEET	Available Class Room Query Form	Location Management
		SRARECR	Recruit Prospect Information Form	Recruiting
STVSIZE	Academic Dress Size Validation Form	SHACATT	Ceremony Attendance Form	Academic History
		SHACRMQ	Ceremony Query Form	Academic History
		SHAMUCA	Mass Update Ceremony Attendance Form	Academic History
		SHASIZE	Attendee Size Classification Rules Form	Academic History
STVSOFF	A/F/I Fund Source Validation Form	SGAASST	Assistantship/Fellowship/Internship Form	General Student
STVSPRV	Service Provider Validation Form	SEADETL	Support Service Validation Form	General Person
		SGADISA	Student Disability Services Form	General Student
STVSPSR	Disability Service Code Validation Form	SGADISA	Student Disability Services Form	General Student



Validation Form		Application/Functional Form		Modules
STVSPST	Sport Code Status Validation Form	SGAMSPT	Mass Entry Athletic Compliance Form	General Student
		SGASPRT	Athletic Compliance Form	General Student
		SGISPRT	Athletic Compliance Inquiry Form	General Student
STVSSEP	Services Exemption Validation Form	SEADETL	Support Service Detail Form	General Person
		SGADISA	Student Disability Services Form	General Student
STVSSER	Service Code Validation Form	SEADETL	Support Service Detail Form	General Person
		SEASDTL	Service Attributes and Comments Form	General Person
		SEASQRY	Student Services Service Query Form	General Person
		SEASSGP	Service Group Rules Form	General Person
		SGADISA	Student Disability Services Form	General Student
STVSSGP	Service Group Validation Form	SEAASGN	Service Group Assignment Form	General Person
		SEADETL	Support Service Detail Form	General Person
		SEAGQRY	Student Services Goal Query Form	General Person
		SEANQRY	Student Services Need Query Form	General Person
		SEAQGNS	Support Services Query Form	General Person
		SEASQRY	Student Services Service Query Form	General Person
		SEASSGP	Service Group Rules Form	General Person
STVSSRS	Service Result Validation Form	SEADETL	Support Services Detail Form	General Person
		SGADISA	Student Disability Services Form	General Student
STVSSST	Services Status Validation Form	SEADETL	Support Services Detail Form	General Person
		SGADISA	Student Disability Services Form	General Student

Validation Form		Application/Functional Form		Modules
STVSSTS	Section Status Code Validation Form	SFAALST	Class Attendance Roster Form	Registration
		SFAREGS	Student Course Registration Form	Registration
		SFASLST	Class Roster Form	Registration
		SFQSECM	Registration Section Query Form	Registration
		SFQSECT	Section Schedule Query Form	Registration
		SHQSECT	Academic History Section Query Form	Academic History
		SSABLCK	Block Schedule Control Form	Schedule
		SSABSCQ	Block Schedule Section Query Form	Schedule
		SSASECQ	Schedule Section Query Form	Schedule
		SSASECT	Schedule Form	Schedule
STVSTAT	State/Province Code Validation Form	GOAMTCH	Common Matching Entry Form	General Person
		SAAQUIK	Quick Entry Form	Admissions
		SFARQST	Enrollment Verification Request Form	Registration
		SGACOOOP	Cooperative Education Form	General Student
		SHADIPL	Diploma Form	Academic History
		SHAGAPP	Graduation Application Form	Academic History
		SHARQTC	Transcript Request Form	Academic History
		SLABLDG	Building Definition Form	Location Management
		SOADDRQ	Address Summary Form	Overall
		SOAFOLK	Guardian Information Form	Overall

Validation Form		Application/Functional Form		Modules
STVSTAT	State/Province Code Validation Form (cont.)	SOAHSCH	High School Information Form	Overall
		SOAIDNS	Person Search Detail Form	Overall
		SOAMATL	Material Form	Overall
		SOAPCOL	Prior College Form	Overall
		SOASBGI	Source or Background Institution Base Form	Overall
		SPAEMRG	Emergency Contact Form	General Person
		SPAIDEN	General Person Identification Form	General Person
		SRAQUIK	Quick Recruit Form	Recruiting
STVSTSP	Student Study Path Status Validation Form	SAAQUIK	Quick Entry Form	Admissions
		SFAREGF	Student Course/Fee Assessment Query Form	Registration
		SFAREGQ	Registration Query Form	Registration
		SFAREGS	Student Course Registration Form	Registration
		SFARHST	Student Registration History and Extension Form	Registration
		SFASRPO	Student Registration Permit-Override Form	Registration
		SFASTCA	Student Course Registration Audit Form	Registration
		SGASADD	Additional Student Information Form	General Student
		SGASTDN	General Student Form	General Student
		SHADEGR	Degrees and Other Formal Awards Form	Academic History
		SHADGMQ	Degree Summary Form	Academic History
		SHATCKN	Course Maintenance Form	Academic History

Validation Form		Application/Functional Form		Modules
STVSTST	Student Status Code Validation Form	SAAQKER	Quick Entry Rules Form	Admissions
		SAAQUIK	Quick Entry Form	Admissions
		SFAREGS	Student Course Registration Form	Registration
		SFARQST	Enrollment Verification Request Form	Registration
		SGAAPRG	Athletic Academic Progress Form	General Student
		SGAMSTU	General Student Mass Entry Form	General Student
		SGASADD	Additional Student Information Form	General Student
		SGASPRT	Athletic Compliance Form	General Student
		SGASTDN	General Student Form	General Student
		SGISPRT	Athletic Compliance Inquiry Form	General Student
		SHAGELR	Graduation Application Eligibility Rules Form	Academic History
		SHAINST	Term Course Maintenance Form	Academic History
		SHQTERM	Term Summary Form	Academic History
		SOAIDNS	Person Search Detail Form	System Administration

Validation Form		Application/Functional Form		Modules
STVSTYP	Student Type Code Validation Form	SAAADMS	Admissions Application Form	Admissions
		SAACHKB	Admissions Checklist Rules Form	Admissions
		SAADCRV	Admissions Decision Form	Admissions
		SAADCSN	Admissions Decision Rules Form	Admissions
		SAAMAPP	Admissions Mass Entry Form	Admissions
		SAAQKER	Quick Entry Rules Form	Admissions
		SAAQUIK	Quick Entry Form	Admissions
		SAASUMI	Admissions Application Summary Form	Admissions
		SCADETL	Course Detail Information Form	Catalog
		SFAMHRS	Registration Minimum Maximum Hours Form	Registration
		SFAREGS	Student Course Registration Form	Registration
		SFARGFE	Registration Fee Assessment Rules Form	Registration
		SFARQST	Enrollment Verification Request Form	Registration
		SFATMST	Time Status Rules Form	Registration
		SGAAPRG	Athletic Academic Progress Form	General Student
		SGAMSTU	General Student Mass Entry Form	General Student
		SGASADD	Additional Student Information Form	General Student
		SGASPRT	Athletic Compliance Form	General Student
		SGASTDN	General Student Form	General Student
		SHAINST	Term Course Maintenance Form	Academic History

Validation Form		Application/Functional Form		Modules
STVSTYP	Student Type Code Validation Form (cont.)	SFASTSR	Student Centric Time Status Rules Form	Registration
		SOACSPC	Continuant Student Centric Period Rule Form	Overall
		SOACTRM	Continuant Term Rules Form	Overall
		SOAIDNS	Person Search Detail Form	System Administration
		SOAMATL	Material Form	Overall
		SOQCTRM	Continuant Terms Query Form	Overall
		SRAQUIK	Quick Recruit Form	Recruiting
		SRARECR	Recruit Prospect Information Form	Recruiting
		SSADFEE	Section Fee Assessment Control Form	Schedule
STVSUBJ	Subject Code Validation Form	SCABASE	Course Base Maintenance Form	Catalog
		SCACRSE	Basic Course Information Form	Catalog
		SCADETL	Course Detail Information Form	Catalog
		SCARRES	Course Registration Restrictions Form	Catalog
		SCASRES	Catalog Schedule Restrictions Form	Catalog
		SFAALST	Class Attendance Roster Form	Registration
		SFAREGF	Student Course/Fee Assessment Query Form	Registration
		SFAREGQ	Registration Query Form	Registration
		SFAREGS	Student Course Registration Form	Registration
		SFASLST	Class Roster Form	Registration
		SFASRPO	Student Registration Permit-Override Form	Registration

Validation Form		Application/Functional Form		Modules
STVSUBJ	Subject Code Validation Form (cont.)	SFQSECM	Registration Section Query Form	Registration
		SFQSECT	Section Schedule Query Form	Registration
		SHACRSE	Academic History Course Summary Form	Academic History
		SHADEGR	Degrees and Other Formal Awards Form	Academic History
		SHASUBJ	Subject Sequence History Form	Academic History
		SHATRMC	Course History by Term and Campus Form	Academic History
		SHQTATC	Transfer Course Query Form	Academic History
		SHATAEQ	Transfer Articulation Evaluation Form	Academic History
		SHATATC	Transfer Institution Catalog Entry Form	Academic History
		SHATATR	Transfer Course Articulation Form	Academic History
		SHATCKN	Course Maintenance Form	Academic History
		SHATERM	Term Sequence History Form	Academic History
		SHATRNS	Transfer Course Form	Academic History
		SHATRTA	Transfer Articulation Attributes Form	Academic History
		SHQATTR	Academic History Course Attribute Form	Academic History
SHQSECT	Academic History Section Query Form	Academic History		
SHQSUBJ	Academic History Catalog Query Form	Academic History		

Validation Form		Application/Functional Form		Modules
STVSUBJ	Subject Code Validation Form (cont.)	SIAASGQ	Faculty Schedule Query Form	Faculty Load
		SIQSECM	Faculty Course Section Query Form	Faculty Load
		SOAWLTC	Automated Waitlist Term Control Form	Overall
		SSABLCK	Block Schedule Control Form	Schedule
		SSABSCQ	Block Schedule Section Query Form	Schedule
		SSADETL	Schedule Detail Form	Schedule
		SSAMATX	Building/Room Schedule Form	Schedule
		SSARRES	Schedule Restrictions Form	Schedule
		SSASECQ	Schedule Section Query Form	Schedule
		SSASECT	Schedule Form	Schedule
		SSAXLST	Cross List Definition Form	Schedule
		SSQATTR	Section Course Attributes Form	Schedule
STVSUDA	Student Element One Validation Form	SGAUSDF	Student Institutional Reporting Requirements Form	General Student
STVSUDB	Student Element Two Validation Form	SGAUSDF	Student Institutional Reporting Requirements Form	General Student
STVSUDC	Student Element Three Validation Form	SGAUSDF	Student Institutional Reporting Requirements Form	General Student
STVSUDD	Student Element Four Validation Form	SGAUSDF	Student Institutional Reporting Requirements Form	General Student
STVSUDE	Student Element Five Validation Form	SGAUSDF	Student Institutional Reporting Requirements Form	General Student
STVSUDF	Student Element Six Validation Form	SGAUSDF	Student Institutional Reporting Requirements Form	General Student



Validation Form		Application/Functional Form		Modules
STVSUDG	Student Element Seven Validation Form	SGAUSDF	Student Institutional Reporting Requirements Form	General Student
STVSUDH	Student Element Eight Validation Form	SGAUSDF	Student Institutional Reporting Requirements Form	General Student
STVSUDI	Student Element Nine Validation Form	SGAUSDF	Student Institutional Reporting Requirements Form	General Student
STVSUDJ	Student Element Ten Validation Form	SGAUSDF	Student Institutional Reporting Requirements Form	General Student
STVTAAU	Acceptance Authority Code Validation Form	SOABGTA	Transfer Articulation Institution Form	Overall
STVTADM	Test Score Administration Type Code Validation Form	SAADCRV	Admissions Decision Form	Admissions
		SOATEST	Test Score Information Form	Overall
		SOTCNVT	Tape Code Conversion Form	System Administration
STVTASK	A/F/I Task Validation Form	SGAASST	Assistantship/Fellowship/Internship Form	General Student
STVTAST	Transfer Articulation Course Status Validation Form	SHATAEQ	Transfer Articulation Evaluation Form	Academic History
		SHATATC	Transfer Institution Catalog Entry Form	Academic History
		SHATATR	Transfer Course Articulation Form	Academic History
		SHQTATC	Transfer Course Query Form	Academic History
STVTEAC	Test Accommodation Validation Form	SOATEST	Test Score Information Form	Overall
STVTEFR	Test Form Validation Form	SOATEST	Test Score Information Form	Overall
STVTEIN	Test Instrument Validation Form	SOATEST	Test Score Information Form	Overall

Validation Form		Application/Functional Form		Modules
STVTELE	Telephone Type Validation Form	GOAMTCH	Common Matching Entry Form	General Person
		SAAQUIK	Quick Entry Form	Admissions
		SPAIDEN	General Person Identification Form	General Person
		SPATELE	General Person Telephone Form	General Person
		SRAQUIK	Quick Recruit Form	Recruiting
STVTEPR	Test Purpose Validation Form	SOATEST	Test Score Information Form	Overall
STVTERM	Term Code Validation Form	SAAADMS	Admissions Application Form	Admissions
		SAACHKB	Admissions Checklist Rules Form	Admissions
		SAADCRV	Admissions Decision Form	Admissions
		SAADCSN	Admissions Decision Rules Form	Admissions
		SAAMAPP	Admissions Mass Entry Form	Admissions
		SAAQKER	Quick Entry Rules Form	Admissions
		SAAECTM	EDI Cross-Reference Term Code Rules Form	Admissions
		SAAQUIK	Quick Entry Form	Admissions
		SAASUMI	Admissions Application Summary Form	Admissions
		SCABASE	Course Base Maintenance Form	Catalog
		SCACLBD	Course Labor Distribution Form	Catalog
		SCACRSE	Basic Course Information Form	Catalog
		SCADETL	Course Detail Information Form	Catalog
		SCAMEXC	Mutual Course Exclusion Form	Catalog
		SCARRES	Course Registration Restrictions Form	Catalog
SCASRES	Catalog Schedule Restrictions Form	Catalog		
SCATEXT	College Department Text Form	Catalog		

Validation Form		Application/Functional Form		Modules
STVTERM	Term Code Validation Form (cont.)	SEAASGN	Service Group Assignment Form	General Person
		SEADETL	Support Service Detail Form	General Person
		SEAGDTL	Goal Attributes and Comments Form	General Person
		SEAGQRY	Student Services Goal Query Form	General Person
		SEANDTL	Need Attributes and Comments Form	General Person
		SEANQRY	Student Services Need Query Form	General Person
		SEAQGNS	Support Services Query Form	General Person
		SEASDTL	Service Attributes and Comments Form	General Person
		SEASQRY	Student Services Service Query Form	General Person
		SEASSGP	Service Group Rules Form	General Person
		SFAAFEE	Additional Registration Fees Form	Registration
		SFAALST	Class Attendance Roster Form	Registration
		SFACREQ	Student Course Request Form	Registration
		SFAFMAX	Registration Fees Min/Max Charge Control Form	Registration
		SFAEFEE	Registration Additional Fees Form	Registration
		SFAESTS	Student Registration Status Form	Registration
		SFAMESG	Enrollment Verification Message Form	Registration
		SFAMHRS	Registration Minimum Maximum Hours Form	Registration
		SFAMREG	Registration Mass Entry Form	Registration
		SFARCTL	Registration Group Control Form	Registration

Validation Form		Application/Functional Form		Modules
STVTERM	Term Code Validation Form (cont.)	SFARCTT	Registration Priority Control Form	Registration
		SFAREGF	Student Course/Fee Assessment Query Form	Registration
		SFAREGQ	Registration Query Form	Registration
		SFAREGS	Student Course Registration Form	Registration
		SFARFND	Registration Fee Assessment Refund by Total Rules Form	Registration
		SFARGFE	Registration Fee Assessment Rules Form	Registration
		SFARGRP	Student Registration Group Form	Registration
		SFAROVR	Registration Permit-Override Control Form	Registration
		SFARQST	Enrollment Verification Request Form	Registration
		SFARSTS	Course Registration Status Form	Registration
		SFARWLP	Reserved Seats Priority Management Form	Registration
		SFASCPR	Student Centric Registration History Form	Registration
		SFASLST	Class Roster Form	Registration
		SFASRPO	Student Registration Permit-Override Control Form	Registration
		SFATMST	Time Status Rules Form	Registration
		SFAWLPR	Waitlist Priority Management Form	Registration
		SFAXWLP	Cross List Waitlist Priority Management Form	Registration
SFIRGRP	Student Registration Group Query Form	Registration		

Validation Form		Application/Functional Form		Modules
STVTERM	Term Code Validation Form (cont.)	SFIWLNT	Waitlist Notification Query Form	Registration
		SFQUESTS	Enrollment Status Query Form	Registration
		SFQRESG	Registration Query Form	Registration
		SFQRSTS	Course Registration Status Query Form	Registration
		SFQSECM	Registration Section Query Form	Registration
		SFQSECT	Section Schedule Query Form	Registration
		SGAAPRG	Athletic Academic Progress Form	General Student
		SGACOOB	Cooperative Education Form	General Student
		SGADISA	Student Disability Services Form	General Student
		SGAEOPS	Education Opportunity Programs and Services Form	General Student
		SGAMSPT	Mass Entry Athletic Compliance Form	General Student
		SGAMSTU	General Student Mass Entry Form	General Student
		SGASADD	Additional Student Information Form	General Student
		SGASPRT	Athletic Compliance Form	General Student
		SGASTDN	General Student Form	General Student
		SGISPRT	Athletic Compliance Inquiry Form	General Student
		SHAACST	Academic Standing Rules Form	Academic History
		SHACATQ	Ceremony Attendance Query Form	Academic History
		SHACATT	Ceremony Attendance Form	Academic History
		SHACPRQ	Ceremonies By Attendee Query Form	Academic History
SHACRMQ	Ceremony Query Form	Academic History		

Validation Form		Application/Functional Form		Modules
STVTERM	Term Code Validation Form (cont.)	SHACRMY	Ceremony Form	Academic History
		SHACRSE	Academic History Course Summary Form	Academic History
		SHADEGR	Degrees and Other Formal Awards Form	Academic History
		SHADGMQ	Degree Summary Form	Academic History
		SHADIPL	Diploma Form	Academic History
		SHAGADR	Self-Service Graduation Application Display Rules Form	Academic History
		SHAGAPP	Graduation Application Form	Academic History
		SHAGELR	Graduation Application Eligibility Rules Form	Academic History
		SHAGCOL	Grade Mailer Status/Error Correction Form	Academic History
		SHAGRDE	Grade Code Maintenance Form	Academic History
		SHAGRDS	Grade Code Substitution Form	Academic History
		SHAINCG	Incomplete Grade Rules Form	Academic History
		SHAINST	Term Course Maintenance Form	Academic History
		SHAMCAT	Mass Entry Ceremony Attendance Form	Academic History
		SHAMDIP	Mass Entry Diploma Form	Academic History
		SHAPCMP	Pre-Banner Summary Hours Form	Academic History
		SHARPTR	Repeat/Multiple Course Rules Form	Academic History
		SHARQTC	Transcript Request Form	Academic History
		SHAMDEG	Mass Entry Graduation Form	Academic History

Validation Form		Application/Functional Form		Modules
STVTERM	Term Code Validation Form (cont.)	SHAMUCA	Mass Update Ceremony Attendance Form	Academic History
		SHAMUDI	Mass Update Diploma Form	Academic History
		SHASTAT	Academic Standing Query Form	Academic History
		SHASUBJ	Subject Sequence History Form	Academic History
		SHATAEQ	Transfer Articulation Evaluation Form	Academic History
		SHATATC	Transfer Institution Catalog Entry Form	Academic History
		SHATATR	Transfer Course Articulation Form	Academic History
		SHATCKN	Course Maintenance Form	Academic History
		SHATCMT	Transcript Events/Comments Form	Academic History
		SHATERM	Term Sequence Course History Form	Academic History
		SHATGRD	Transfer Grade Code Maintenance Form	Academic History
		SHATRMC	Course History by Term and Campus Form	Academic History
		SHATRNS	Transfer Course Form	Academic History
		SHATRTA	Transfer Articulation Attributes Form	Academic History
		SHQATTR	Student Academic History Course Attribute Form	Academic History
		SHQSECT	Academic History Section Query Form	Academic History
		SHQTATC	Transfer Course Query Form	Academic History
		SHQTERM	Term Summary Form	Academic History

Validation Form		Application/Functional Form		Modules
STVTERM	Term Code Validation Form (cont.)	SIAASGN	Faculty Assignment Form	Faculty Load
		SIAASGQ	Faculty Schedule Query Form	Faculty Load
		SIACFTE	Faculty Workload Contract FTE Form	Faculty Load
		SIACONA	Faculty Contract Analysis Form	Faculty Load
		SIACONQ	Faculty Contract Query Form	Faculty Load
		SIAFAVL	Available Faculty Query Form	Faculty Load
		SIAFCTR	Faculty Contract Type Term Rules Form	Faculty Load
		SIAFLCT	Faculty Contract Term Rules Form	Faculty Load
		SIAFLRC	Faculty Workload Contract Rules Form	Faculty Load
		SIAFLRT	Faculty Workload Term Rules Form	Faculty Load
		SIAINST	Faculty/Advisor Information Form	Faculty Load
		SIAIQRY	Faculty/Advisor Query Form	Faculty Load
		SIATERM	Faculty Load Term Form	Faculty Load
		SIQSECM	Faculty Course Section Query Form	Faculty Load
		SLAASCD	Room Assignment Status Form	Location Management
		SLAEVNT	Event Form	Location Management
		SLALMFE	Room/Meal/Phone Rate Code Rules Form	Location Management
		SLAMASG	Meal Assignment Form	Location Management
		SLAMSCD	Meal Assignment Status Form	Location Management
		SLAPASG	Phone Assignment Form	Location Management
SLAPSCD	Phone Assignment Status Form	Location Management		
SLARASG	Room Assignment Form	Location Management		



Validation Form		Application/Functional Form		Modules
STVTERM	Term Code Validation Form (cont.)	SLARDEF	Room Definition Form	Location Management
		SLARMAP	Dorm Room and Meal Application Form	Location Management
		SLARMAT	Roommate Application Form	Location Management
		SLARUSE	Dorm Room Query Form	Location Management
		SLATERM	Housing Term Control Form	Location Management
		SLIAEVN	Event Available Room Query Form	Location Management
		SLQASCD	Room Assignment Status Query Form	Location Management
		SLQMEET	Available Class Room Query Form	Location Management
		SLQMSCD	Meal Assignment Status Query Form	Location Management
		SLQROOM	Room Query Form	Location Management
		SLQPSCD	Phone Assignment Status Query Form	Location Management
		SLQRASG	Room Assignment Query Form	Location Management
		SLQRMAT	Roommate Application Query Form	Location Management
		SOAATRM	Web Application Term Display Control Form	Overall
		SOABGTA	Transfer Articulation Institution Form	Overall
		SOACURR	Curriculum Rules Form	Overall
		SOACSPC	Continuant Student Centric Period Rule Form	Overall
		SOACTRM	Continuant Terms Rule Form	Overall
		SOAFRYR	Federal Reporting Year Rules Form	Overall
		SOAIDNS	Person Search Detail Form	System Administration
		SOASCPT	Student Centric Period Term Control Form	Overall

Validation Form		Application/Functional Form		Modules
STVTERM	Term Code Validation Form (cont.)	SOATERM	Term Control Form	Overall
		SOAWLTC	Automated Waitlist Term Control Form	Overall
		SOAXCUR	EDI Cross-Reference Curriculum Rules Form	Overall
		SOILCUR	Learner Curriculum Query Form	Overall
		SOQCTRM	Continuant Terms Query Form	Overall
		SOTCNVT	Tape Code Conversion Form	System Administration
		SUAMAIL	Student Mail Form	Recruiting/Admissions
		SRARINF	Recruiter's Prospect Form	Recruiting
		SRASRCE	Source Visit/Prospect Form	Recruiting
		SRAQUIK	Quick Recruit Form	Recruiting
		SRARAPT	Recruiter Appointments/Visits Form	Recruiting
		SRARECR	Recruit Prospect Information Form	Recruiting
		SSABLCK	Block Schedule Control Form	Schedule
		SSABLKQ	Block Schedule Query Form	Schedule
		SSABSCQ	Block Schedule Section Query Form	Schedule
		SSAACCL	Schedule Calendar Form	Schedule
		SSAACRL	Schedule Academic Calendar Rules Form	Schedule
		SSACLBD	Section Labor Distribution Form	Schedule
		SSADETL	Schedule Detail Form	Schedule
		SSADFEE	Section Fee Assessment Control Form	Schedule
		SSAEVAL	Schedule Evaluation Form	Schedule

Validation Form		Application/Functional Form		Modules
STVTERM	Term Code Validation Form (cont.)	SSAMATX	Building/Room Schedule Form	Schedule
		SSAOVRR	Schedule Override Form	Schedule
		SSAQCR	Academic Calendar Rule Query Form	Schedule
		SSARRES	Schedule Restrictions Form	Schedule
		SSASECQ	Schedule Section Query Form	Schedule
		SSASECT	Schedule Form	Schedule
		SSATEXT	Schedule Comment Form	Schedule
		SSAWLSC	Waitlist Automation Section Control Form	Schedule
		SSAXLST	Cross List Definition Form	Schedule
		SSAXMTI	Cross List Meeting Time/Instructor Query Form	Schedule
		SSAXLSQ	Schedule Cross List Query Form	Schedule
		SSIRESV	Reserved Seats Inquiry Form	Schedule
		SSQATTR	Section Course Attribute Form	Schedule
STVTESE	Test Code Validation Form	SAAADMS	Admissions Application Form	Admissions
		SAADCRV	Admissions Decision Form	Admissions
		SAADCSN	Admissions Decision Rules Form	Admissions
		SCARRES	Course Registration Restrictions Form	Catalog
		SOABGIY	Source/Background Institution Year Information Form	Overall
		SOAMATL	Material Form	Overall
		SOATEST	Test Score Information Form	Overall
		SSARRES	Schedule Restrictions Form	Schedule

Validation Form		Application/Functional Form		Modules
STVTLVL	Transfer Level Code Validation Form	SHATATC	Transfer Institution Catalog Entry Form	Academic History
		SHATATR	Transfer Course Articulation Form	Academic History
		SHATRTA	Transfer Articulation Attributes Form	Academic History
		SHQTATC	Transfer Course Query Form	Academic History
		SOABGTA	Transfer Articulation Institution Form	Overall
STVTMST	Time Status Code Validation Form	SFASCPR	Student Centric Registration History Form	Registration
		SFASTSR	Student Centric Time Status Rules Form	Registration
		SFATMST	Time Status Rules Form	Registration
STVTOPS	Taxonomy of Program Code Validation Form	SCADETL	Course Detail Information Form	Catalog
		SIAASGN	Faculty Assignment Form	Faculty Load
		SSAOVRR	Schedule Override Form	Schedule
STVTPRT	Transcript Type Code Validation Form	SHACTRL	Academic History Control Form	Academic History
		SHAGADR	Self-Service Graduation Application Display Rules Form	Academic History
		SHARQTC	Transcript Request Form	Academic History
		SHATPRT	Transcript Type Rules Form	Academic History
STVTRAC	Acceptance Reason Validation Form	SGAEOPS	Education Opportunity Programs and Services Form	General Student
STVTRCN	Transfer Center Code Validation Form	SGASTDN	General Student Form	General Student
		SHAINST	Term Course Maintenance Form	Academic History
STVTREQ	Time Required Validation Form	SEADETL	Support Service Detail Form	General Person

Validation Form		Application/Functional Form		Modules
STVTRMT	Term Type Validation Form	SHACTRL	Academic History Control Form	Academic History
STVTRNS	Transcript Name Source Code Validation Form	SHRTRNS	Transcript Name Source Rules Form	Academic History
STVTSPT	Test Score Percentile Type Validation Form	SOATEST	Test Score Information Form	Overall
STVTSRC	Admissions Test Score Source Code Validation Form	SAADCRV	Admissions Decision Form	Admissions
		SOATEST	Test Score Information Form	Overall
STVTYPE	Academic Dress Type Validation Form	SHACATQ	Ceremony Attendance Query Form	Academic History
		SHACATT	Ceremony Attendance Form	Academic History
		SHAMUCA	Mass Update Ceremony Attendance Form	Academic History
		SHACPRQ	Ceremonies By Attendee Query Form	Academic History
STVVETC	Veteran Type Code Validation Form	SGASTDN	General Student Form	General Student
STVVTAB	Web Display Tables Validation Form	SOAWDSP	Web Display List Customization Form	Overall
STVV TYP	Visa Type Code Validation Form	SAAADMS	Admissions Application Form	Admissions
		SCADETL	Course Detail Information Form	Catalog
		SFAMHRS	Registration Minimum Maximum Hours Form	Registration
		SSADETL	Schedule Detail Form	Schedule
		SSADFEE	Section Fee Assessment Control Form	Schedule
STVVOED	Vocational Education Code Validation Form	SGASTDN	General Student Form	General Student
		SHAINST	Term Course Maintenance Form	Academic History
STVWACK	Web Acknowledgement Validation Form	SRAWACK	Web for Prospects Acknowledgement Letter Form	Recruiting

Validation Form		Application/Functional Form		Modules
STVWAIV	Application Waiver Reason Code Validation Form	SAAADMS	Admissions Application Form	Admissions
		SAAWADP	Web Application Customized Lists Form	Admissions
STVWAPP	Application Type Code Validation Form	SAAECRL	Electronic Admissions Procedure/Routine Control Form	Admissions
		SAAETBL	Electronic Application Submitted Form	Admissions
		SAAWAPP	Web Application Section Rules Form	Admissions
		SAAWUDQ	Web User Defined Questions Form	Admissions
STVWKLD	Term Workload Rules Code Validation Form	SIAASGN	Faculty Assignment Form	Faculty Load
		SIAFLRT	Faculty Workload Term Rules Form	Faculty Load
		SIINST	Faculty/Advisor Information Form	Faculty Load
STVWLTT	Web Application Customized Letter Type Validation Form	SAAWADF	Electronic Applicant Web Default Rules Form	Admissions
STVWPIC	Web Prospect Information Selection Validation Form	SRAWPRO	Web for Prospects Selection Rules Form	Recruiting
STVWPYO	Web Payment Options Validation Form	SFARQSS	Enrollment Verification Status Form	Registration
		SHAGADR	Self-Service Graduation Application Display Rules Form	Academic History
		SHARQTC	Transcript Request Form	Academic History
		SHARQTS	Transcript Request Status Form	Academic History
		SHATPRT	Transcript Type Rules Form	Academic History
STVWRSN	Withdrawal Reason Code Validation Form	SAAADMS	Admissions Application Form	Admissions
		SRARECR	Recruit Prospect Information Form	Recruiting

Validation Form		Application/Functional Form		Modules
STVWSCF	Web Application Elements Validation Form	SAAWAPP	Web Application Section Rules Form	Admissions
STVWSCT	Web Application Section Validation Form	SAAWAPP	Web Application Section Rules Form	Admissions
STVWSSO	Web Self Service Options Validation Form	SFARQSS	Enrollment Verification Status Form	Registration
		SHARQTC	Transcript Request Form	Academic History
		SHARQTS	Transcript Request Status Form	Academic History
		SHATPRT	Transcript Type Rules Form	Academic History
STVWTHD	Student EOPS/CARE Withdrawal Reason Validation Form	SGAEOPS	Education Opportunity Programs and Services Form	General Student
STVXLBL	EDI Verification Label Validation Form	SOAXREF	EDI Cross-Reference Rules Form	Overall





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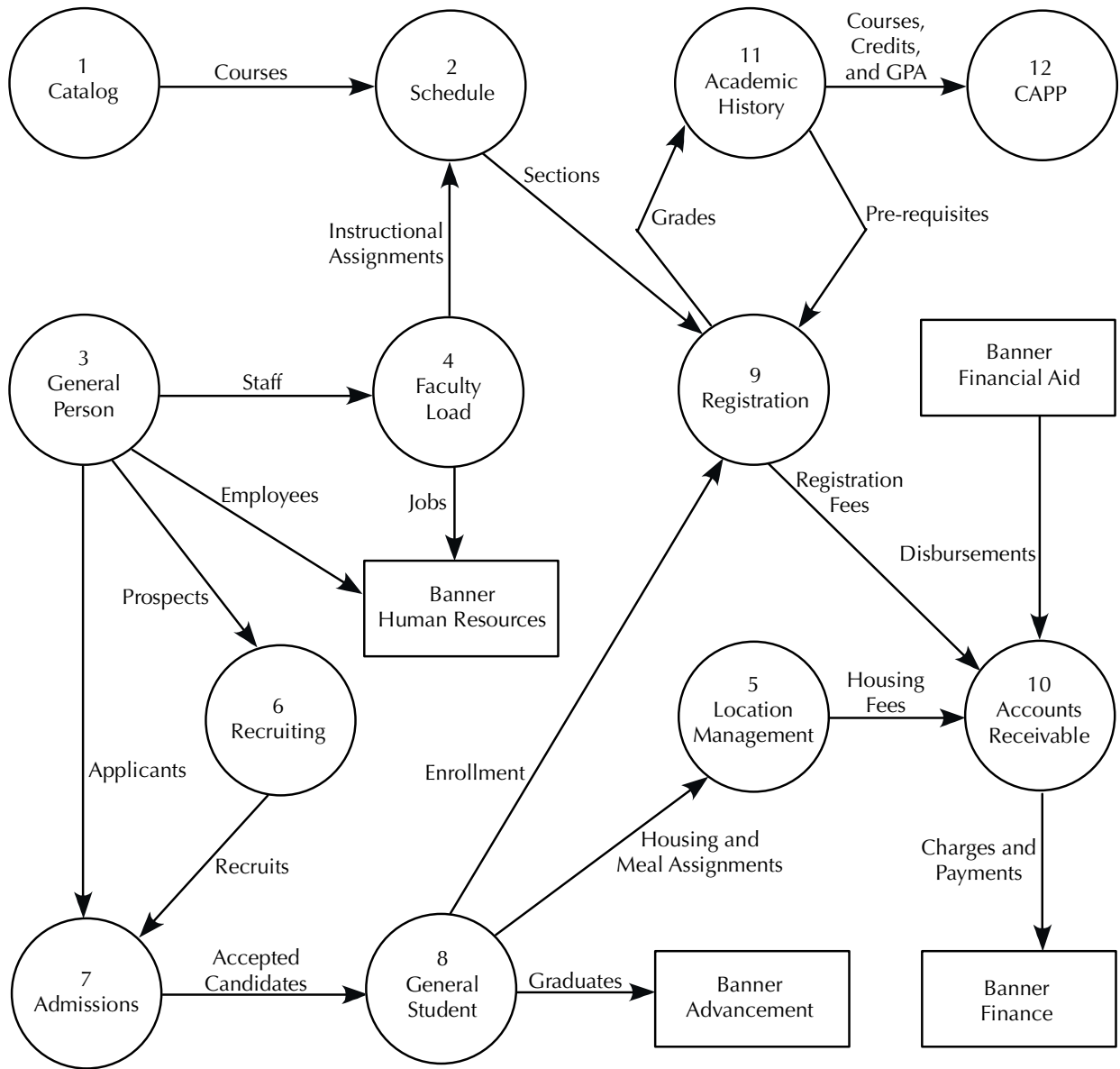
# 3 Process Flows



## Banner Student System Overview Process Flow

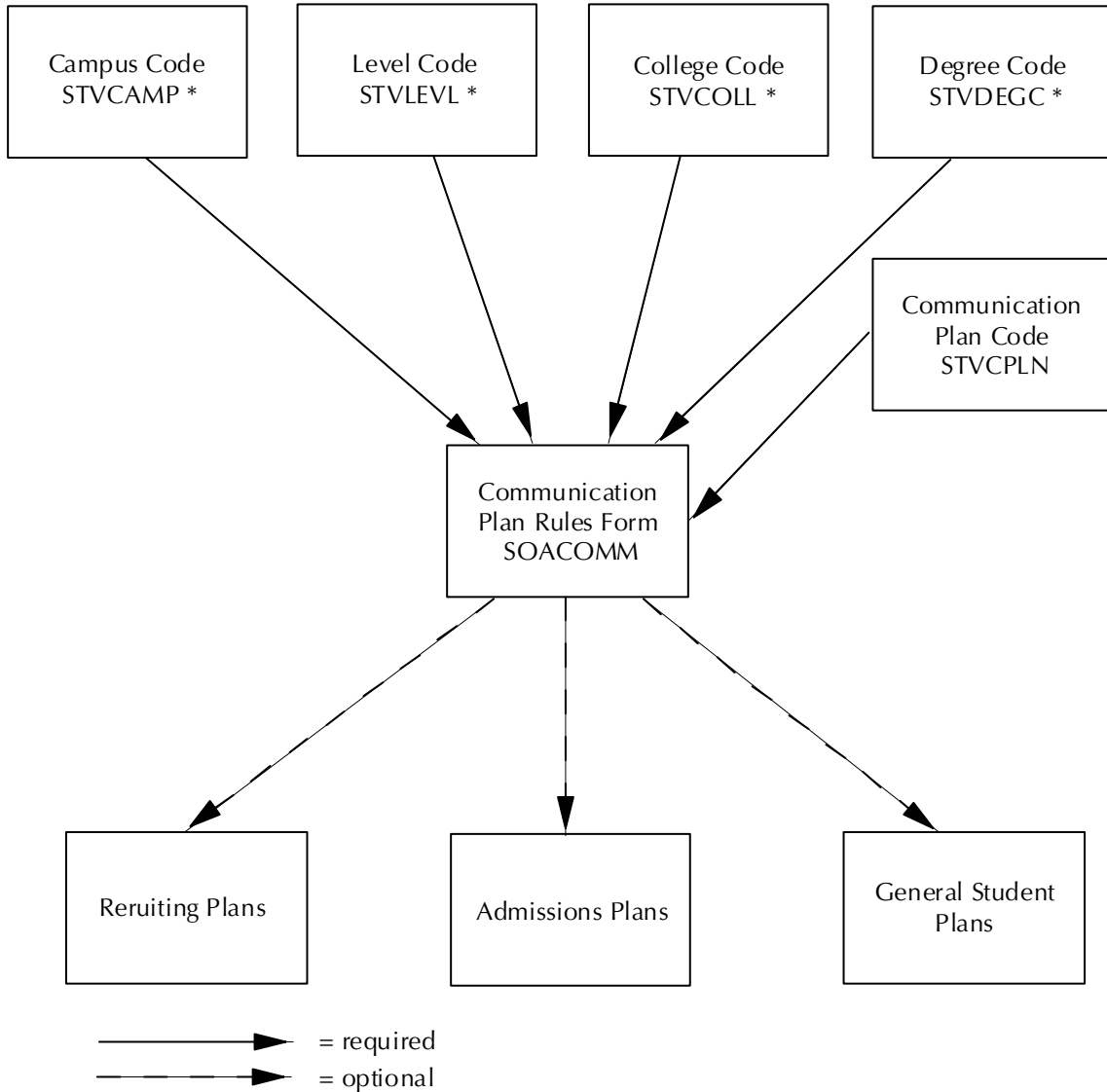
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This process flow illustrates the high level relationships of the Banner® Student modules and the points at which data is shared with other Banner systems (Banner Advancement, Banner Human Resources, Banner Finance, and Banner Financial Aid).



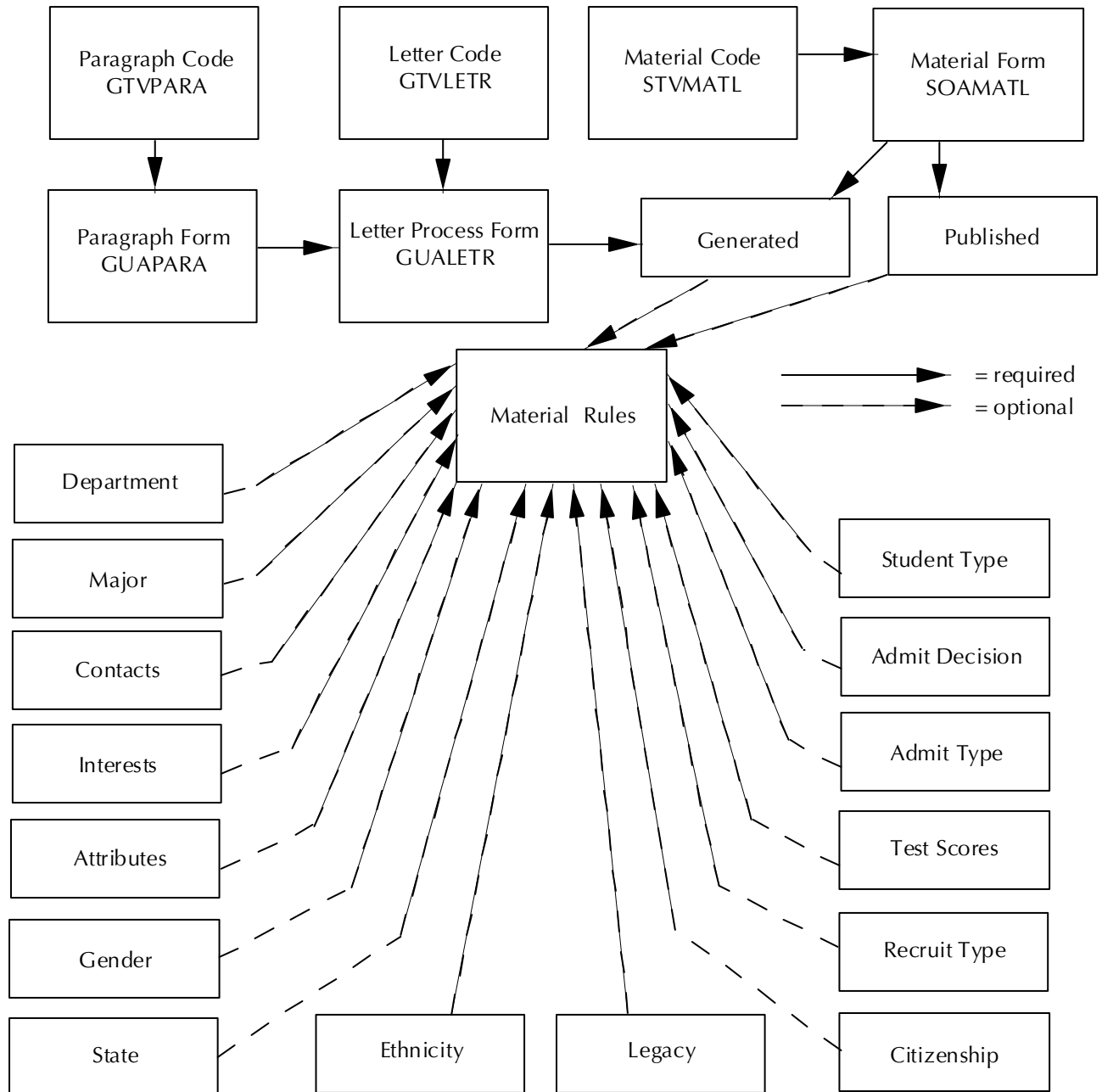
# Communication Plan Process Flows

## Establish Communication Rules



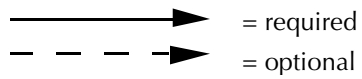
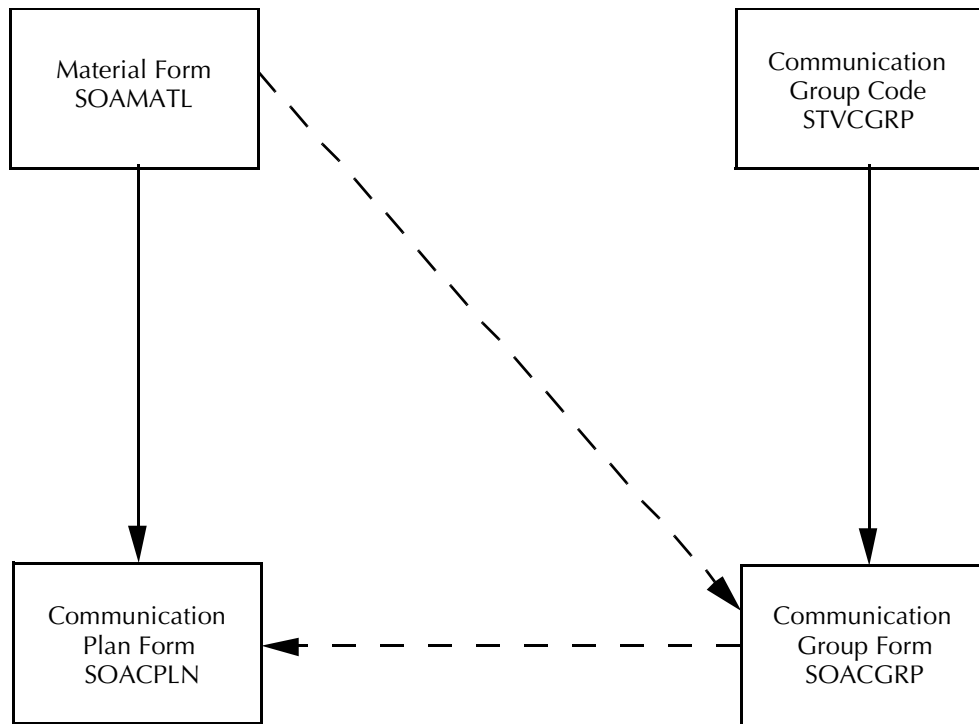
\* = At least one of the codes (campus, level, college, or degree) is required for a Communication Plan rule.

## Establish Materials and Rules

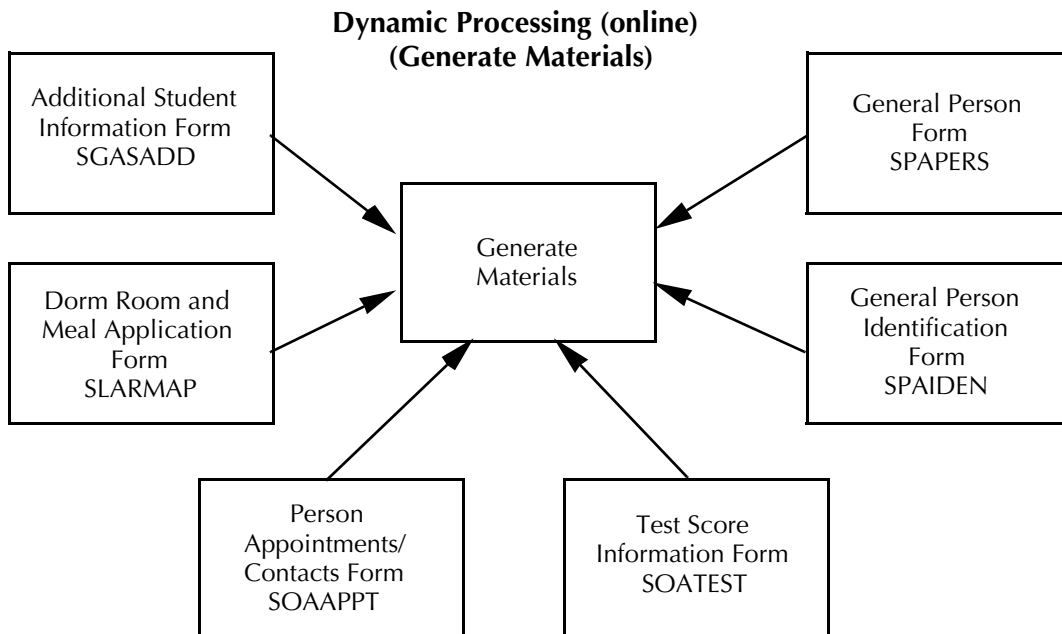
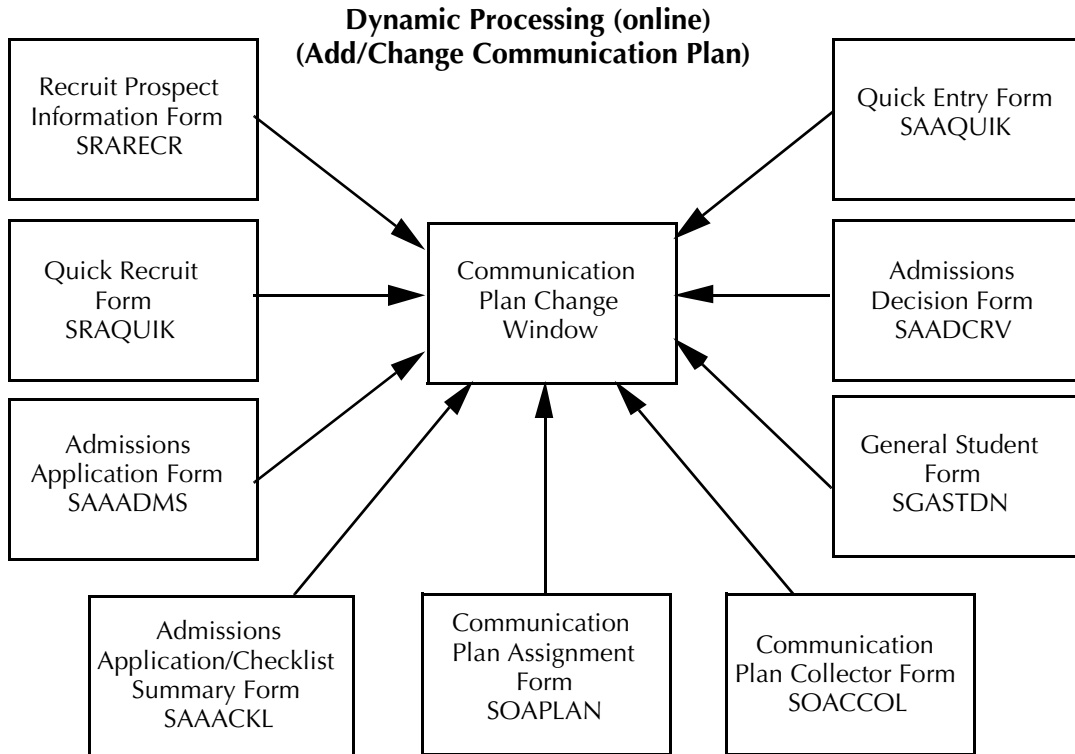




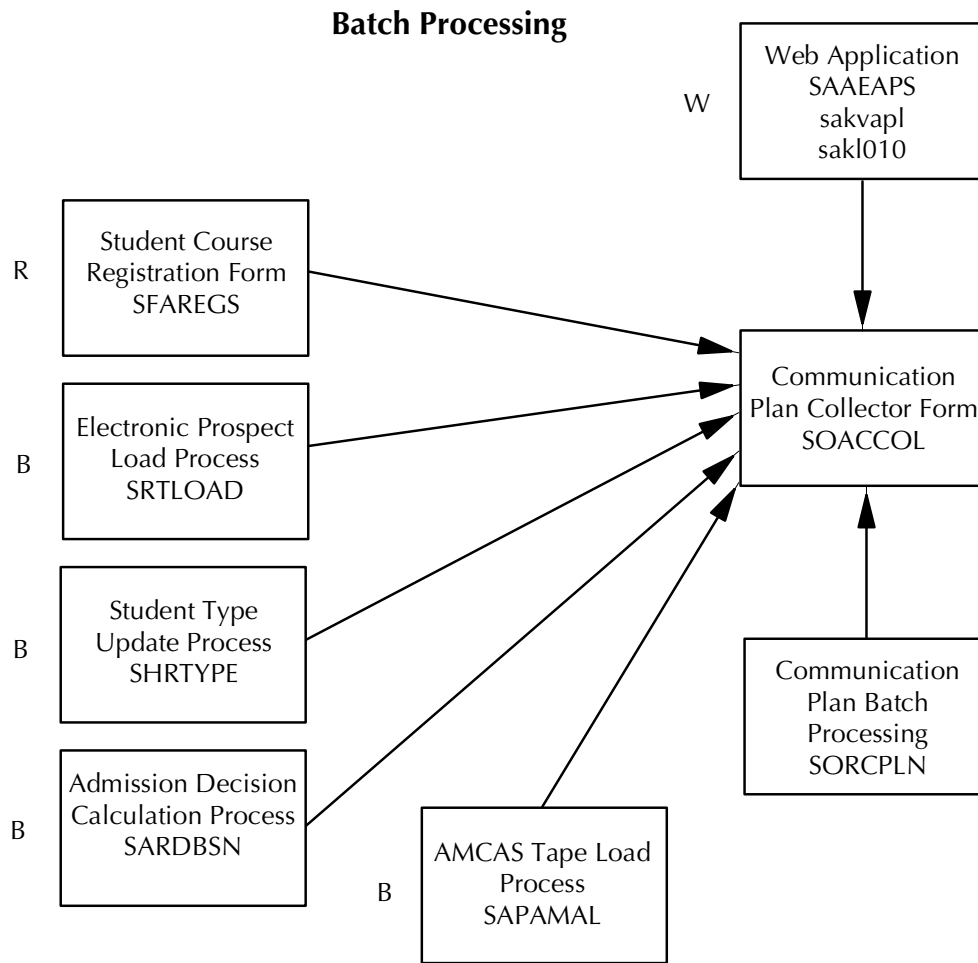
## Assign Materials to Communication Plans



## Processing Communication Plans Online



# Processing Communication Plans in Batch

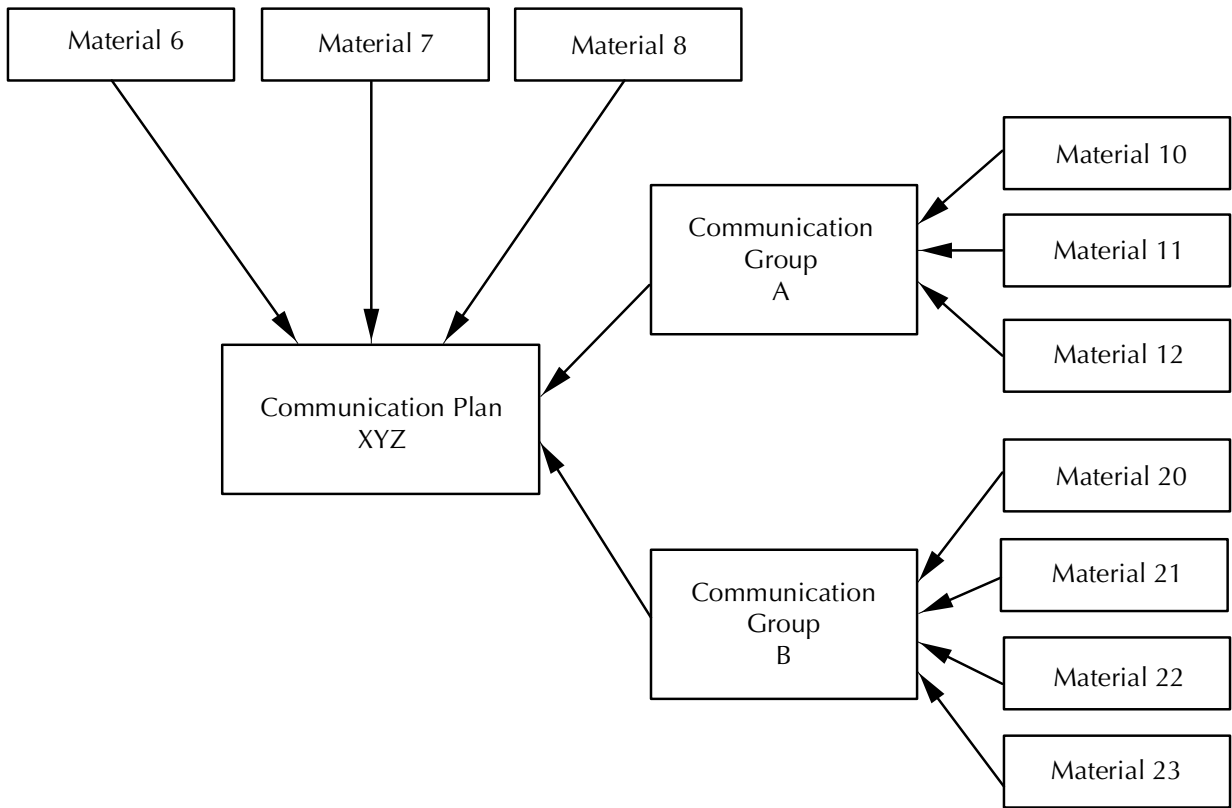
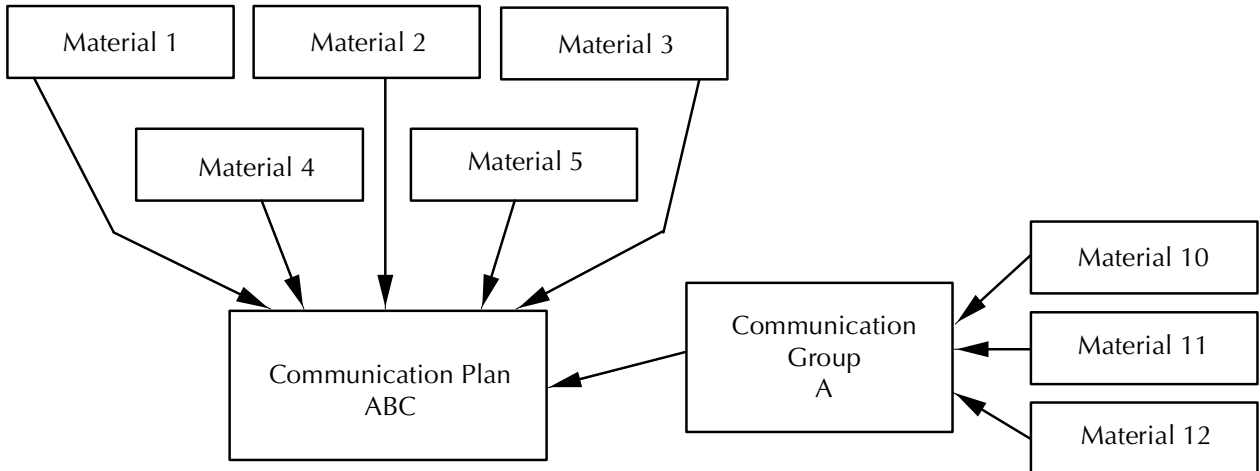


Source: W - Web  
R - Registration  
B - Batch updates

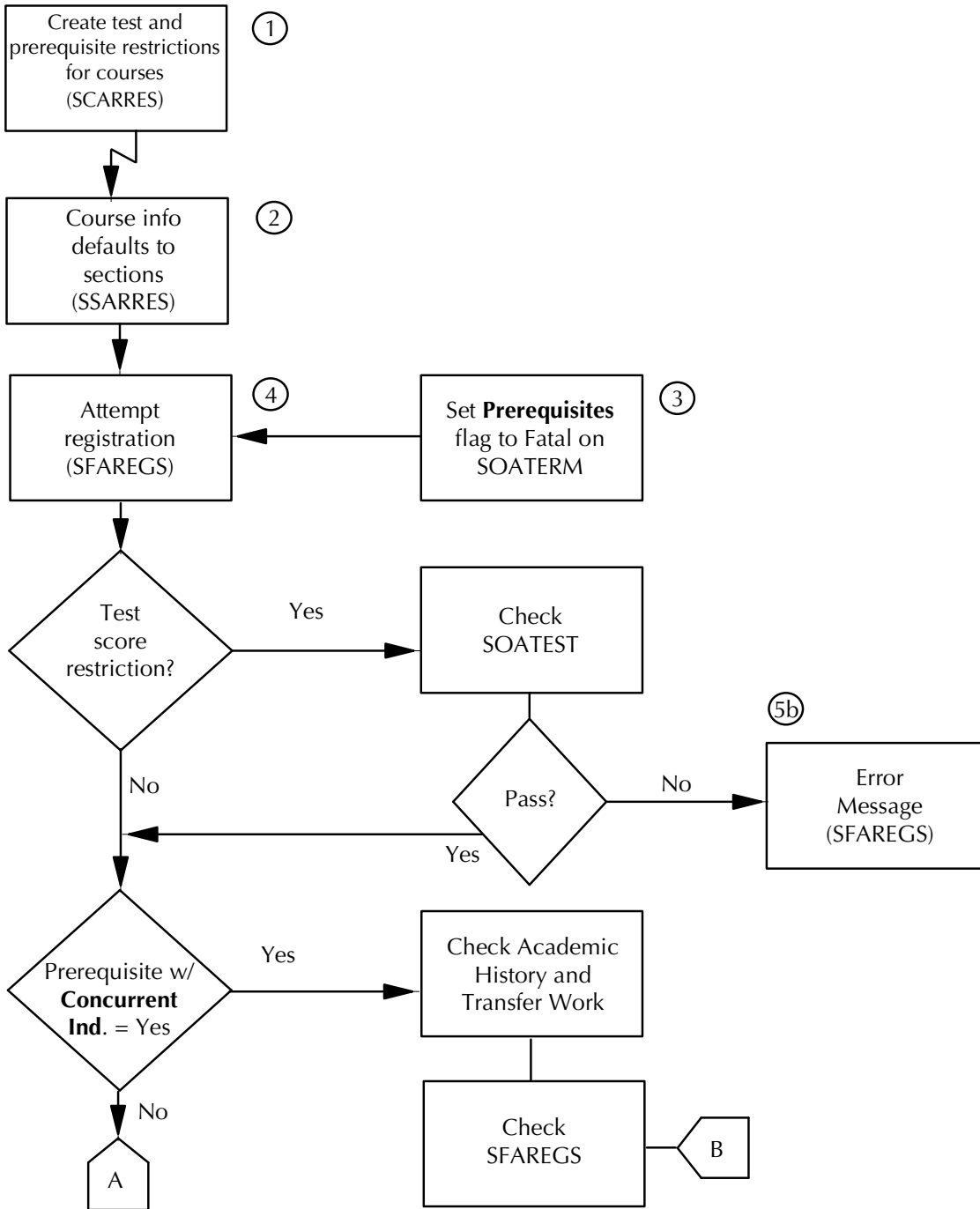
# Building Communication Plans

Communication Plans consist of:

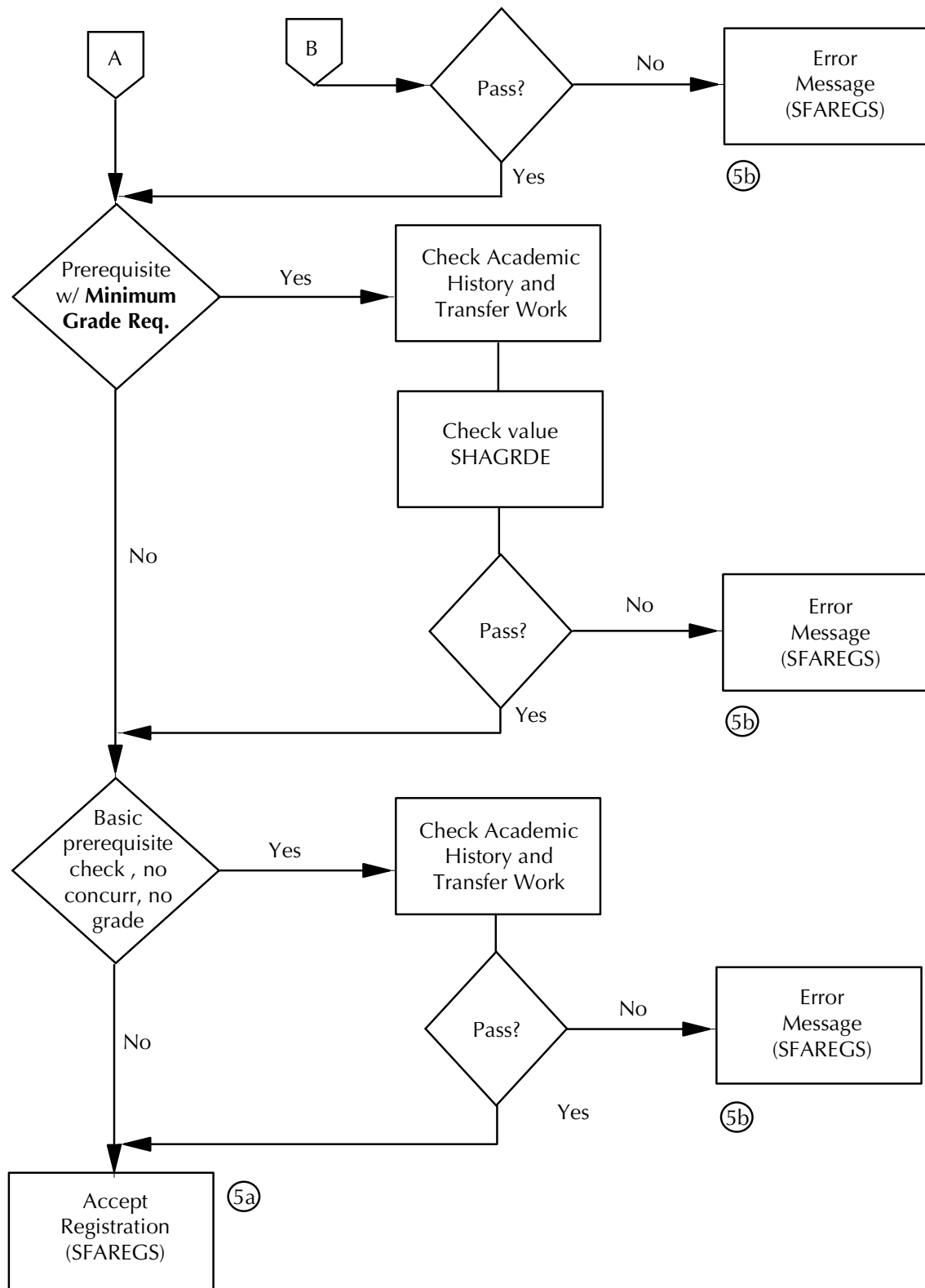
- Materials (published and/or generated) which are required
- Communication Groups which are optional and consist of Materials



# Test Score Restrictions and Prerequisites Process Flow



### Test Score Restrictions and Prerequisites Process Flow (continued)

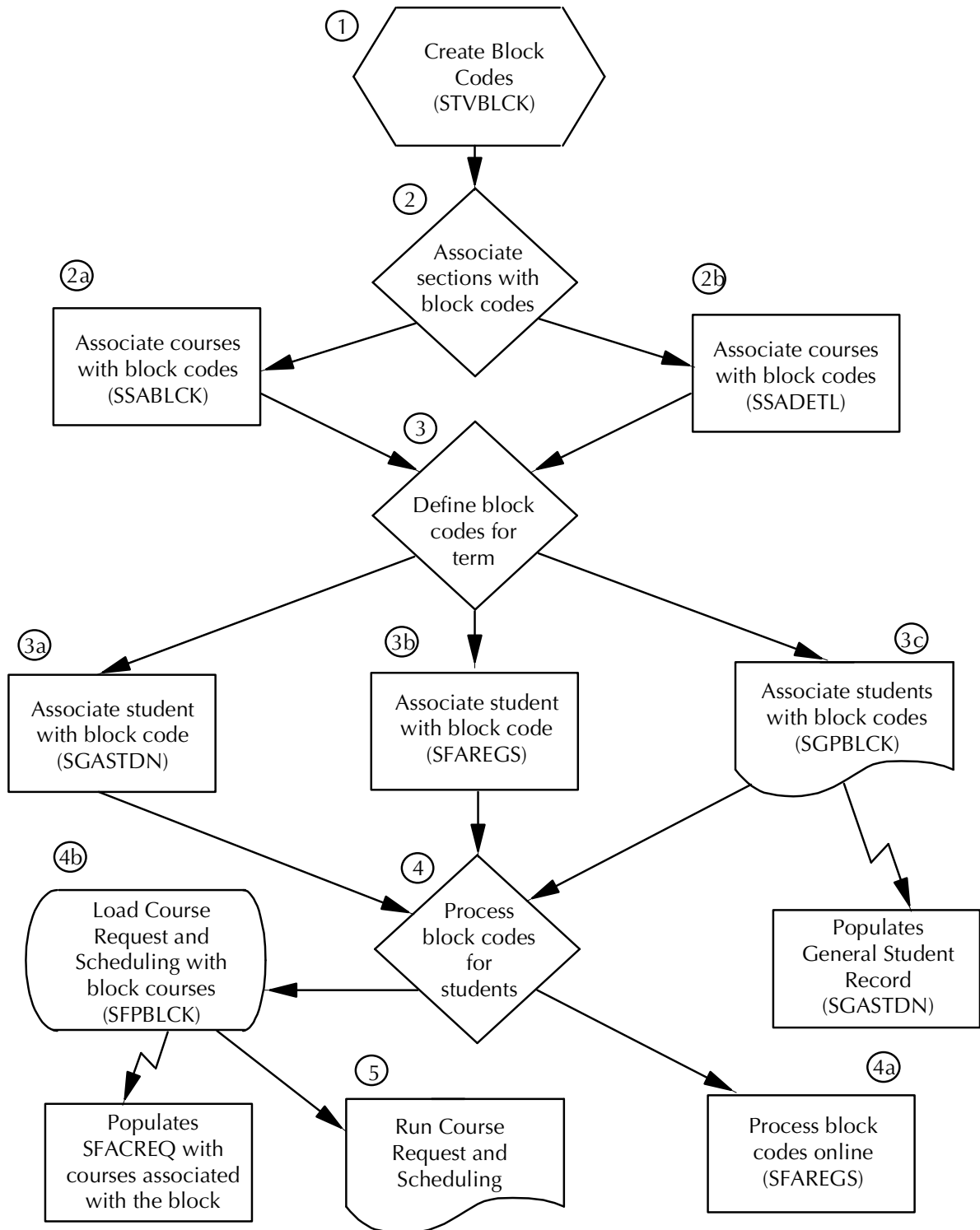


## Test Score Restrictions and Prerequisites Process Flow Narrative

The following steps are necessary when performing Test Score Restrictions and Prerequisite processing.

1. Create test score restrictions and prerequisites at the Catalog level in the Course Registration Restrictions Form (SCARRES).
2. The data created at the Catalog level in step 1 will default to the sections when they are created. Test score restrictions and prerequisites may be modified at the section level in the Schedule Restrictions Form (SSARRES).
3. The **Prerequisites** radio group on the Term Control Form (SOATERM) must be set to Fatal to check for test score restrictions and prerequisites.
4. During registration in the Student Course Registration Form (SFAREGS), if a section has test score restrictions and/or prerequisites, the system will check test scores, prerequisites, and grades, depending on the restrictions that exist for the section.
5. The restrictions are checked.
  - 5.1. If all required restrictions are met by the student, registration will be accepted.
  - 5.2. If the student fails any portion of the required restrictions check, an error message will be generated on the Student Course Registration Form (SFAREGS). These errors can be overridden.

# Block Scheduling Process Flow





## Block Scheduling Process Flow Narrative

The following steps are necessary when performing Block Scheduling processing.

1. Create block codes on the Block Code Validation Form (STVBLOCK).
2. Begin to associate sections of courses with the block codes. This may be done in one of two ways.
  - 2.1. On the Block Schedule Control Form (SSABLCK), enter a valid term and block code, and then enter the courses in the Block Schedule Section information that you would like to associate with the block code. You have now added sections to a block code for a term.
  - 2.2. On the Schedule Detail Form (SSADETL), enter the term and CRN you wish to associate with a block, and then add that block code to the course via the Block Schedule Code information. You have now added sections to a block code for a term.
3. Associate students with block codes in one of three ways.
  - 3.1. On the General Student Form (SGASTDN), add the block code to the **Block** field in the Additional Information block. You have now associated the student with a block code.
  - 3.2. On the Student Course Registration Form (SFAREGS), using the ID number in the Key Information for a student who is to be associated with a block code, enter the block code in the **Block Schedule** field in the Student Term window. You have now associated a student with a block code.
  - 3.3. Load the student block codes in batch via population selection and the Student Block Load Process (SGPBLCK). You have now associated a student with a block code.

This will populate the General Student Record on the General Student Form (SGASTDN).

4. Process the block codes in one of two ways.
  - 4.1. On the Student Course Registration Form (SFAREGS), using the ID number in the Key Information of a student who is to be processed with a block code, check the **Process Block** box and then perform a Next Block function. This will default those CRNs associated with the block into the student's Student Course Registration Form. All error checking will be controlled by the Term Control Form (SOATERM) and is performed upon saving this data.

### Note

To process block codes in batch, the user must load students with block codes into Course Request and Scheduling. This will be done by using a

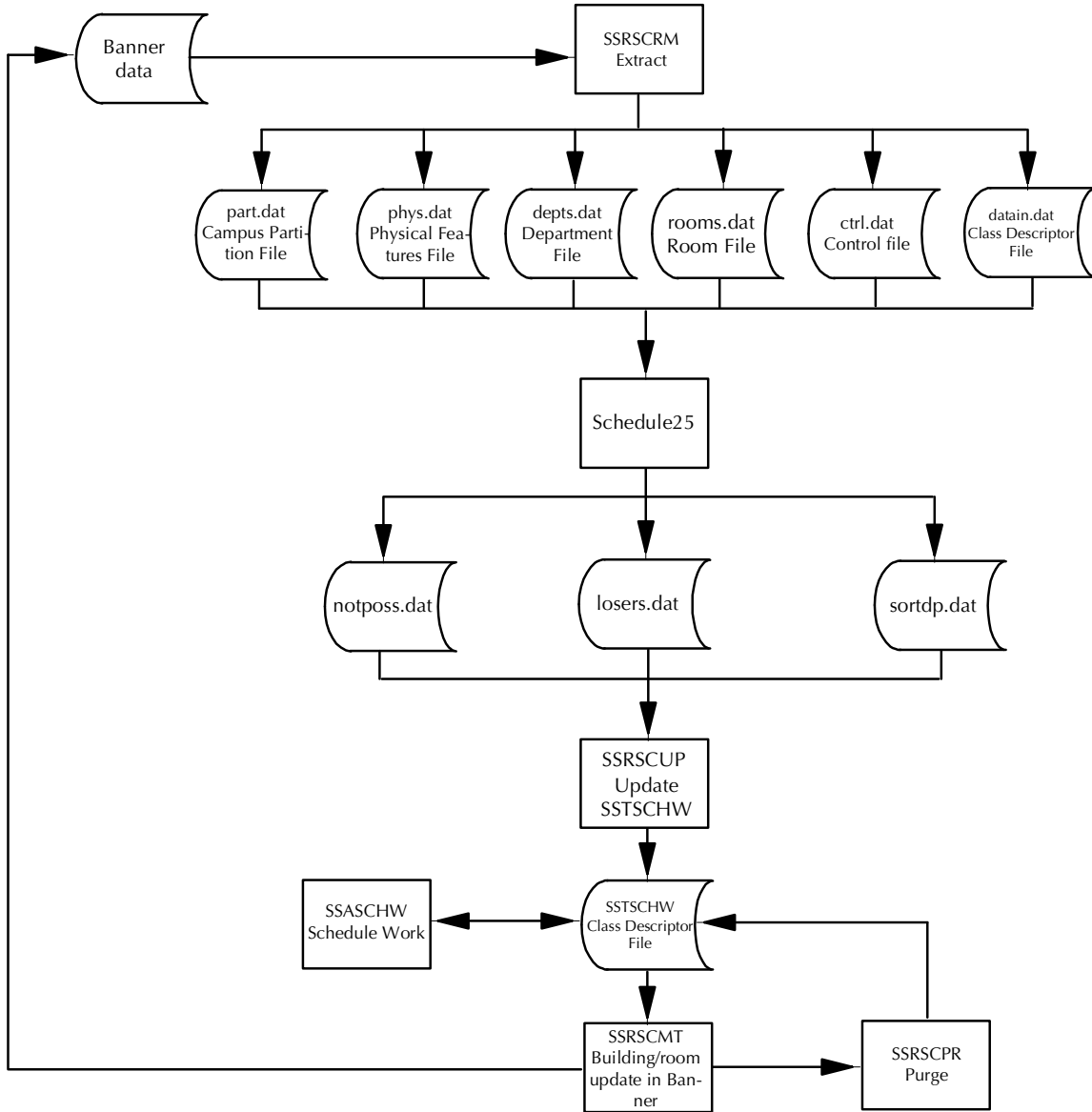
population selection and then running the Course Request Load Process (SFPBLCK). **Note:** The population selected must have a block code associated with it in order to be processed. ■

These steps will populate the Student Course Request Form (SFACREQ) with those courses associated with the block.

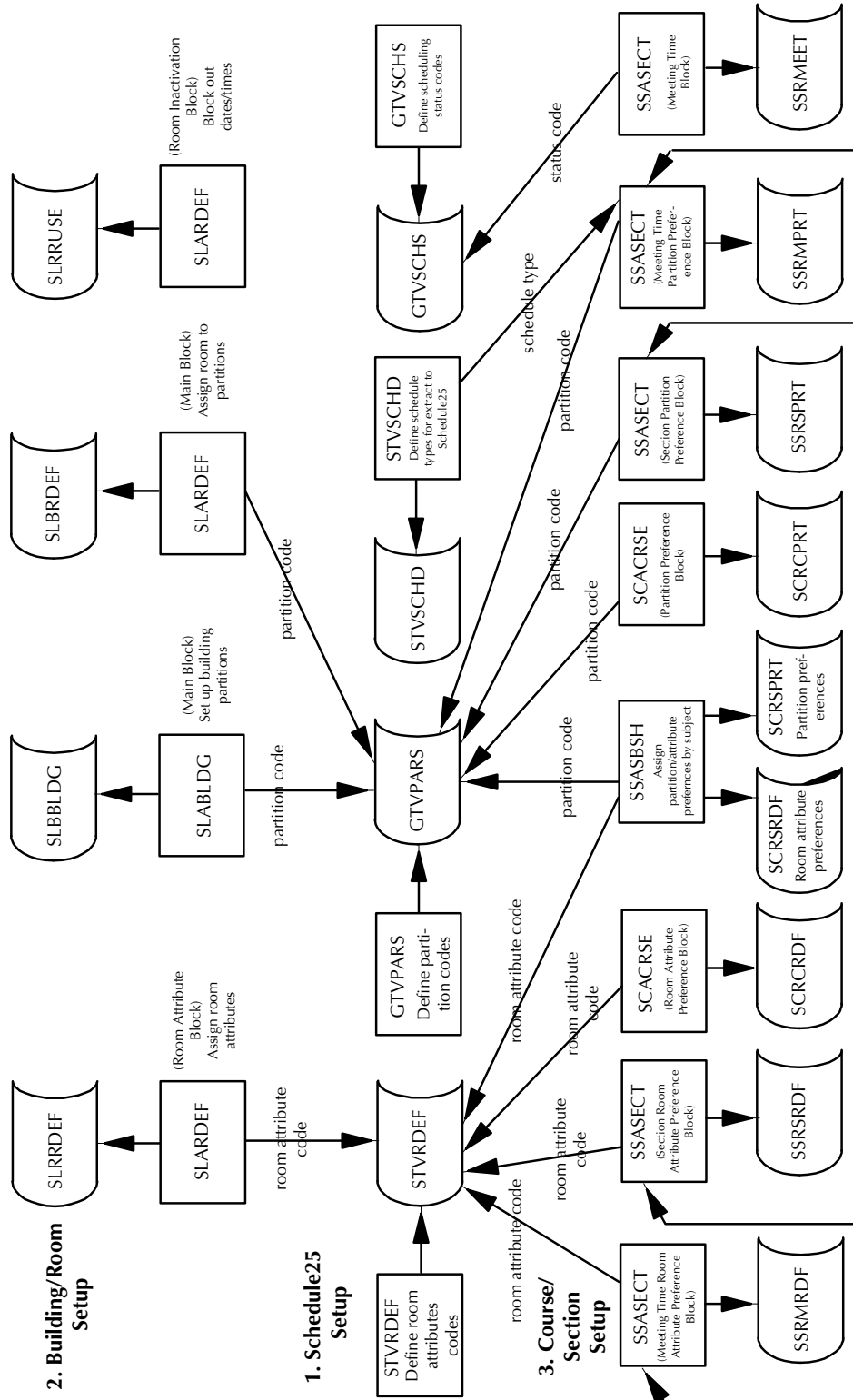
5. You are now ready to run Course Request and Scheduling.

# Schedule25 Process Flows

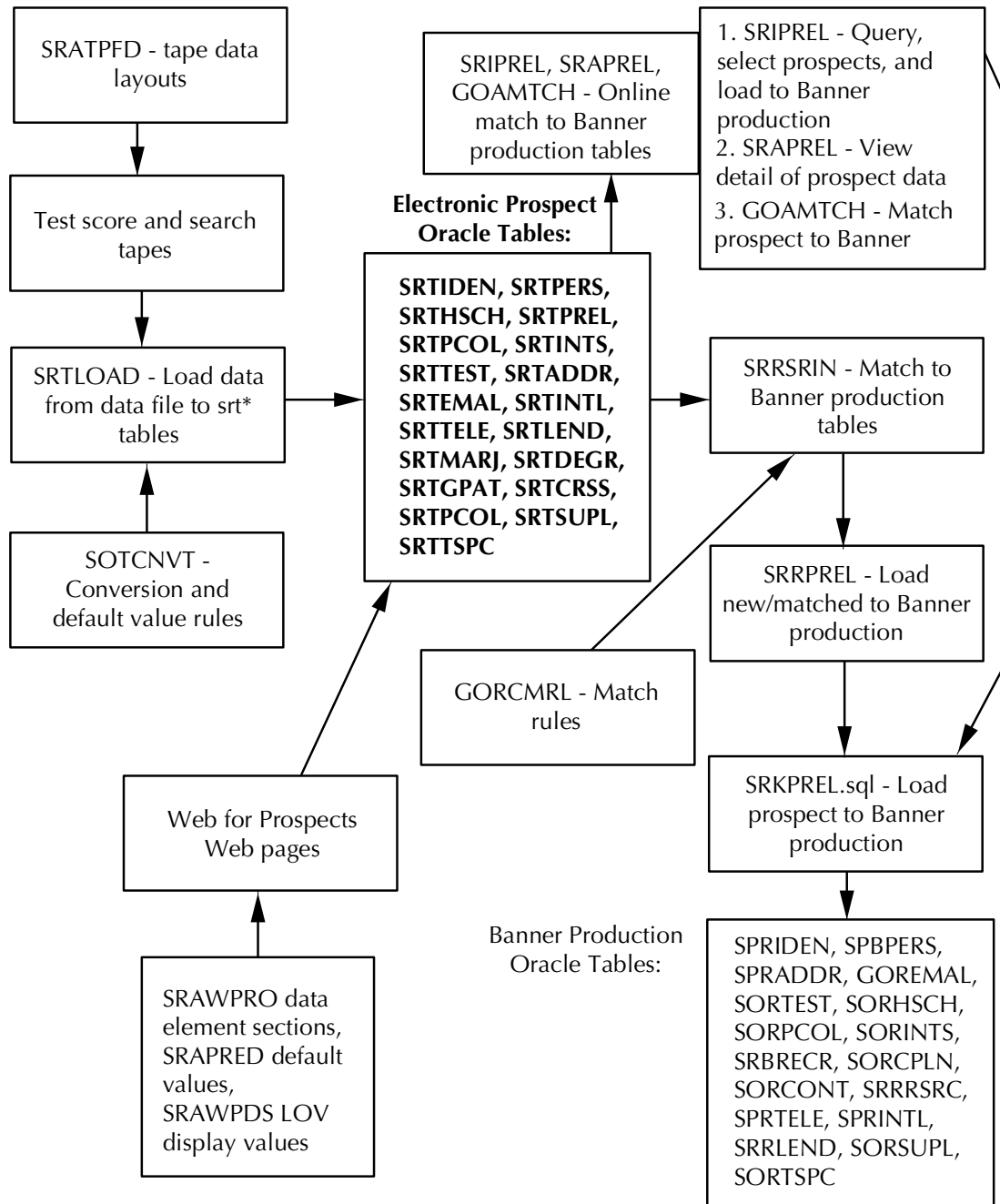
## Run Process Flow



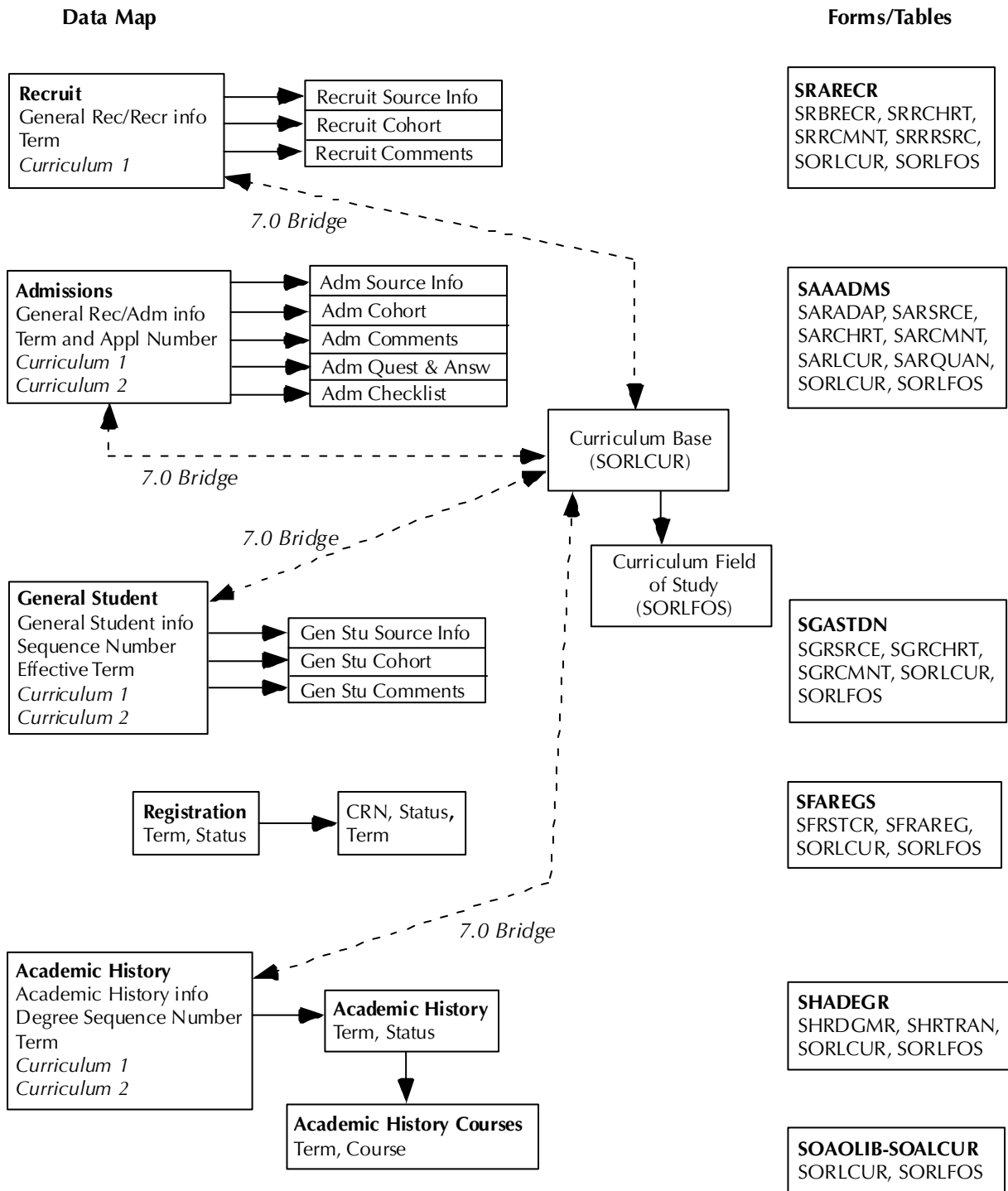
# Initial Setup of Schedule25 Data



# Electronic Prospects Tape Load Process Flow

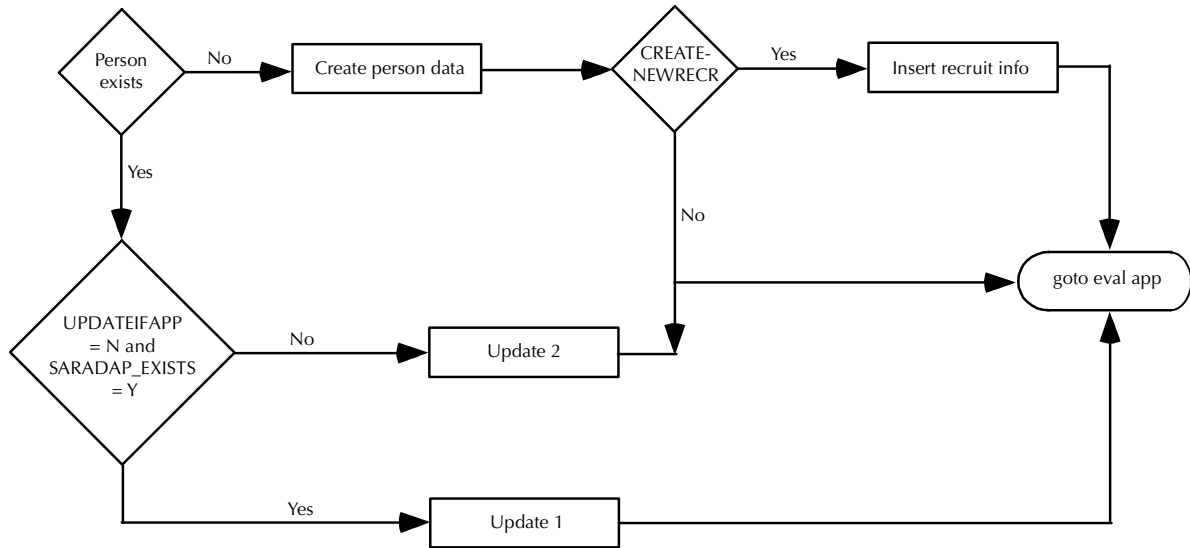


# Concurrent Curricula Process Flow

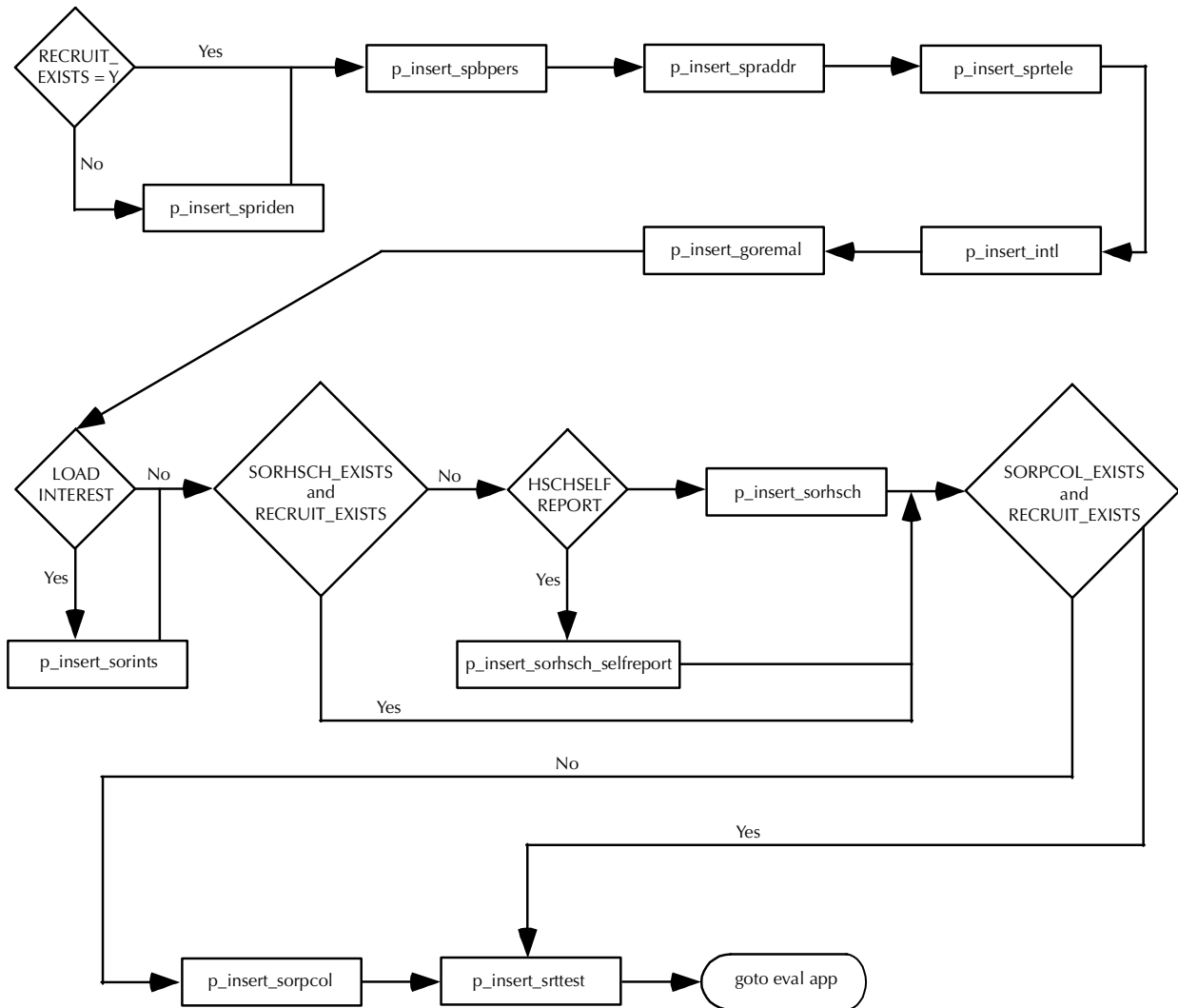


# Loading Packages/Procedures from Temporary to Production Tables (SRKPREL) Process Flows

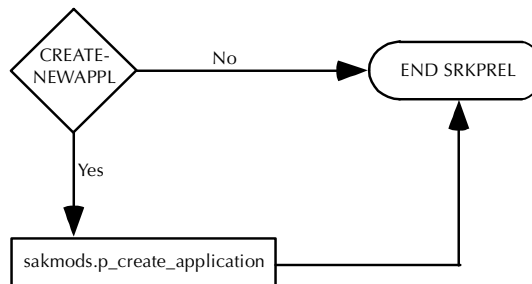
## Overview



## Creating Person Data

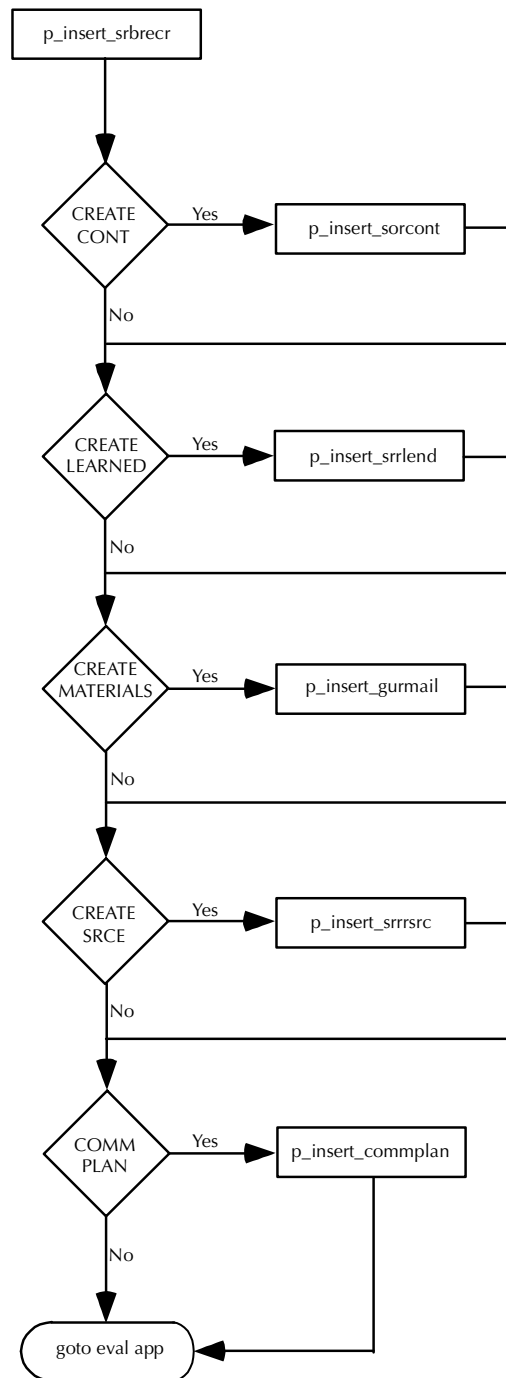


## Evaluating the Application

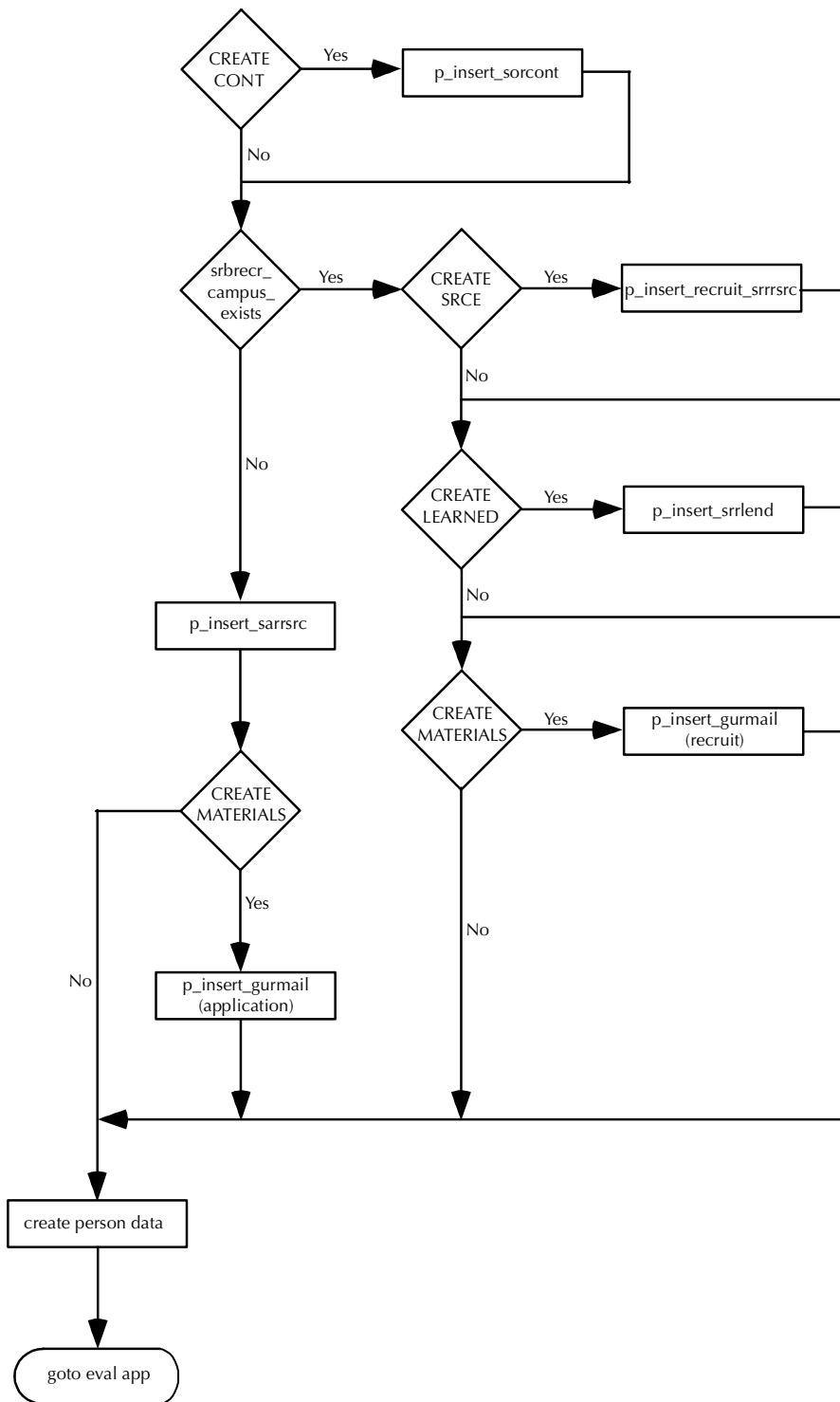




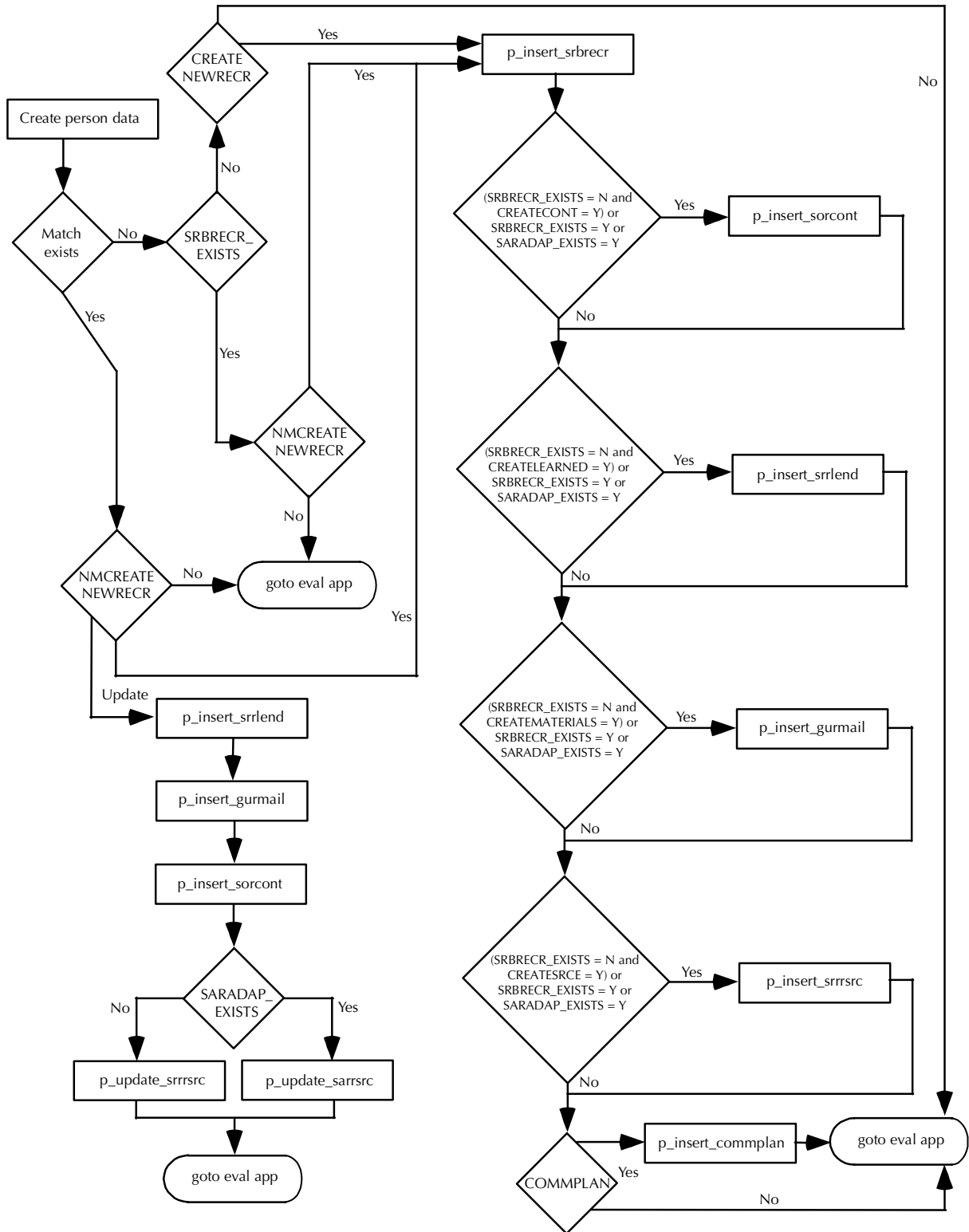
# Inserting Recruiting Information



## Updating Recruiting Information - Part 1

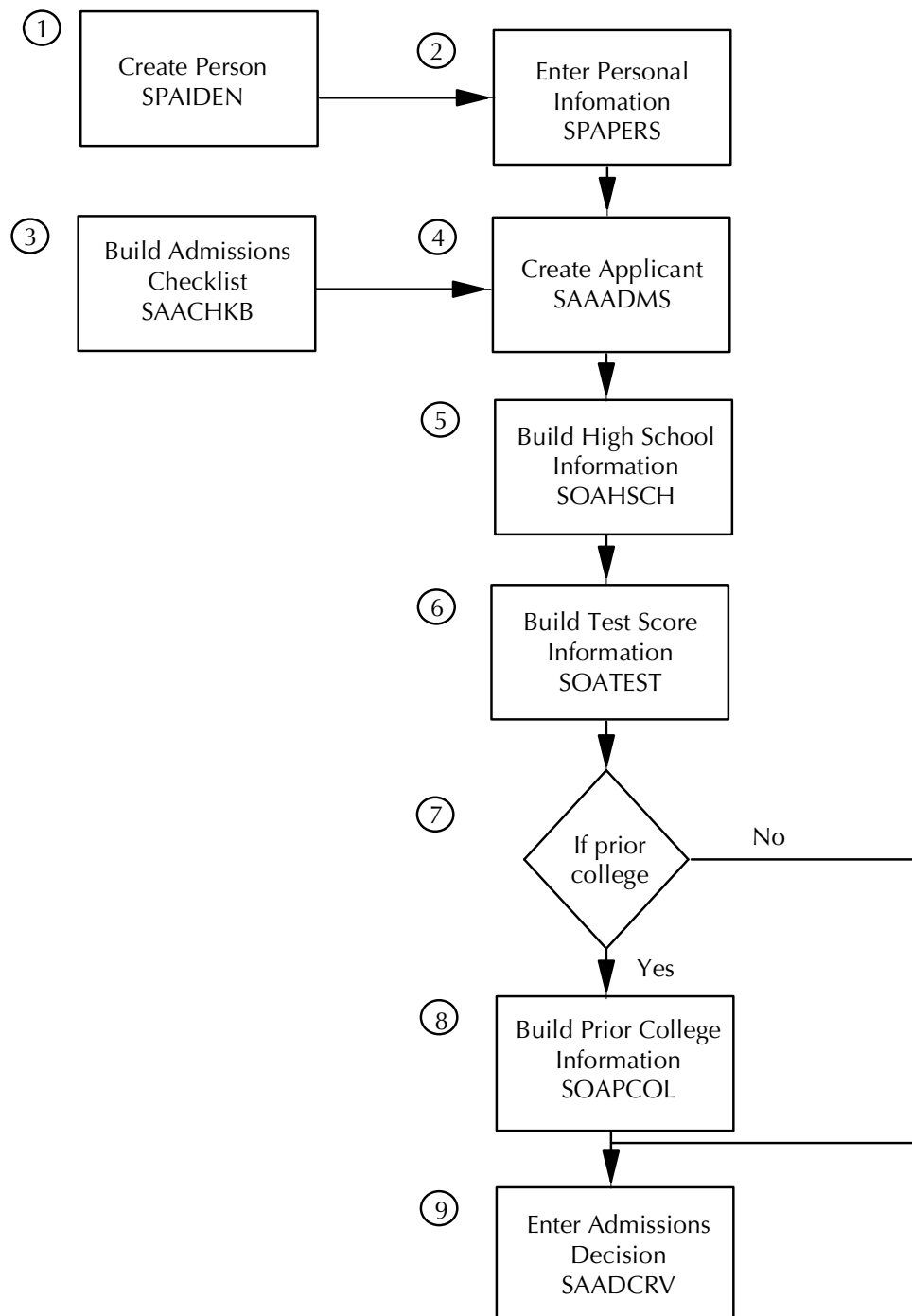


## Updating Recruiting Information - Part 2



# Admissions Process Flow

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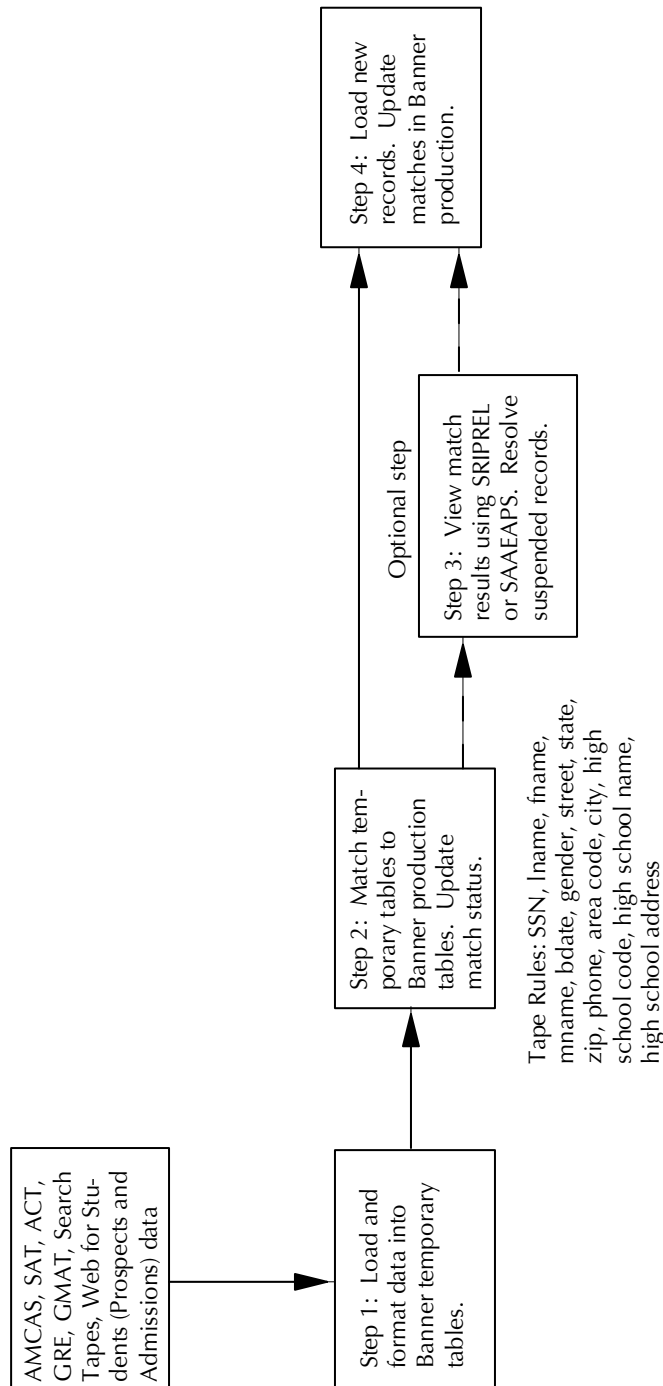


## Admissions Process Flow Narrative

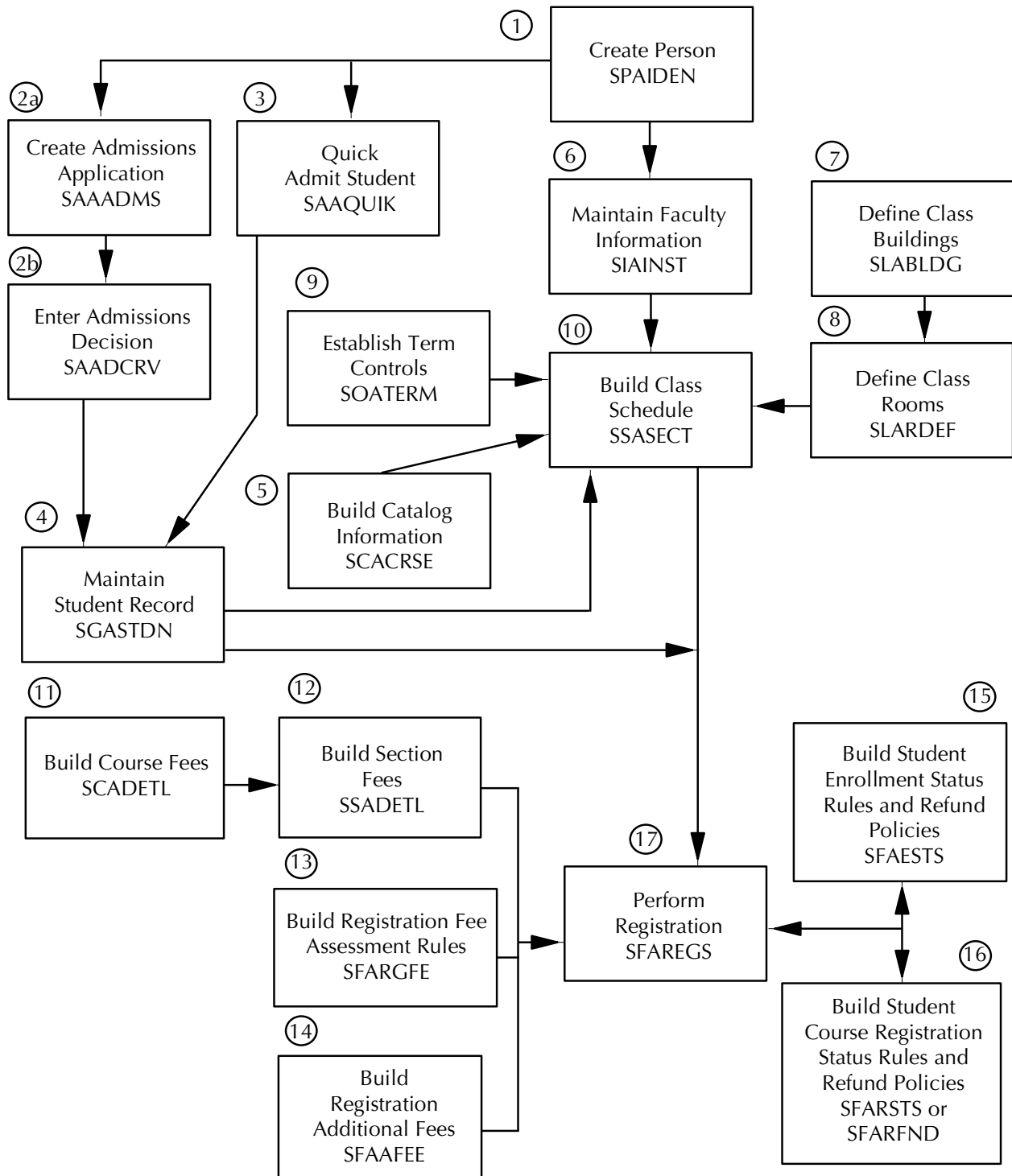
The following steps are necessary when processing Admissions information. Please note that all other processes in the Admissions module are optional.

1. Create a person on the system using the General Person Identification Form (SPAIDEN) to record an identification number, name, and address. This form defines persons (i.e., students, instructors, advisors) and non-persons (i.e., companies) and captures biographic/demographic information specific to persons and non-persons associated with the institution. A person must exist on the database in order to proceed any further with the admissions process.
2. Enter biographic information about a person on the General Person Form (SPAPERS). This form contains personal data such as birth date, sex, marital status, full legal name, and if a person is deceased.
3. Use the Admissions Checklist Rules Form (SAACHKB) to build admissions request checklist items that will be automatically generated when an application is entered on the system. Applicant criteria that matches checklist criteria will cause checklist items to be added to the applicant's checklist.
4. Create an applicant on the Admissions Application Form (SAAADMS) to establish an admissions record. User-defined rules for the required items that were built on SAACHKB will automatically be entered if the applicant matches those rules.
5. Use the High School Information Form (SOAHSCH) to build high school career information such as name, address, graduation date, subjects taken, course and overall GPA, class rank/size, and transcript date.
6. Use the Test Score Information Form (SOATEST) to build test score information required for admission to the institution. Scores may be entered manually, and system updates may be performed via tape load processes (i.e., tapes for SAT, ACT, GRE, GMAT test scores).
7. If an applicant has prior college experience, proceed to step #8. If the applicant has no prior college experience, proceed to step #9.
8. Enter prior college information on the Prior College Form (SOAPCOL) such as degrees, majors, minors, areas of concentration, number of hours, GPA, transcript date, and dates of attendance.
9. Enter an admissions decision on the Admissions Decision Form (SAADCRV). After an applicant accepts the institution's offer of admission and the decision has been entered on SAADCRV, a General Student record is created by the system. The student is now eligible to register.

# External Tape Load Process Flow



# Registration Process Flow



## Registration Process Flow Narrative

The following steps are necessary to prepare for Registration.

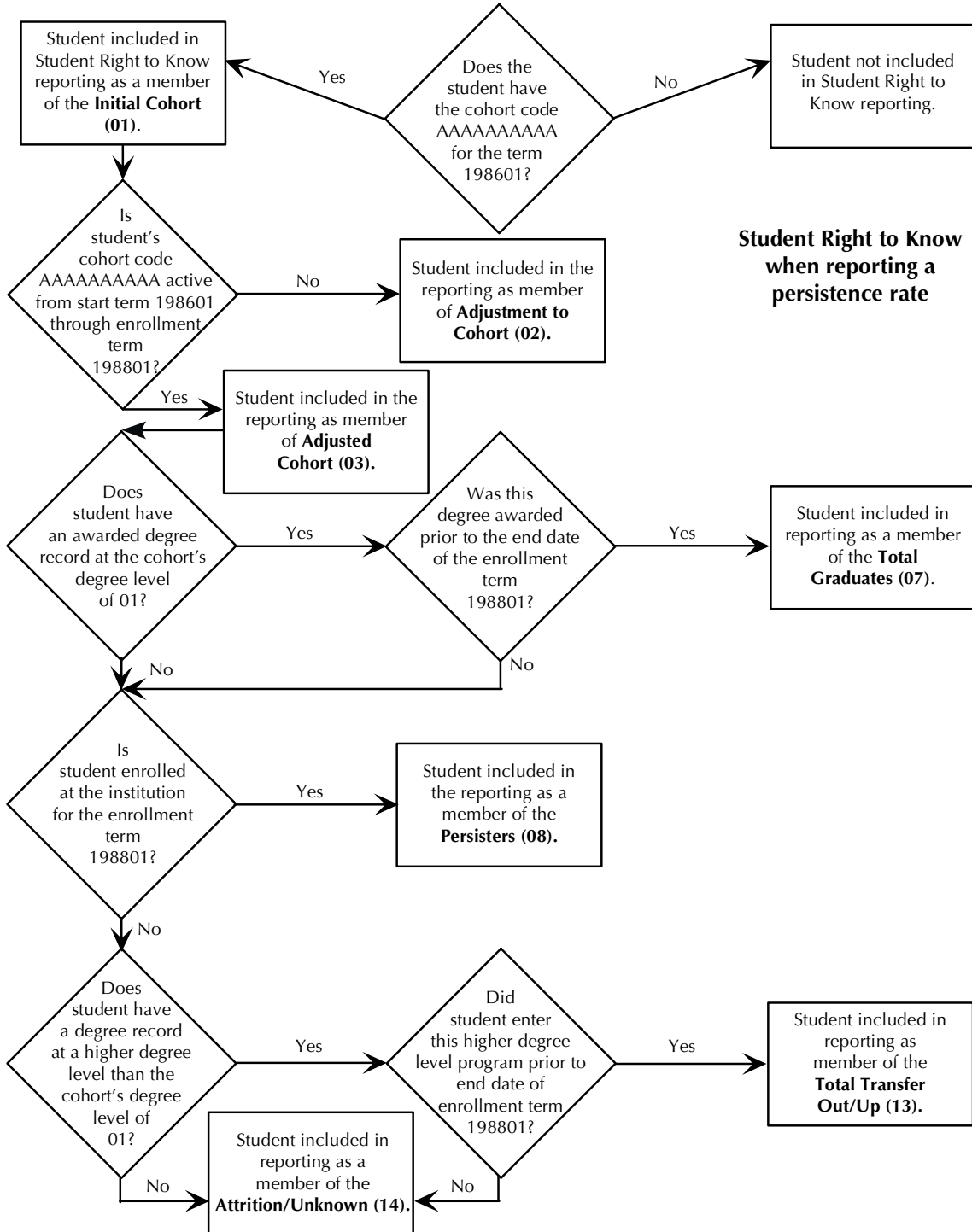
1. Create a person on the system using the General Person Identification Form (SPAIDEN) to record an identification number, name, and address. This form is used to define persons in the database. A person must exist on the system before being made an applicant or faculty member.
2. Create an applicant or enter an admissions decision in the system.
  - 2.1. Create an applicant on the Admissions Application Form (SAAADMS) to establish an admissions record. User-defined rules for the required items that were built on SAACHKB will automatically be entered if the applicant matches those rules. SAAADMS contains fields which indicate if an application decision has been made.
  - 2.2. Enter an admissions decision on the Admissions Decision Form (SAADCRV). (The Decision Calculator window of the form provides a means of automatically calculating the admissions decision based on the rules from SAADCSN.) After an applicant accepts the institution's offer of admission and the decision has been entered on SAADCRV, a General Student record (which is required for registration) is created by the system.
3. Enter a student into the system using the Quick Entry Form (SAAQUIK). This will automatically create a General Student record, which is required for registration, and can be used to create recruiting and/or admissions records.
4. Maintain an existing student record on the General Student Form (SGASTDN). The student record contains current information about a student, including comments, activities, and veteran information. The creation of this record is dependent upon the student's acceptance of an offer of admissions from SAADCRV or the quick entry processing of SAAQUIK.
5. Create and maintain course catalog information (title, department, credit hours) for the institution on the Basic Course Information Form (SCACRSE). Courses must be added to the catalog via SCACRSE.
6. Use the Faculty/Advisor Information Form (SIAINST) to enter and maintain information such as status, category, staff type, contract, workload rule(s), college, and department for a member of the faculty. A faculty member, like a student, must be entered into the system via SPAIDEN. Faculty members must also have an active status in order to be assigned to teach a course.
7. Use the Building Definition Form (SLABLDG) to build and maintain data about all the buildings used in Location Management for classroom assignments. Data may also include location, attributes, categories, and comments.



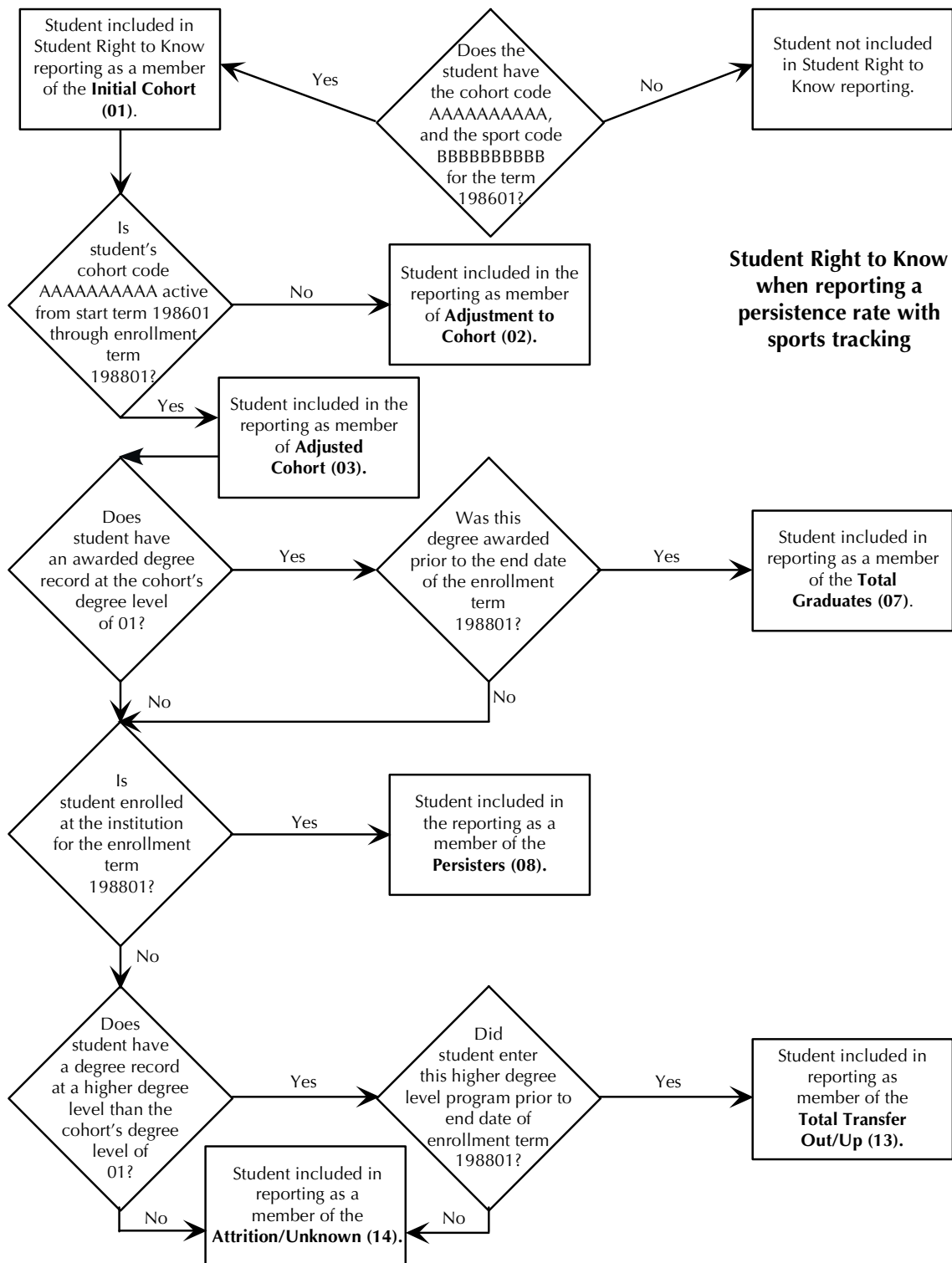
8. Use the Room Definition Form (SLARDEF) to define classrooms in the buildings previously defined on SLABLDG.
9. Use the Term Control Form (SOATERM) to establish controls for fee assessment, tracking by CRN, refunding options, online assessments, registration error checking, and part-of-term information for a specific term. These controls affect schedule, registration, and registration fee assessment.
10. Use the Schedule Form (SSASECT) to build and maintain the schedule of classes according to definitions and restrictions defined in the Course Catalog. SSASECT creates sections of courses which are defined in the catalog. These sections are used to register the students for classes. The Schedule form also tracks class information such as beginning and ending time, building, room, number of sessions, instructor workload, reserved seats, seats remaining, and waitlists.
11. Use the Course Detail Information Form (SCAETL) to build and maintain course level fee information.
12. Use the Schedule Detail Form (SSAETL) to build and maintain section level fee information for use in student billing.
13. Use the Registration Fees Process Control Form (SFARGFE) to build the institution's registration fee assessment policy by student, course level, and campus for student billing.
14. Use the Registration Additional Fees Control Form (SFAAFEE) to enter additional fees, fee codes, and amounts to be charged at registration for student billing.
15. Build student enrollment status rules and refund policies by term on the Enrollment Status Form (SFAESTS). SFAESTS interacts with the Course Registration Status Form (SFARSTS) or the Registration Fee Assessment Refund by Total Rules Form (SFARFND) (if refunding by total).
16. Build student course registration status rules and refund policies by term on the Course Registration Status Form (SFARSTS). SFARSTS interacts with the Enrollment Status Form (SFAESTS) or the Registration Fee Assessment Refund by Total Rules Form (SFARFND) (if refunding by total).
17. Register a student for course sections, perform adds, drops, and withdrawals, and print student schedules or bills on the Student Course Registration Form (SFAREGS). This form also assesses the charges related to the registration and passes them to the Accounts Receivable module.

# Student Right to Know Process Flows

## Persistence Reporting Process Flow

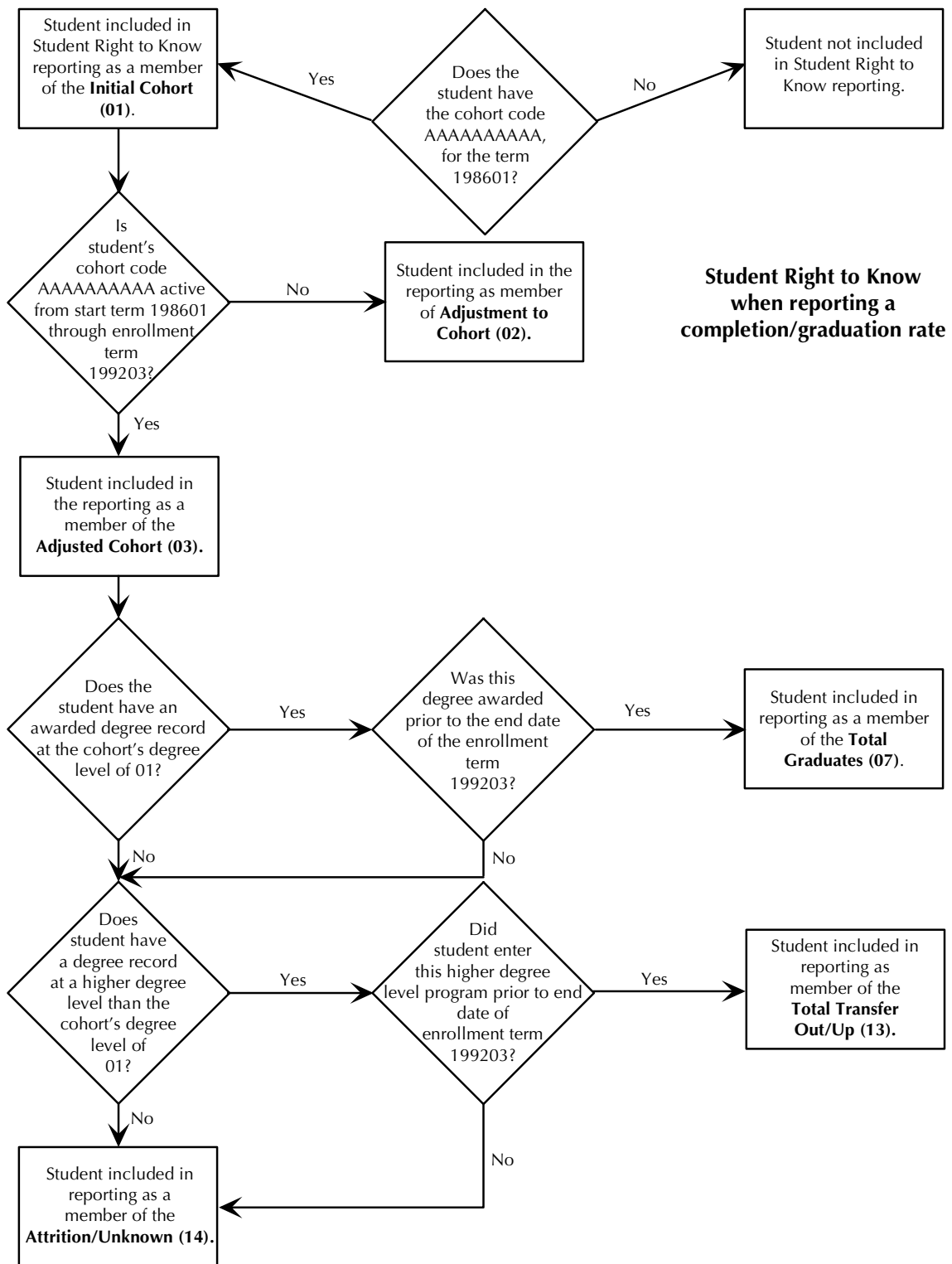


# Persistence/Sport Reporting Process Flow

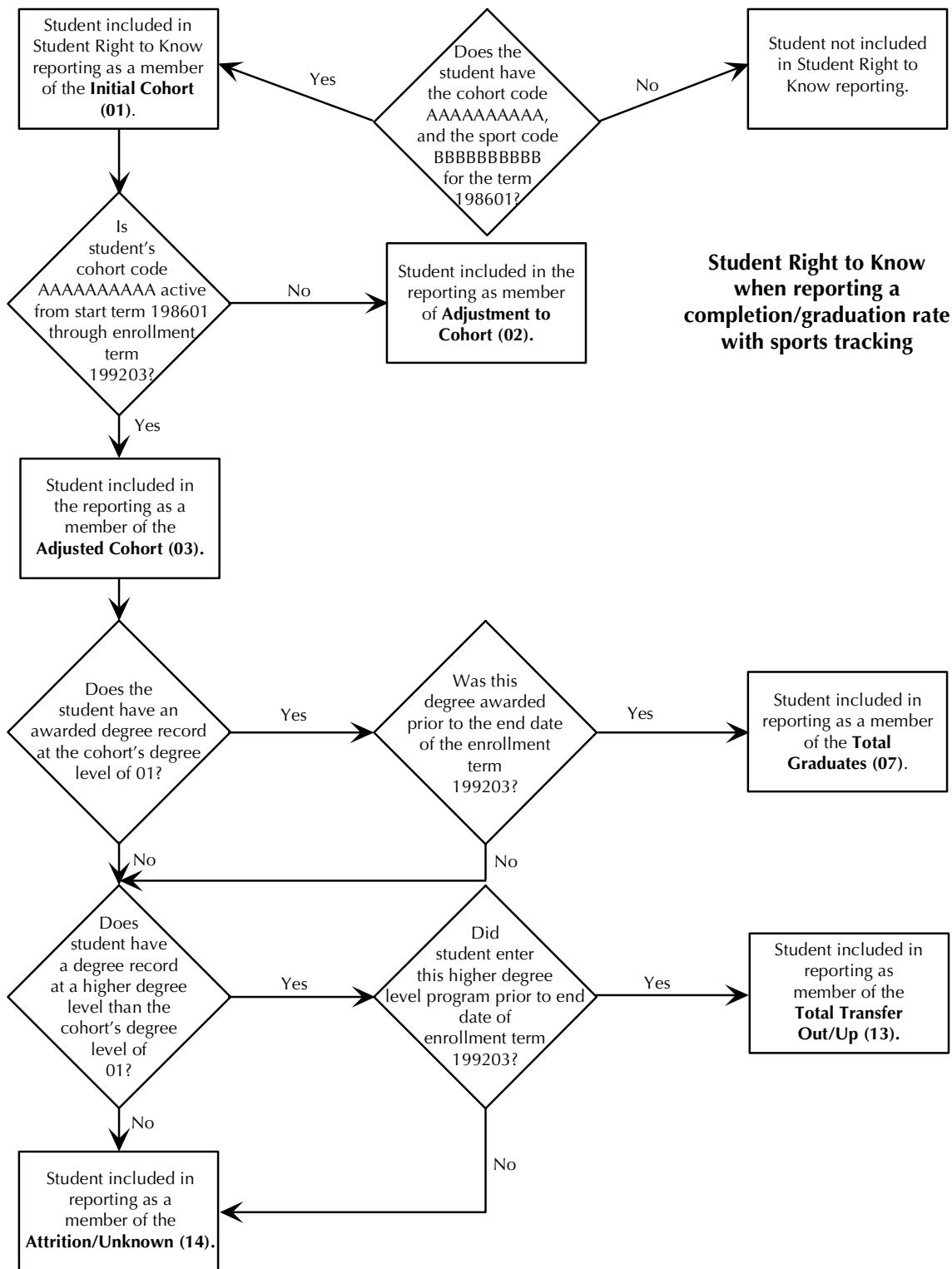


**Student Right to Know when reporting a persistence rate with sports tracking**

# Completion/Graduation Reporting Process Flow



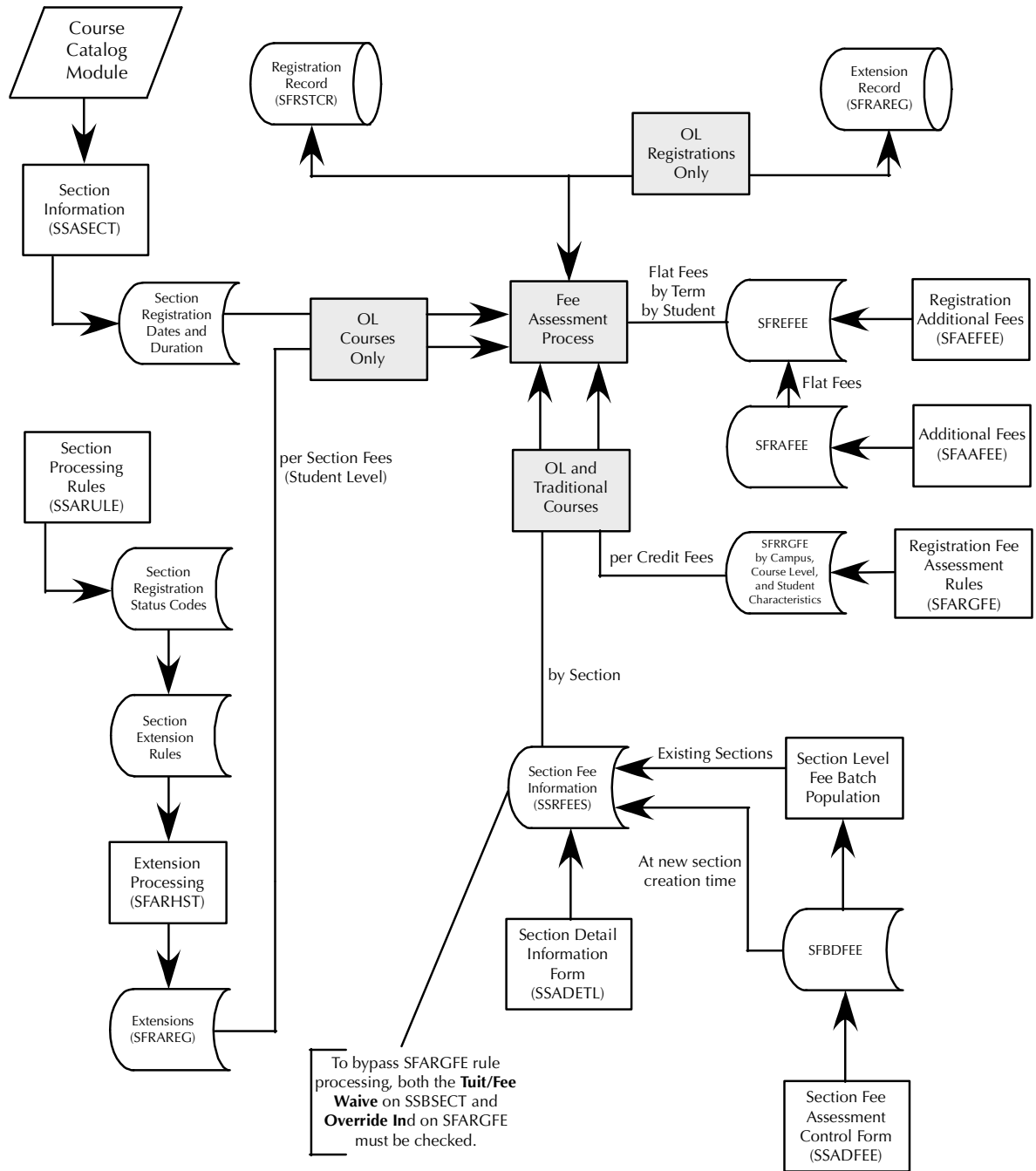
# Completion/Graduation/Sport Reporting Process Flow



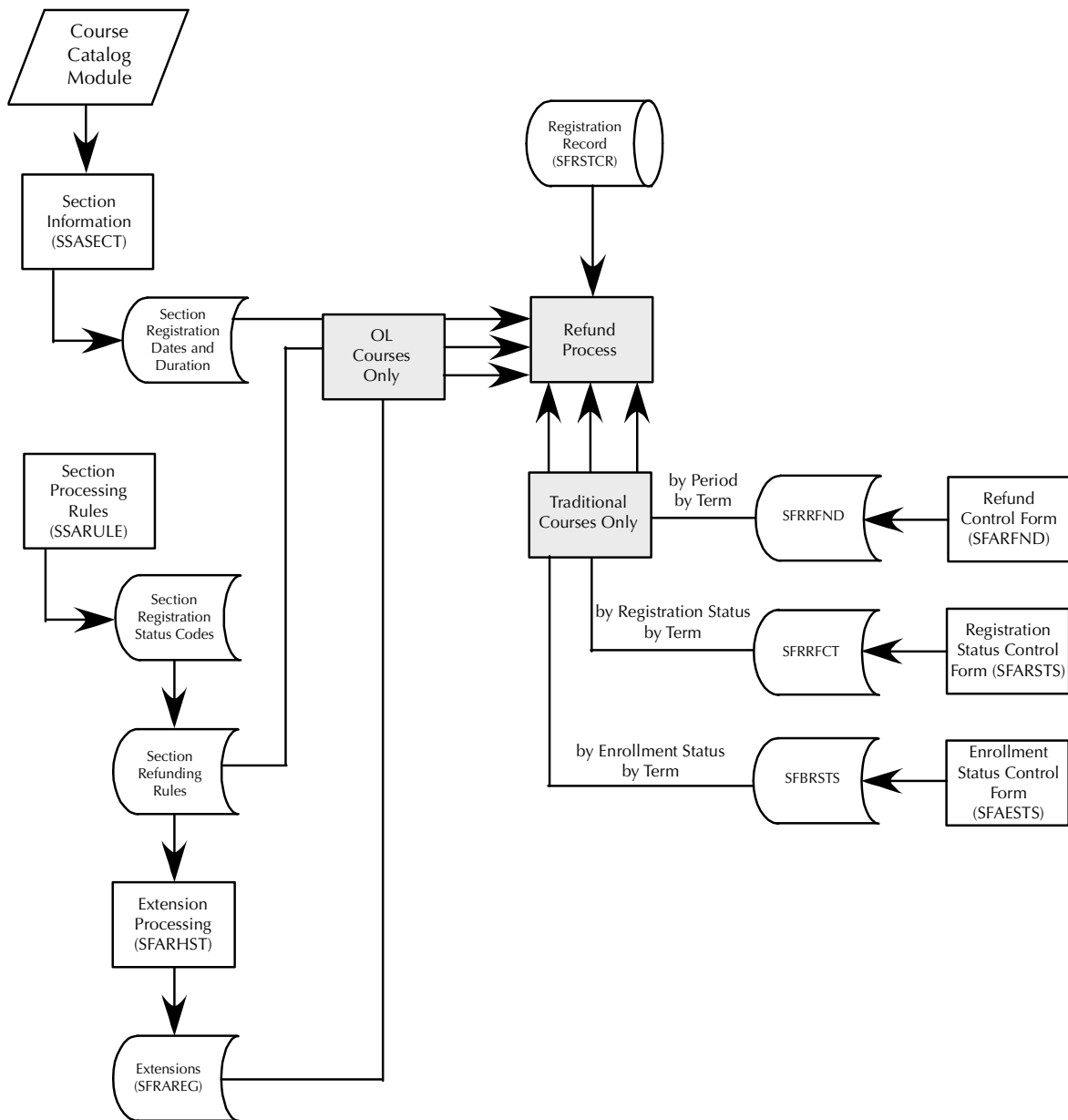
**Student Right to Know when reporting a completion/graduation rate with sports tracking**

# Fee Assessment Process Flows

## Rules Process Flow

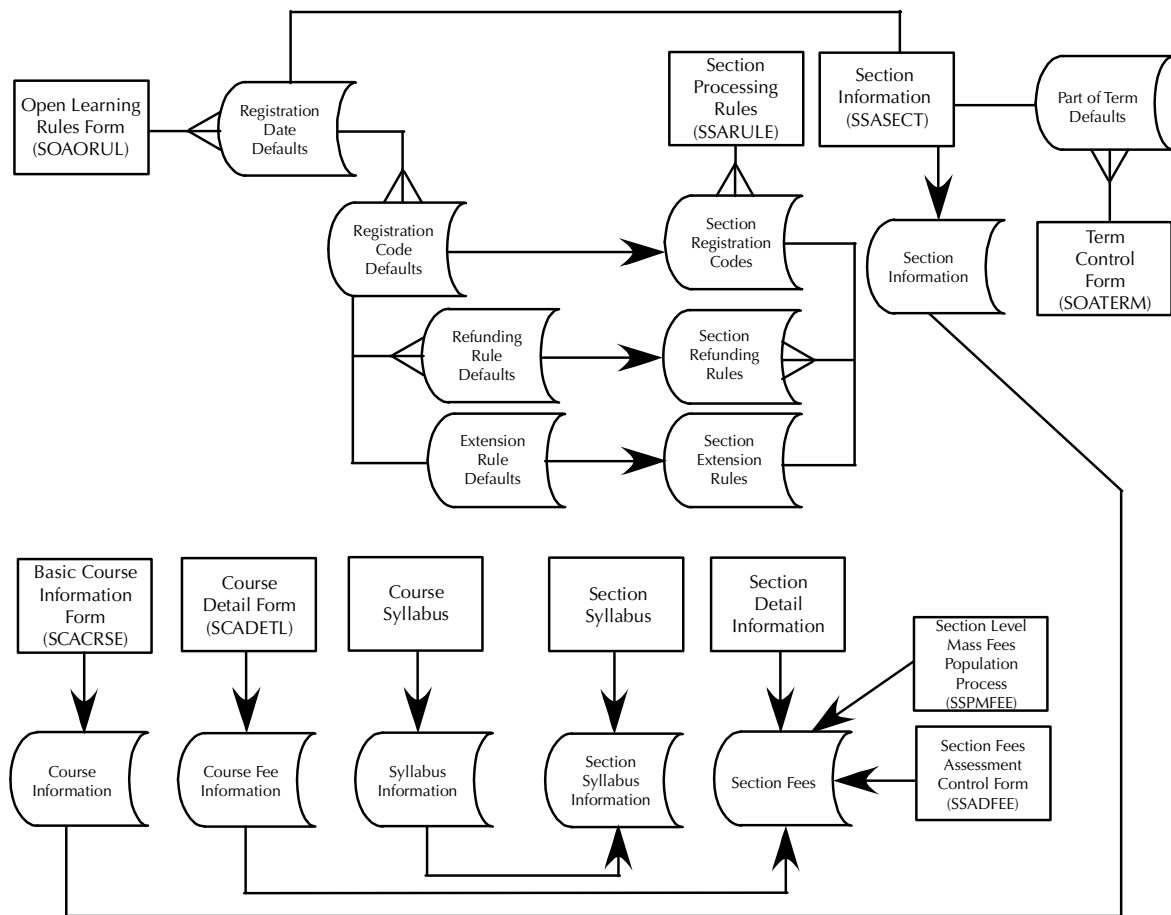


# Refunding Rules Process Flow



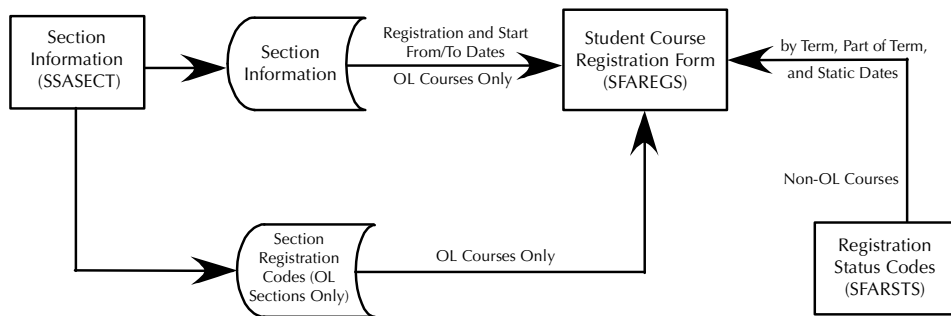
# Open Learning Registration Process Flows

## Section Set-up Process Flow

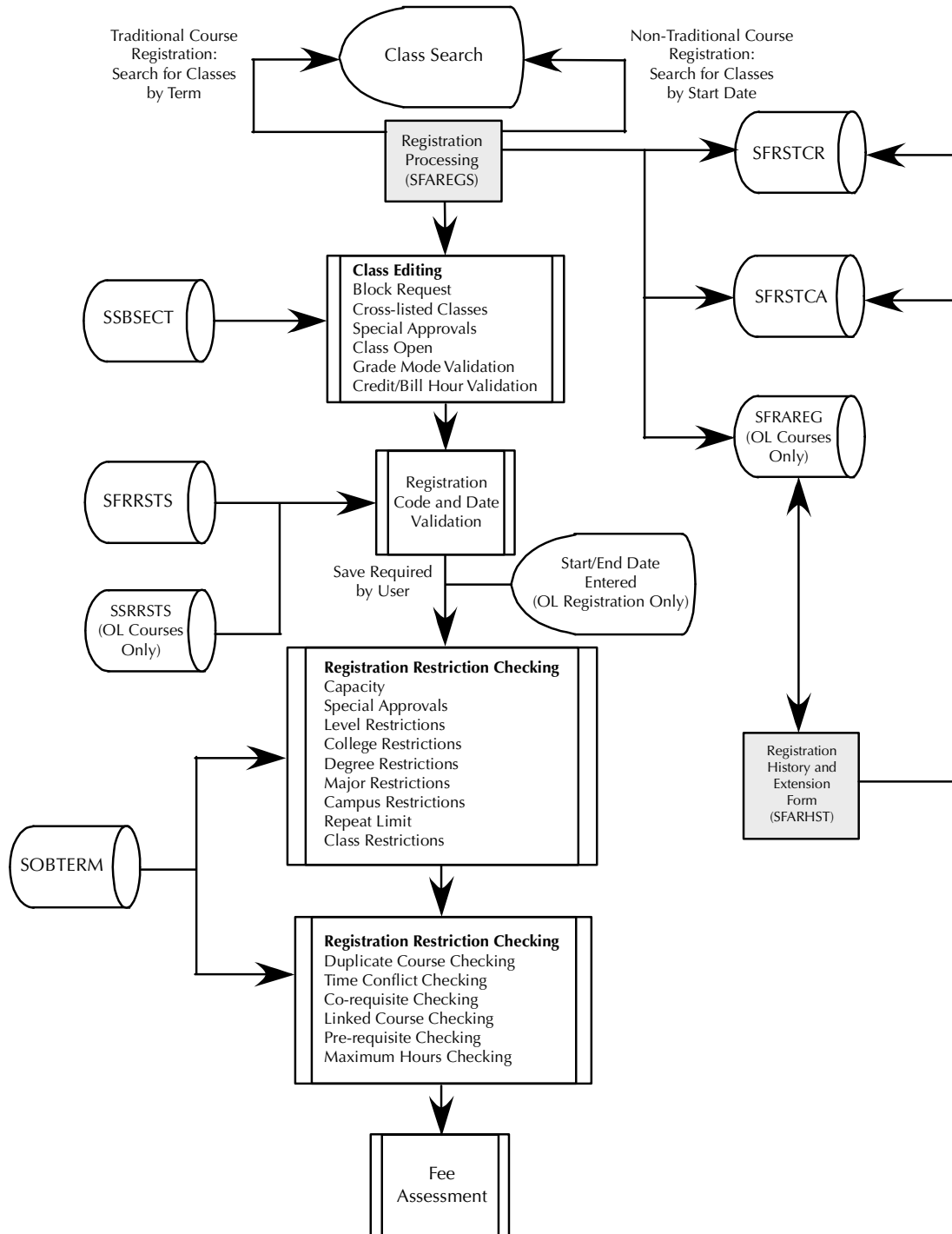




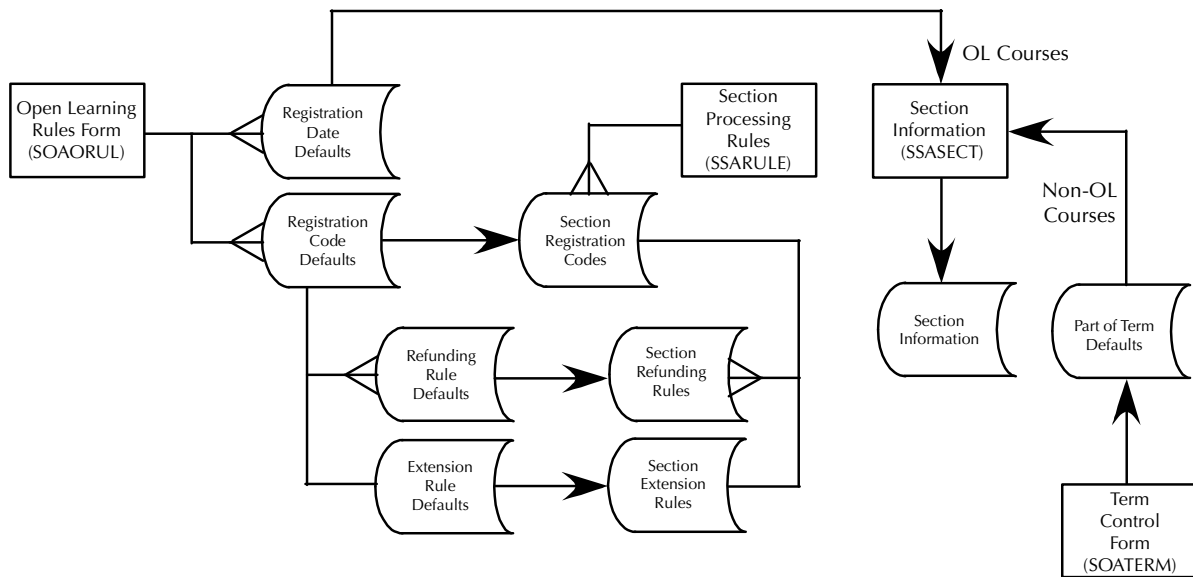
## Data Process Flow



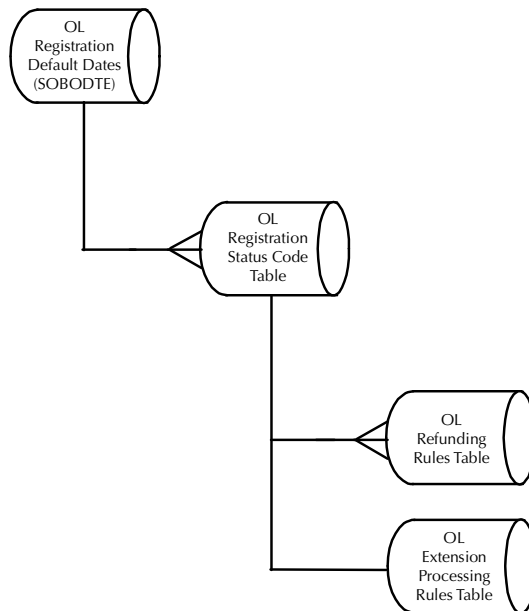
# Overall Process Flow



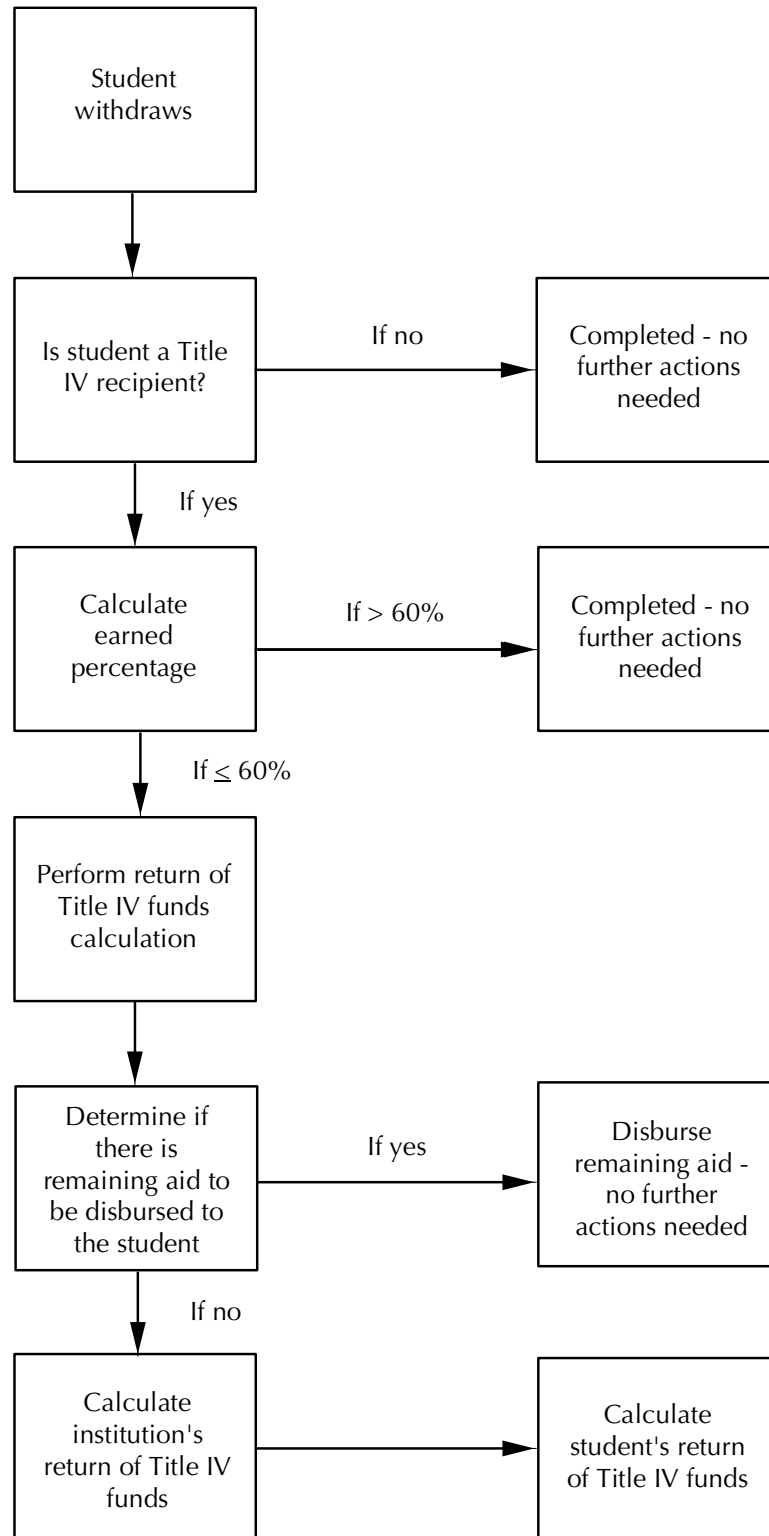
## Rules Use Process Flow



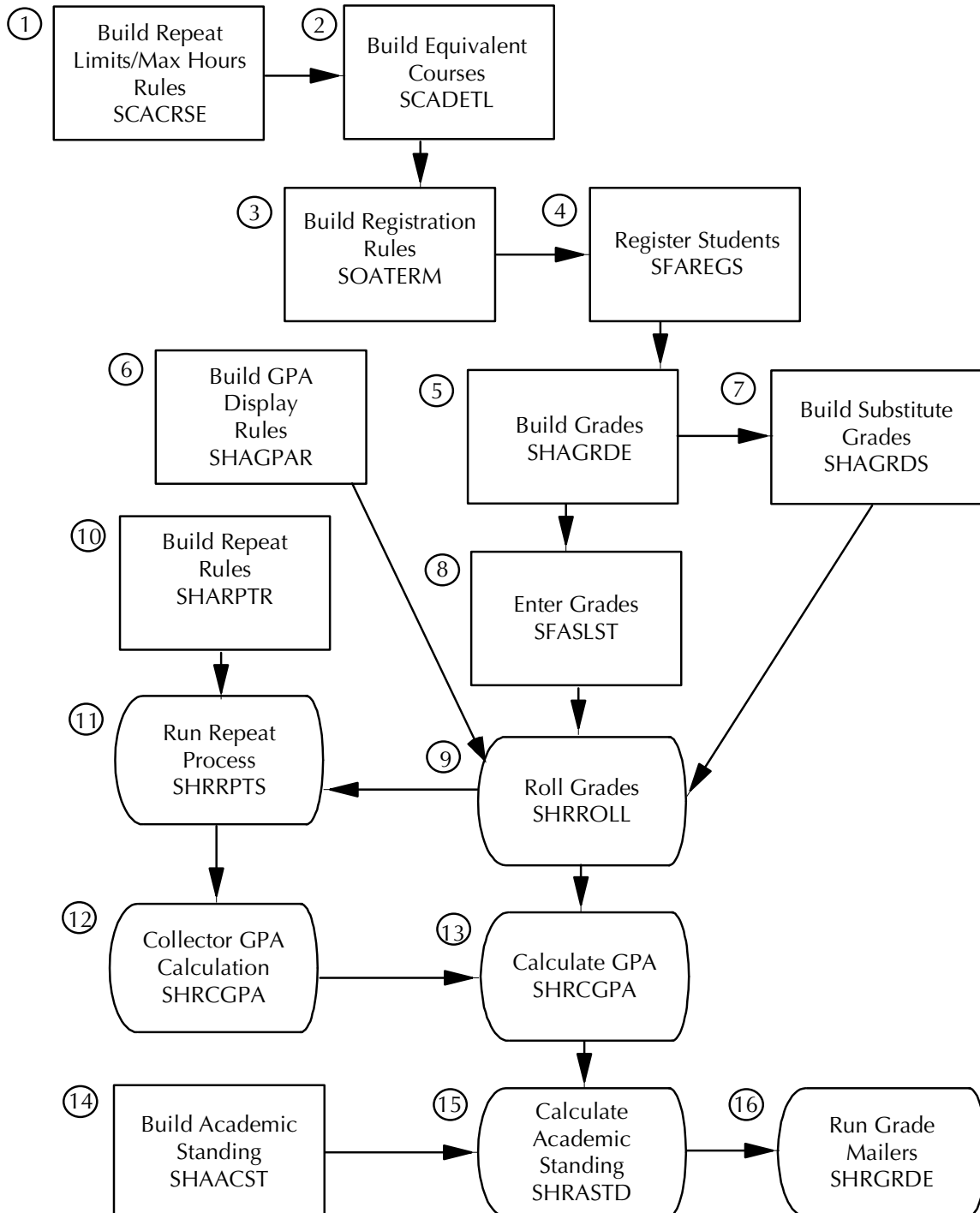
## Rule Tables Process Flow



# Return of Title IV Funds Process Flow



# Academic History Repeat Processing Flow



## Academic History Repeat Processing Flow Narrative

*The following steps should be performed at the Catalog level to activate repeat processing.*

1. Build Repeat Limit and Repeat Maximum Hours rules using the Basic Course Information Form (SCACRSE). These rules should be created for the institution's entire catalog.
2. Establish equivalent courses on the Course Detail Information Form (SCADETL). These rules should be established for all courses which have equivalents.

*The following steps should be performed at the beginning-of-term to activate repeat processing.*

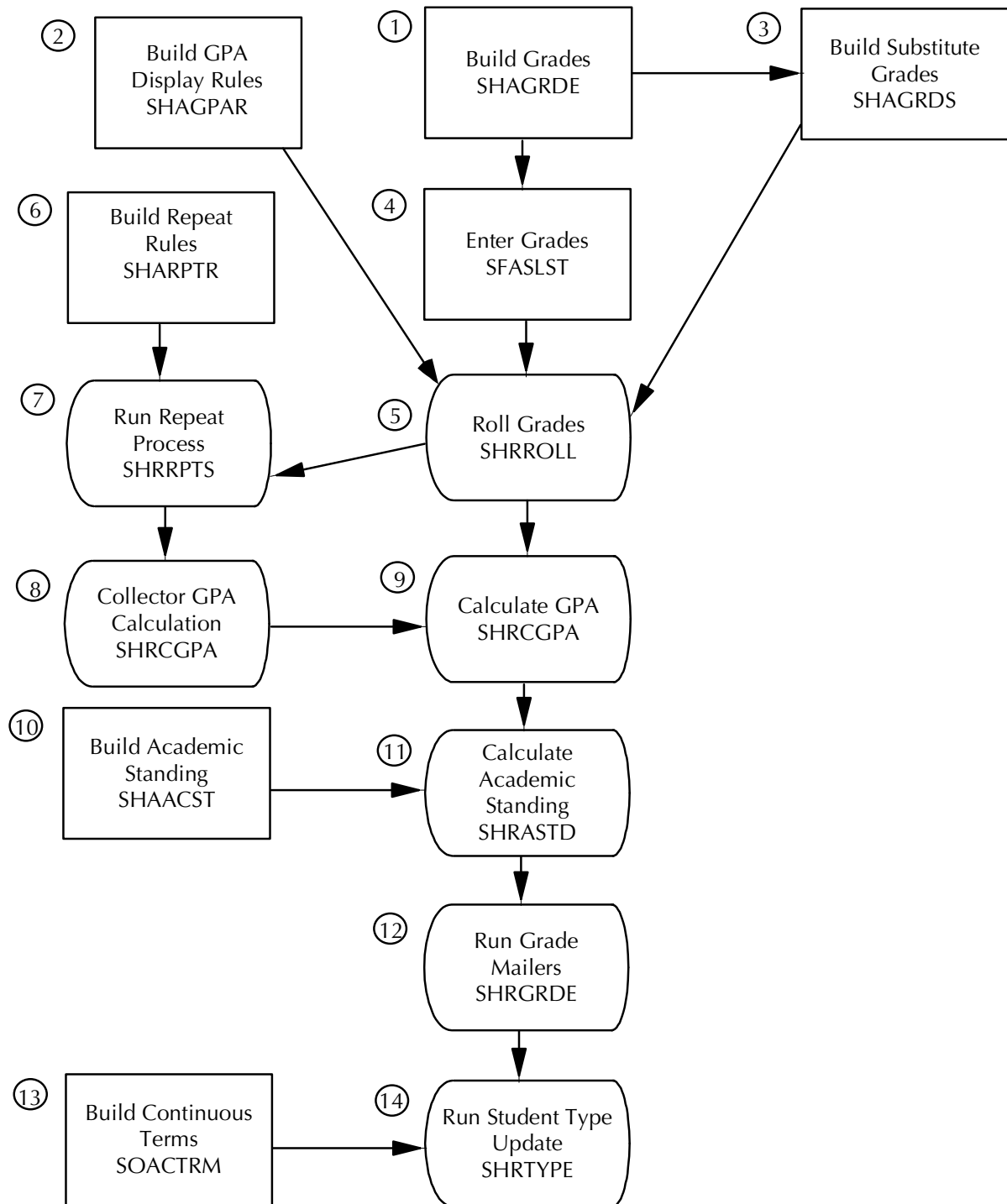
3. Build registration rules on the Term Control Form (SOATERM), and set all the flags (radio groups) on this form according to institutional policy.
4. Register students for the term on the Student Course Registration Form (SFAREGS). Override any registration errors (such as repeat errors), if desired.

*The following steps should be performed at the end-of-term to activate repeat processing.*

5. Build grades using the Grade Code Maintenance Form (SHAGRDE). The grade, including the information to determine which hours it counts in: earned, attempted, or passed, and whether it counts in the GPA, is defined on this form. Valid grading modes are also identified.
6. Build display rules using the GPA Display Rules Form (SHAGPAR). Display rules control whether GPA and quality point values will be rounded or truncated and how many digits to the right of the decimal will display in forms, on reports, and in self-service. Display rules can be built for specific course levels and/or campuses. Default display rules cause GPA and quality point values to be truncated to two digits after the decimal.
7. Build substitute grades using the Grade Code Substitution Form (SHAGRDS). For example, if a student taking a course with a pass/fail grading mode is given a B grade, that B may be substituted with a P grade.
8. Enter grades in the Class Roster Form (SFASLST).
9. Roll grades to Academic History using the Grade Roll to Academic History Process (SHRROLL), or by setting the **Rolled** check box on the Class Roster Form (SFASLST) to checked or Y and saving the change.
10. The Repeat/Multiple Course Rules Form (SHARPTR) is used to set up rules to determine what courses are considered repeats and how they will be used in the GPA calculation.

11. Run the Repeat/Equivalent Course Check Process (SHRRPTS) to flag courses that are repeated based on the rules set up on the Repeat Course Rules Form.
12. Run the Calculate GPA Process (SHRCGPA) in collector mode to re-calculate GPAs for students who took repeated courses.
13. Run the Calculate GPA Process (SHRCGPA) to calculate GPAs based on the term and the selected group of students. Groups of students can include only those whose academic histories have been rolled, or all the students for the term.
14. Academic standing rules relating to the institution's policies in probation and Dean's List are set up on the Academic Standing Rules Form (SHAACST).
15. Run the Calculate Academic Standing Process (SHRASTD) to calculate the academic standing for the selected term and group of students.
16. Produce grade mailers in batch mode by using the Grade Mailer Process (SHRGRDE). Student's grades must have either been entered manually or through the Grade Roll to Academic History Process.

# Academic History End of Term Flow





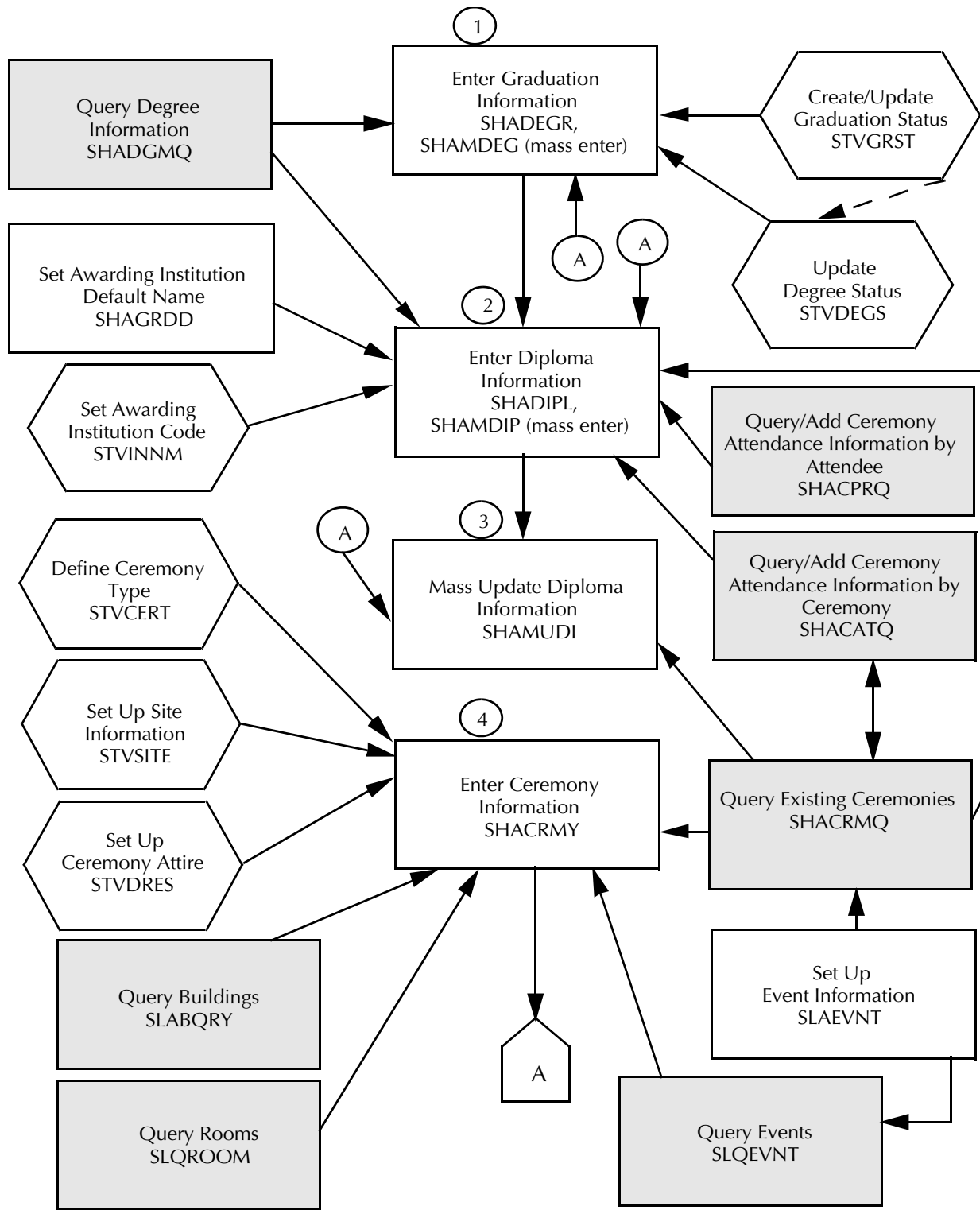
## Academic History End of Term Flow Narrative

The following steps should be performed at end-of-term.

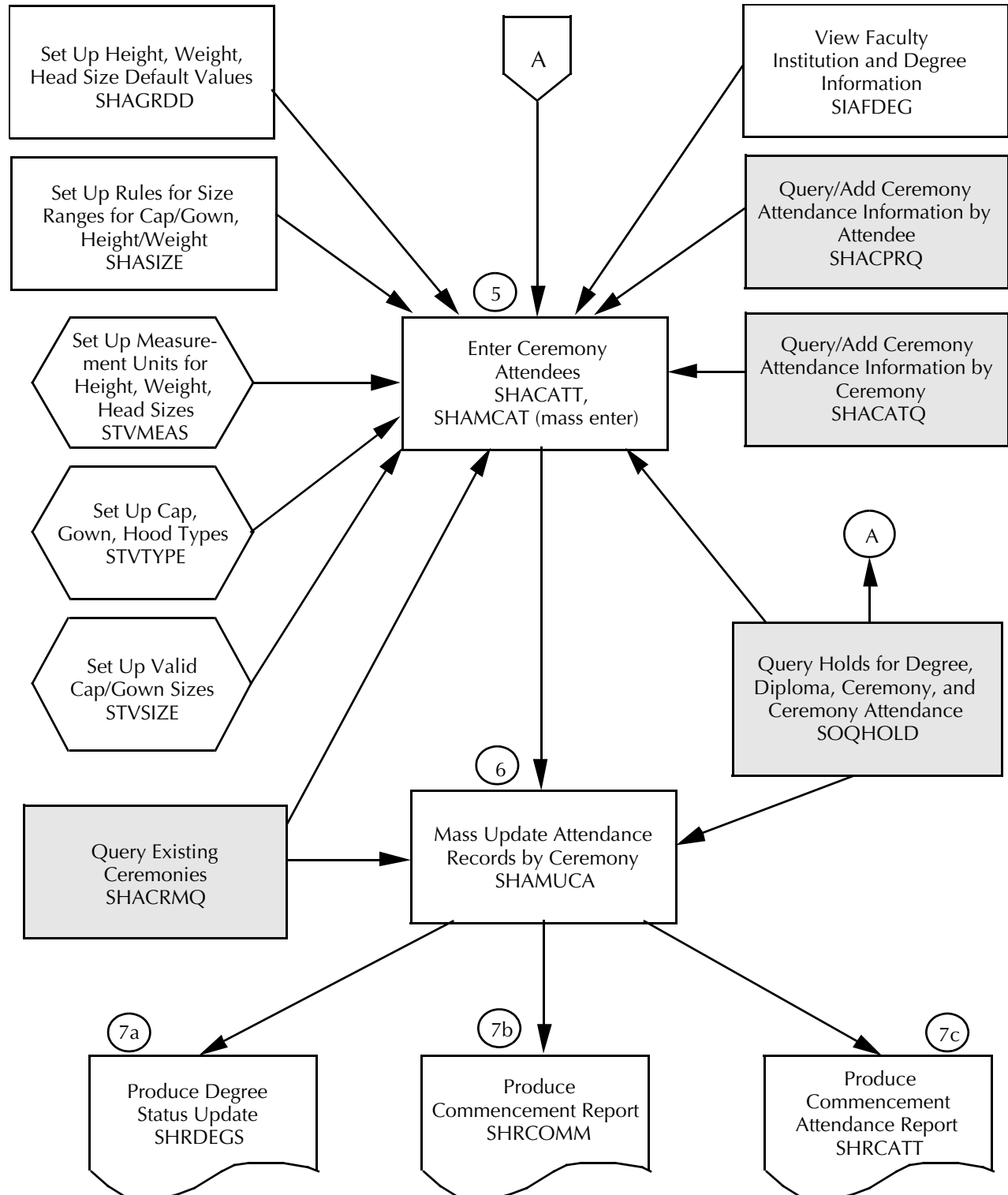
1. Build grades using the Grade Code Maintenance Form (SHAGRDE). The grade, including the information to determine which hours it counts in: earned, attempted, or passed, and whether it counts in the GPA, is defined on this form. Valid grading modes are also identified.
2. Build display rules using the GPA Display Rules Form (SHAGPAR). Display rules control whether GPA and quality point values will be rounded or truncated and how many digits to the right of the decimal will display in forms, on reports, and in self-service. Display rules can be built for specific course levels and/or campuses. Default display rules cause GPA and quality point values to be truncated to two digits after the decimal.
3. Build substitute grades using the Grade Substitution Maintenance Form (SHAGRDS). For example, if a student taking a course with a pass/fail grading mode is given a B grade, that B may be substituted with a P grade.
4. Enter grades in the Class Roster Form (SFASLST).
5. Roll grades to Academic History using the Grade Roll to Academic History Process (SHRROLL), or by setting the **Rolled** check box on the Class Roster Form (SFASLST) to checked or Y and saving the change.
6. The Repeat/Multiple Course Rules Form (SHARPTR) is used to set up rules to determine what courses are considered repeats and how they will be used in the GPA calculation.
7. Run the Repeat/Equivalent Course Check Process (SHRRPTS) to flag courses that are repeated based on the rules set up on the Repeat Course Rules Form.
8. Run the Calculate GPA Process (SHRCGPA) to re-calculate GPAs for students who took courses.
9. Run the Calculate GPA Process (SHRCGPA) to calculate GPAs based on the term and the selected group of students. Groups of students can include those whose information has been fed into a collector file, only those whose academic histories have been rolled, or all the students for the term.
10. Academic standing rules relating to the institution's policies in probation and Dean's List are set up on the Academic Standing Rules Form (SHAACST).
11. Run the Calculate Academic Standing Process (SHRASTD) to calculate the academic standing for the selected term and group of students.

12. Produce grade mailers in batch mode by using the Grade Mailer Process (SHRGRDE). Student's grades must have either been entered manually or through the Grade Roll to Academic History Process.
13. Build continuous term rules on the Continuant Terms Rule Form (SOACTRM). These rules allow you to determine which terms constitute consecutive enrollment.
14. Run the Student Type Update Process (SHRTYPE) to automatically update the student type on the general student record based on the rules created on the Continuant Terms Rule Form (SOACTRM).

# Academic History Graduation Flow



## Academic History Graduation Flow (continued)



## Academic History Graduation Flow Narrative

The following steps should be performed for graduation processing.

1. Enter graduation information (term, year, date, status, fee, etc.) for a student on the Degrees and Other Formal Awards Form (SHADEGR) or on the Mass Entry Graduation Form (SHAMDEG). The student must have a degree record on the Degrees and Other Formal Awards Form (SHADEGR) before graduation information can be entered on the Mass Entry Graduation Form (SHAMDEG).
  - Query the Degree Summary Form (SHADGMQ) to display summary information about all the degrees which a student is seeking or which have been awarded.
  - Use the Graduation Status Validation Form (STVGRST) to create and update graduation statuses which update the student's degree record.
  - If the student's degree status is to be automatically updated when the graduation status is entered or modified, it will be substituted on the Degree Status Code Validation Form (STVDEGS), and the degree record will be updated.
2. Enter diploma information (fee, name, address, awarding institution, ordered/mailed/pickup dates, ceremony, etc.) for a student on the Diploma Form (SHADIPL) or on the Mass Entry Diploma Form (SHAMDIP). The student must have a degree record on the Degrees and Other Formal Awards Form (SHADEGR) before a diploma record can be created.
  - Use the Graduation Default Control Form (SHAGRDD) to set up awarding institution default values, which are used on the Diploma Form (SHADIPL).
  - Use the Awarding Institution Validation Form (STVINNM) to create, update, insert, and delete awarding institution codes representing the school, college, or institution which is awarding the diploma.
  - Use the stand alone Ceremony Query Form (SHACRMQ) to display all existing ceremonies for an institution.
  - View the ceremony attendance information by attendee on the Ceremonies By Attendee Query Form (SHACPRQ). View the ceremony attendance information by ceremony on the Ceremony Attendance Query Form (SHACATQ).
  - Query the Degree Summary Form (SHADGMQ) to display summary information about all the degrees which a student is seeking or which have been awarded.
3. Use the Mass Update Diploma Form (SHAMUDI) to update the diploma information (ceremony, term, awarding institution, ordered/mailed/pickup dates, etc.) for a group of students without going to each individual student diploma record.

A student is not required to attend a ceremony in order to receive their diploma. If they are attending a graduation ceremony, continue through the remainder of the process.

- Use the stand alone Ceremony Query Form (SHACRMQ) to display all existing ceremonies for an institution.
4. Use the Ceremony Form (SHACRMY) to create and maintain ceremony information. There are no restrictions as to what constitutes a ceremony, although graduation is an obvious example.
- Define the ceremony types via the Ceremony Validation Form (STVCERT).
  - Define the site codes for the ceremonies on the Site Code Validation Form (STVSITE).
  - Define the dress code and type of attire on the Ceremony Dress Validation Form (STVDRES). View the ceremony attendance information by ceremony on the Ceremony Attendance Query Form (SHACATQ).
  - Use the stand alone Ceremony Query Form (SHACRMQ) to display all existing ceremonies for an institution.
  - The ceremony information may be associated with the event information in the Location Management Module by entering data in the **Event** field. If an existing event from the Event Form (SLAEVNT) is entered, event data will default in and cannot be changed on SHACRMY. If the **Event** field is left blank, the user is able to enter the event information.
  - Use the Building Query Form (SLABQRY) to display available locations for events. Use the Room Query Form to display available rooms for events. Use the Event Query Form (SLQEVNT) to display existing system scheduled events.
5. Enter the attendees for the ceremony on either the Ceremony Attendance Form (SHACATT) or the Mass Entry Ceremony Attendance Form (SHAMCAT). The person does not need to be a student to attend a ceremony. A record will exist for each unique ceremony that the attendee will attend. Attendee record information includes cap, gown, and hood, types and sizes, order, pickup, and return dates, ceremony attendance fee information, and ticket information.
- If the non-student attendee is a faculty member, use the Faculty Degree Information Form (SIAFDEG) to examine the faculty member's institution and degree information for information such as hood type to be ordered.
  - Use the Graduation Default Control Form (SHAGRDD) to set up height, weight, and head size values, which are used on the Ceremony Attendance Form (SHACATT).
  - Use the Attendee Size Classification Rules Form (SHASIZE) to create a table of sizes and ranges which is utilized by the Ceremony Attendance Form (SHACATT) to determine ceremony attendee cap or gown size, based on the attendee's height, weight, and head size. When these rules are established,

they default the appropriate cap or gown size into the Attendee Information section of SHACATT when cap and/or gown type is present.

- Use the Measurement Validation Form (STVMEAS) to indicate the valid unit of measurement for height, weight, and head size for ceremony attendees.
  - Use the Academic Dress Type Validation Form (STVTYPE) to indicate the valid types for cap, gown, and hood orders for ceremony attendees.
  - Use the Academic Dress Size Validation Form (STVSIZE) to indicate the valid size for cap and gown for ceremony attendees.
  - Use the stand alone Ceremony Query Form (SHACRMQ) to display all existing ceremonies for an institution.
  - View the ceremony attendance information by attendee on the Ceremonies By Attendee Query Form (SHACPRQ). View the ceremony attendance information by ceremony on the Ceremony Attendance Query Form (SHACATQ).
6. Use the Mass Update Ceremony Attendance Form (SHAMUCA) to perform mass updates of attendance records by ceremony for information such as: ordered, mailed, pickup, and return dates, cap type, gown type, hood type, number of tickets and diploma pickup date.
- Use the stand alone Ceremony Query Form (SHACRMQ) to display all existing ceremonies for an institution.
7. Run the necessary reports.
- 7.1. Run the Degree Status Update Report (SHRDEGS) to update the degree status and/or the student status for all those students whose current degree status is pending to awarded. The update of degree status is controlled via the parameter selected values.

For example, the user supplies the current degree status as well as the new degree status. Only those students with the current degree status will be selected for processing. Other optional selection parameters include: Graduation Term, Graduation Year, Graduation Status, Degree Code, Campus, and Level.

- 7.2. Run the Commencement Report (SHRCOMM) to produce a list of students by degree award status code, their degrees, majors, and any institutional or departmental honors associated with the degree.

A graduation date must exist in the **Graduation Date** field on the Degrees and Other Formal Awards Form (SHADEGR) in order to be included in the report. The report also includes graduation information. The parameter selections which support this include: Graduation Term Selection, Graduation Year Selection, and Graduation Status Selection.

- 7.3.** Run the Commencement Attendance Report (SHRCATT) to display the ceremony information and list those persons who are attending the ceremony. The user may request that the report also display the information on caps, gowns, and hoods, which may be used by the institution to place their orders.

The parameter selection options which may be specified include: Print only students, non-students, or all, Print the cap, gown, and hood detail, Print the cap, gown, and hood order totals, List only those persons who have no cap, gown, or hood information, List only those persons who have not picked up their order, and List only those persons who have not returned their order.

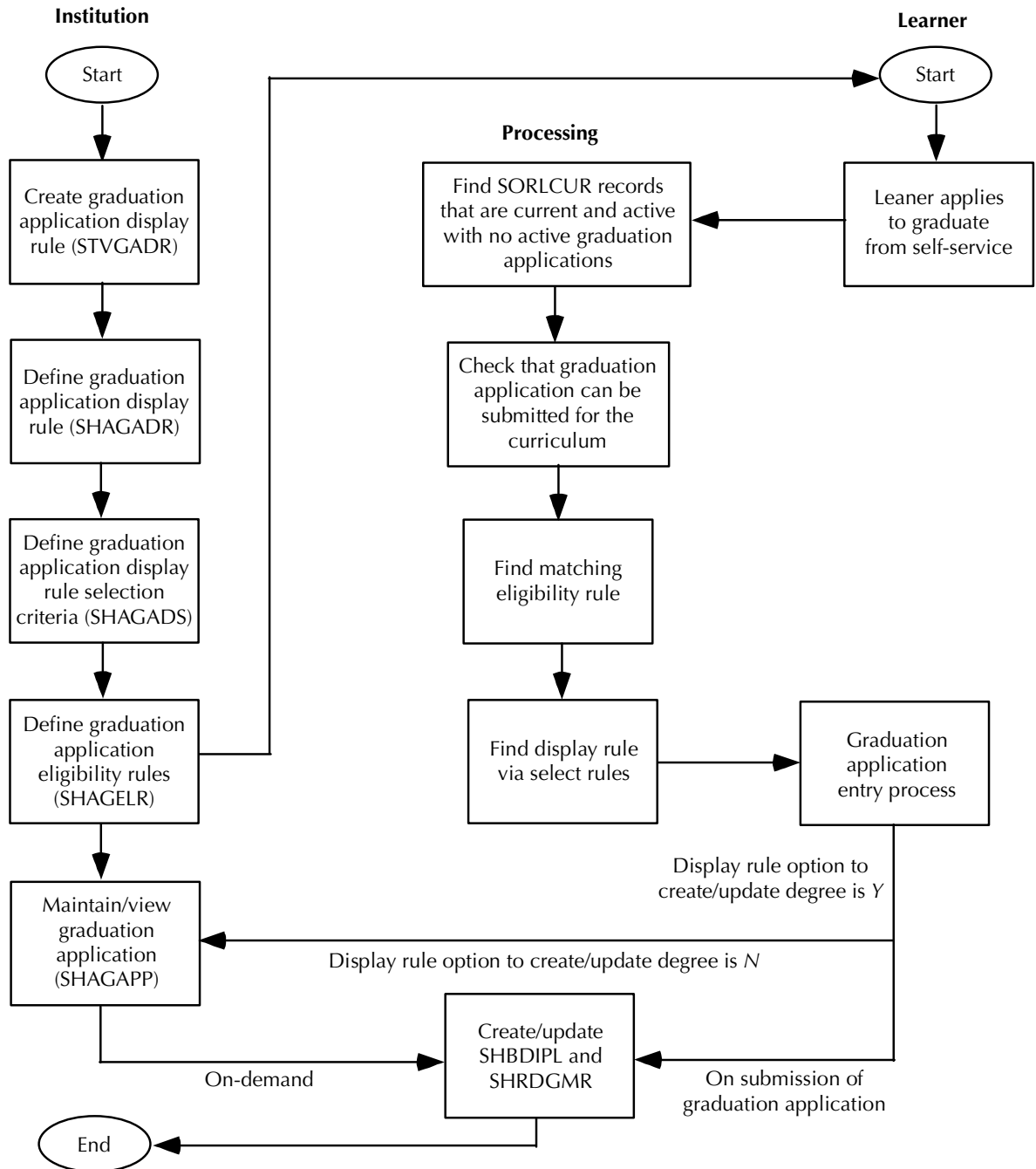


**Note**

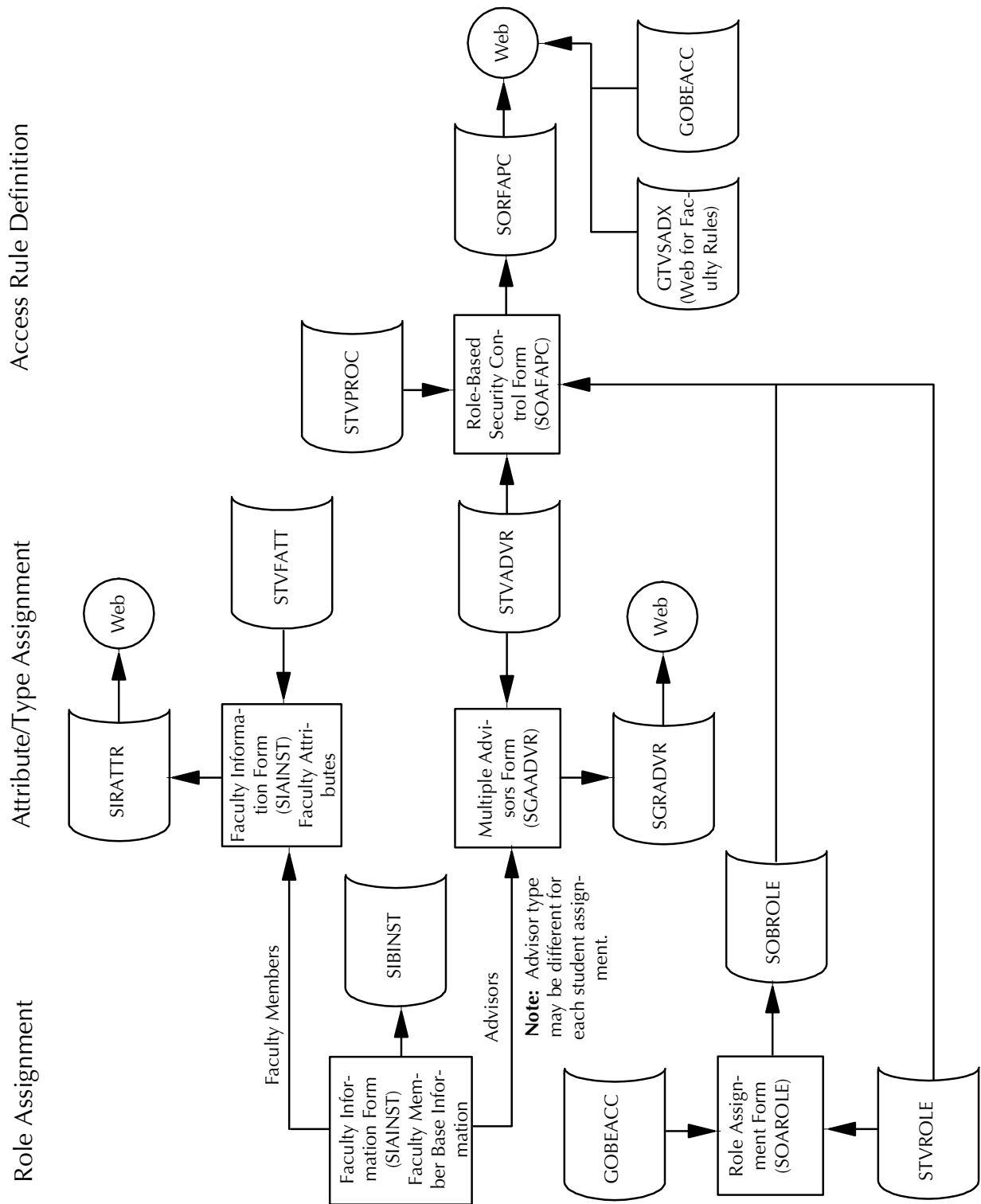
The Holds Query-Only Form (SOQHOLD) is accessed from most of the graduation forms. Hold information may be queried for students with graduation holds on their records that affect degree, diploma, ceremony, and ceremony attendance status. ■



# Graduation Application Process Flow



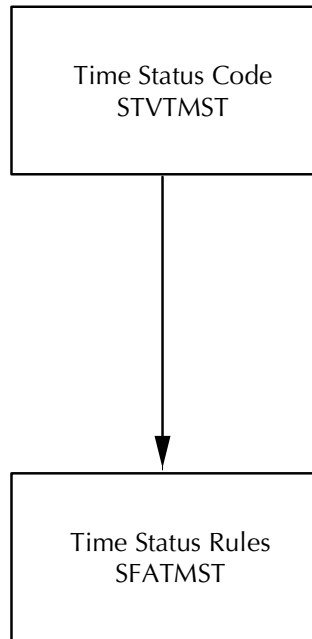
# Electronic Gradebook Process Flow



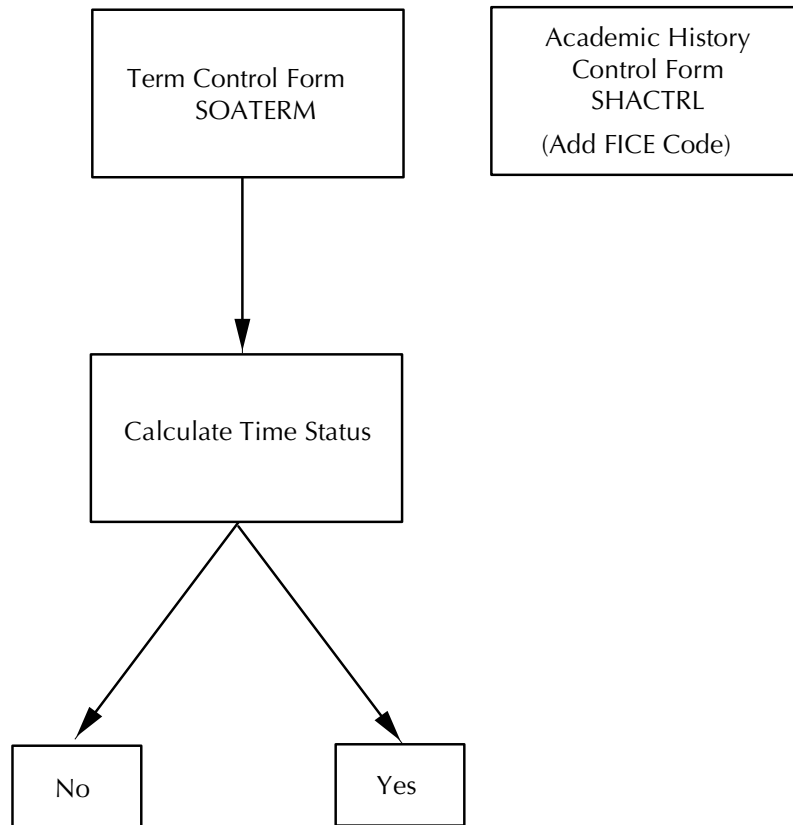
# National Student Clearinghouse (NSC) Process Flows

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## Establish Time Status Rules and NSC Equivalencies

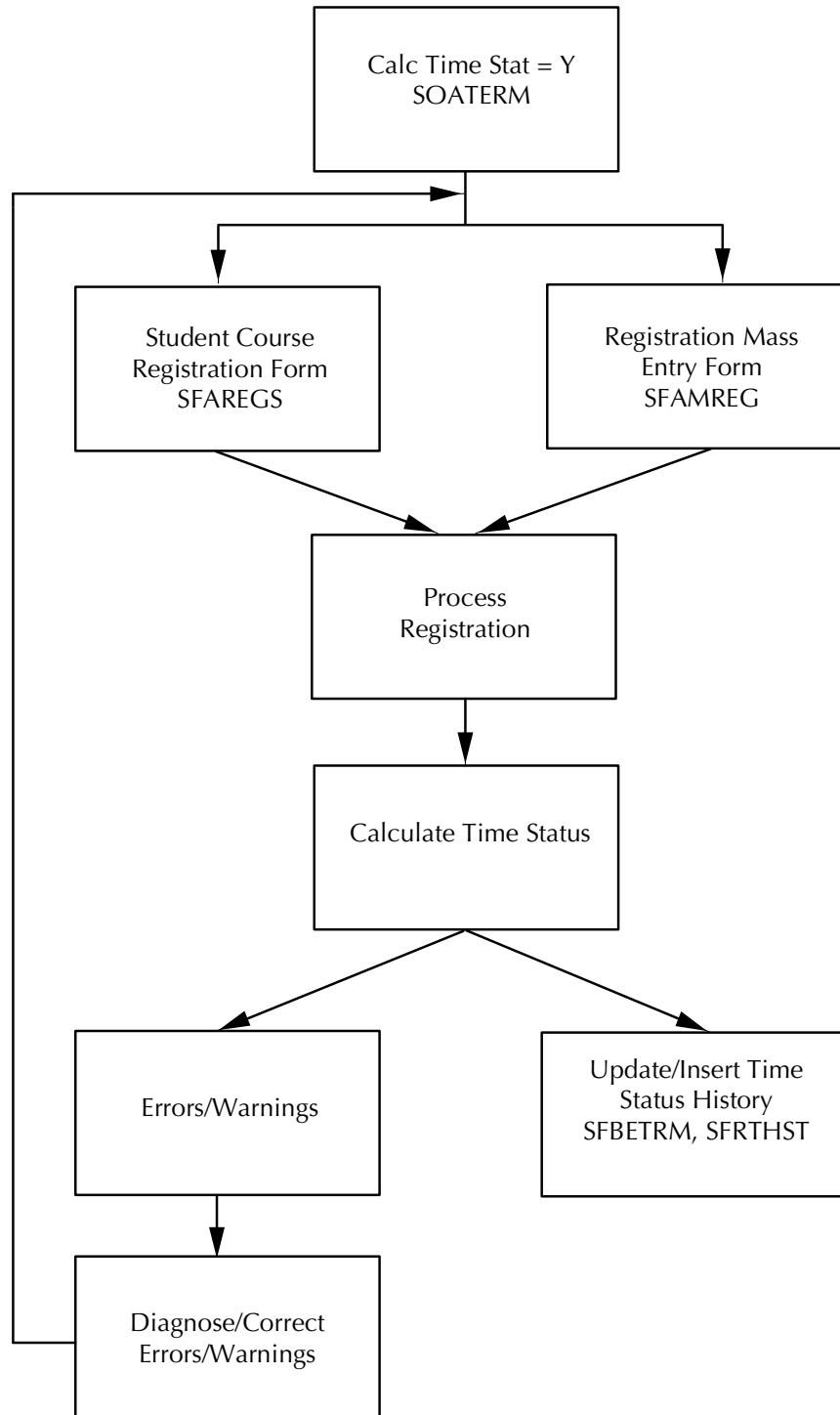


## Establish Term Control for Calculating Time Status and Academic History FICE Code Control

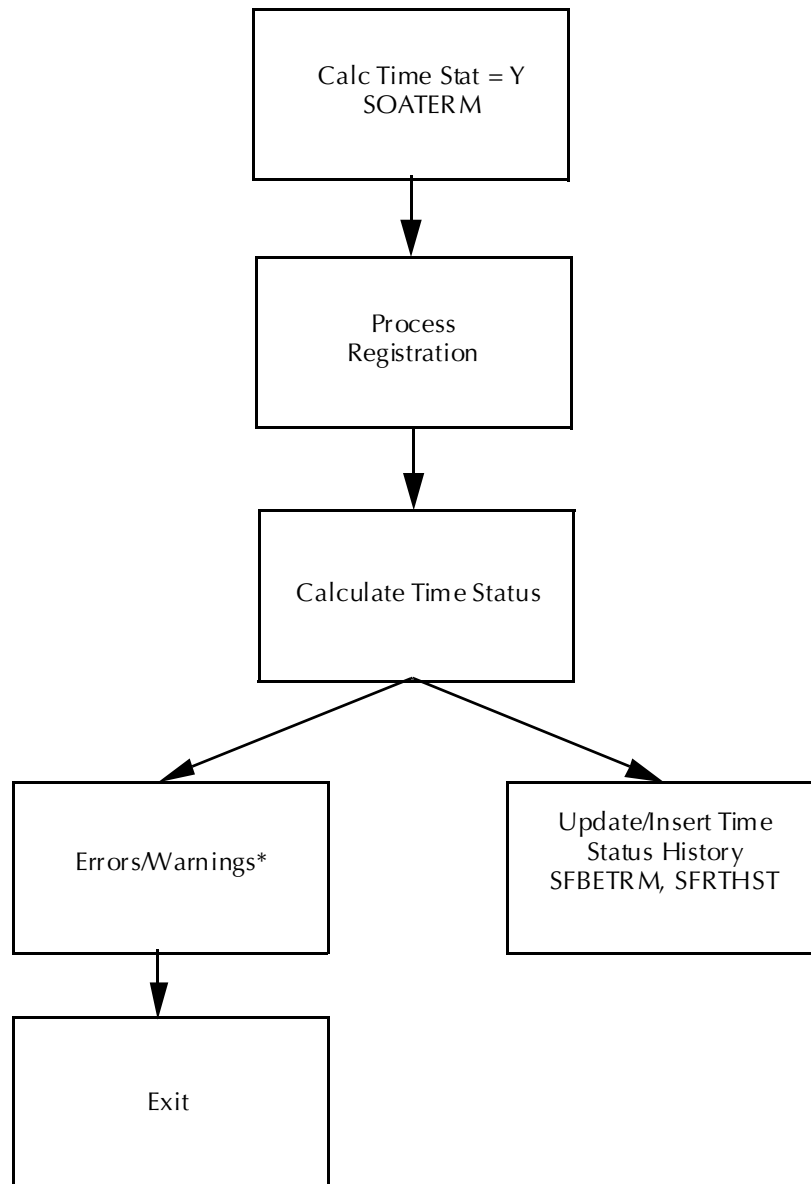


# Calculate Time Status and Update/Insert Time Status History Records

## Option 1 - Dynamic Processing - SFAREGS and SFAMREG

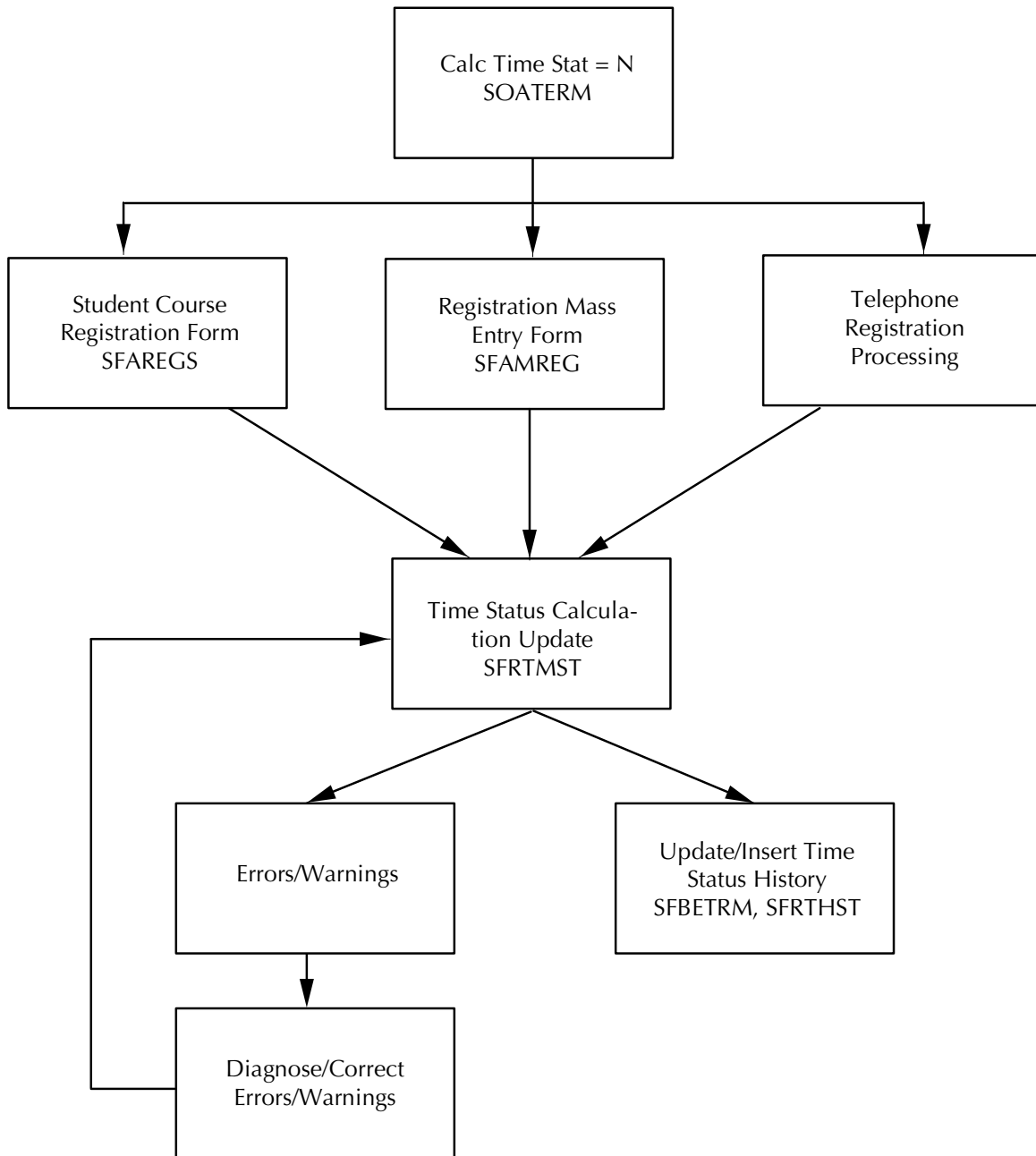


## Option 1 - Dynamic Processing - Telephone Registration Processing



\* Online display of errors/warnings related to calculation of time status is inactivated in Telephone Registration Processing. These errors/warnings can later be identified, diagnosed, and corrected by running the Clearinghouse Extract Process (SFRNSLC) in the report of missing/invalid data mode and the Time Status Calculation Update Process (SFRTMST). Additional errors not related to the calculation of time status can be identified, diagnosed, and corrected by running the Clearinghouse Extract Process (SFRNSLC) in the report of missing/invalid data mode.

## Option 2 - Batch Processing



## Option 3 - Batch Processing During Peak Registration Periods; Dynamic Processing During Off-Peak Registration Periods

Refer to the Process flows for Option 1: Dynamic Processing and Option 2: Batch Processing.

1. During peak registration activity the **Calculate Time Status** flag on SOATERM should be unchecked or set to *N*.
2. Process registration changes on all appropriate forms according to institutional policies and procedures.

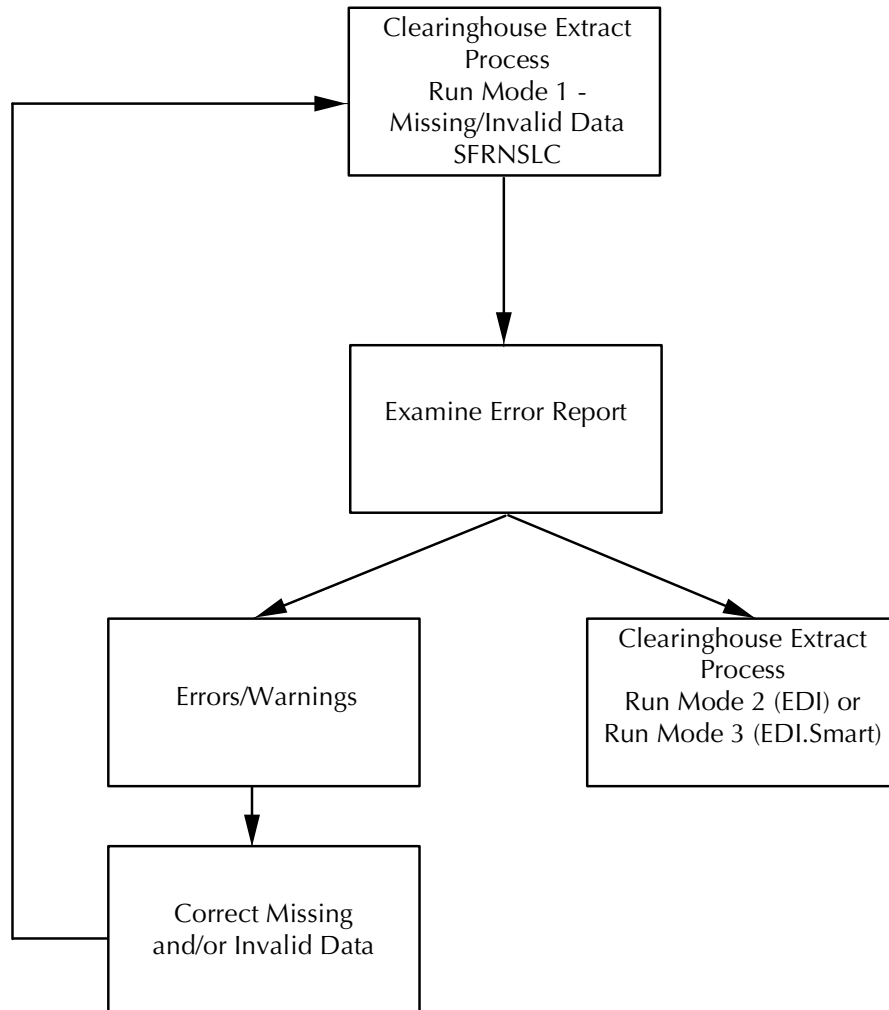
### **Note**

On SFAREGS, these changes could include updates to student information only, and not necessarily changes (add/drop/delete) of actual courses. ■

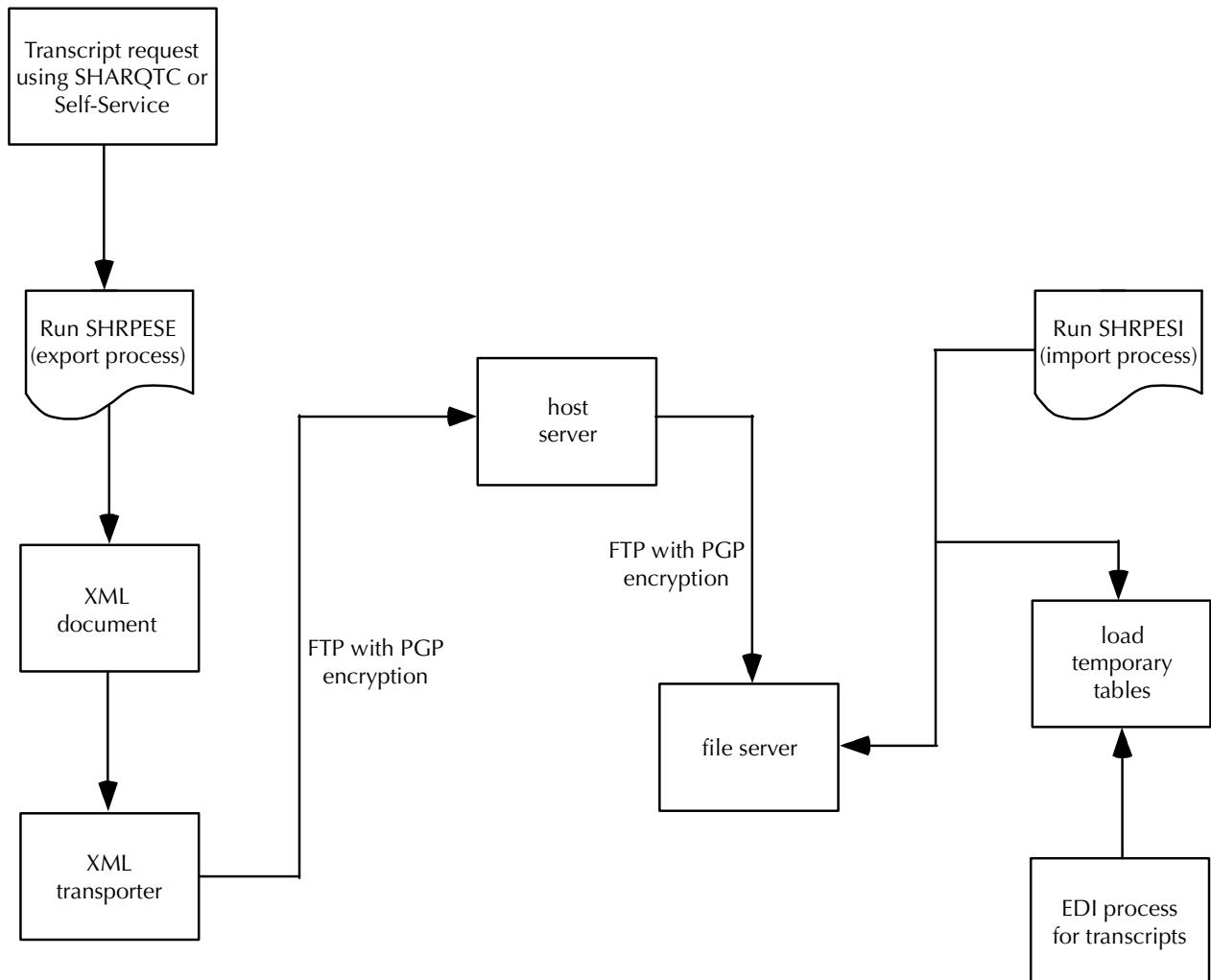
3. At the designated times, and possibly on a nightly basis, calculate time status and update/insert time status history records with the Time Status Calculation Update Process (SFRTMST). Review the report from that process for any errors or warnings, and correct those errors or warnings as needed and appropriate, and rerun SFRTMST.
4. Continue with step 2, and execute step 3 as needed and desired. The frequency of step 3 will be determined by the desired detail of student time status history changes that is required for institutional reporting and research, and required to report accurate enrollment information as of specific dates when reporting to the Clearinghouse.
5. When peak registration periods are completed, set the **Calculate Time Status** flag on SOATERM to checked or *Y*.
6. Continue processing registration changes on all appropriate forms according to institutional policies and procedures.
7. When errors or warnings are encountered in online processing in SFAREGS and SFAMREG diagnose and correct errors, if necessary. (**Note:** Diagnosis of certain errors may not occur until one or both of the batch processes have been run.)



## Report to NSC (National Student Clearinghouse)



# XML Transcript Process Flow



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# 4 Catalog



## Catalog Procedures

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### Building or Changing a Course Catalog

Once you have compiled all the data you need to create a catalog for your institution, you'll need to enter it into Banner® using the Catalog module.

You use the Basic Course Information Form (SCACRSE) to enter the minimum information needed for a catalog entry:

- the course title,
- department, and
- credit hours.

You maintain any additional information concerning a course (such as corequisites, fee information, and text) on the Course Detail Information Form (SCADETL). Any changes made to the Course Catalog may be kept as a historical record.

### Course Contact Hours

The **Contact (Hours) Low** and **Contact (Hours) High** fields contain the totals of the **Lecture**, **Lab**, and **Other** fields in the Hours section of the Basic Course Information Form (SCACRSE). The default calculation may be overridden. Course contact hours high are calculated using lecture/lab/other hours low when the corresponding high hours are not entered. The first **Or/To (Hours Indicator)** entered for the **Lecture/Lab/Other Hours** fields defaults to the **Or/To (Hours Indicator)** for the **Contact (Hours)** fields.

### Open Learning Registration and Course Catalog

Open learning registration provides learners with the ability to register for a class based on start/end dates rather than a term. This date-based approach is optional and works with Banner Student's registration processing for enrollment and administrative purposes.

The differences between traditional courses and open learning courses are as follows:

- A traditional course is a part-of-term based class that is defined by and conducted within a term structure.

- An open learning course, while still contained within a term, can be any class offering where:
  - section level controls are required,
  - registration records are processed at the student level versus the class level,
  - fees are to be calculated based on the duration of the class,
  - course content delivery is other than classroom-based.

This may include but is not limited to:

- open entry/open exit classes,
- distance education classes,
- continuing education classes,
- classroom-based classes,
- independent study classes,
- practicums,
- apprenticeship classes,
- or any combination of these.

Open learning allows you to do the following in the Catalog module:

- Run reports using date ranges in place of term.
- Create a rudimentary syllabus (made up of student learning objectives, required materials for the course, and technical requirements).
- Use an expanded course title (up to 100 characters).
- Store the URL for course content.
- Search for courses based on criteria other than term.
- Use free format text to store and display course descriptions and college and/or department text.
- Specify dates when registration is accepted outside of the current parts-of-term defined on SOATERM. (For open learning courses only.)
- Define instructional methods for courses.
- Specify the duration of the course (the amount of time to be given to the student to complete the course) for the course and section levels to determine the expected course completion date for the learner.
- Create a single course for both traditional and open learning class offerings. The delivery method of the course is established when the individual section records are created.

# Set Up New Course for Traditional and Open Learning Registration

Before setting up new courses, make sure all course-related rules and validation codes have been defined in Banner.

1. Access the Basic Course Information Form (SCACRSE), and enter the subject code, course number and effective term in the Key Block.
2. Use Next Block to access the Course Information block, and enter all applicable information including course high/low hour information.
  - Check the **Continuing Education** checkbox if the course is considered as a continuing education course.
  - Enter the duration and duration units if the course could be offered as an open learning course. If the course will not be offered in an open learning format, duration is not required and will not be accepted for traditional sections.
3. Use Next Block to access the Course Level window, and add applicable course level code information. For example, if the course is considered to be a continuing education course and has been designated as such in the Course Information block, assign a level for continuing education to the course in this window.
4. Use Next Block to access the Grading Mode window, and enter applicable grading modes for the course. Make sure that one mode is designated as the default.
5. Use Next Block to access the Schedule Type window, and enter applicable schedule types for the course. The schedule type codes are entered in the **Schedule** field or selected using the List of Values from STVSCHD.

If the schedule type has been created with an attached instructional method, the instructional method will also display when the schedule type code is added. This is optional, as the schedule type/instructional method relationship can be established when creating the individual sections. It is possible to override or delete the attached instructional method.

6. Save the course. This causes the associated table entries to be created.
7. Access the Course Syllabus Form (SCASYLB) if course syllabus information (long course title, URL, learning objectives, technical requirements and/or required materials) is associated with this course for display on the Web.

## **Note**

Unlike other course default information, course syllabus information will not be displayed for the section. It is necessary to copy all or some of this information to the individual sections, as syllabus information may not be desired for all sections of the same course. The section syllabus copy process is accomplished using the **Copy** button. ■

## Update Existing Course for Open Learning Registration

Before updating existing courses, make sure all course-related rules and validation codes have been defined in Banner.

1. Access the Basic Course Information Form (SCACRSE), and enter the subject code, course number and effective term in the Key Block.
2. Use Next Block to access the Course Information block, and enter the duration and duration units for the course. This information will be used in the registration process to calculate the student's expected completion date based on the date the student elects to start the course.
3. Save the course. This causes the associated table entries to be updated.
4. Access the Course Syllabus Form (SCASYLB) if course syllabus information (long course title, URL, learning objectives, technical requirements and/or required materials) is associated with this course for display on the Web.

### Note

Unlike other course default information, course syllabus information will not be displayed for the section. It is necessary to copy all or some of this information to the individual sections, as syllabus information may not be desired for all sections of the same course. Again, the section syllabus copy process is accomplished very easily using the **Copy from Course** button. ■

## Creating a Continuing Education Catalog Entry

You enter and maintain catalog entries for CEU course offerings on the Course Information Form (SCACRSE). You must check the **Continuing Education** box to designate that this offering is only available as a CEU course.

The Course Level window can only contain valid CEU levels which have been established on the Level Code Validation Form (STVLEVL). A course cannot be both a CEU and a non-CEU course. Whenever the **Continuing Education** box changes, the **Level (Code)** field in the Course Level window is checked by the system, to insure that the levels are Continuing Education levels.

Banner automatically calculates the continuing education units associated with the CEU course offering. This is done by leaving the **CEU or Credit** field blank and entering the total contact hours associated with the course. The total contact hours will then be divided by ten to generate the CEUs.



Here is an example of the CEU calculation:

Lecture	15.00
Lab	5.00
Other	5.00
Total	25.00
System calculated CEUs:	2.5

You may override the system-calculated CEU value. Ranges of CEUs and contact hours can be maintained on CEU course offerings. Billing hours must also be specified on CEU courses. If no billing hours exist, then a zero must be entered.

## Maintaining Faculty Workload

The Schedule Type window on the Basic Course Information Form (SCACRSE) can be used to specify the faculty workload information by schedule type for each course offering. An adjusted workload which is used when the course section enrollment meets or exceeds the overload enrollment may also be specified here.

Schedule Type		Workload	Over-Enrollment	Adjusted Workload
A	Lecture	3.00	33	3.25
B	Lab	2.00	14	2.30

For any class session with a schedule type of A, the default workload for an instructor teaching the session will be 3.00. If more than 32 students are enrolled, then the workload will automatically be displayed on the Schedule Form (SSASECT) as 3.25.

## Building Registration Restrictions on Courses

After you have added a course to the system, use the Course Registration Restrictions Form (SCARRES) to build restrictions on who may register for the course.

### Note

Course and section restriction rules created prior to Release 8.0 are handled as follows. The **(Field of Study) Type** field on SCARRES and SSARRES will be set to a default of *MAJOR* when a current course or section restriction rule exists for a major (STVMAJR). Since only the field of study type of *MAJOR* was previously considered, all registration restriction rules will function as before. Processing checks the primary and secondary curriculum elements. ■

You may restrict a course to include or exclude students specifically by:

- department,
- field of study (major),
- class,
- level,
- degree,
- program,
- campus,
- college,
- student attribute, and
- cohort.

The restriction controls are used to enter and maintain the restriction indicators associated with the restrictions for a course. The only values that can be selected in the **Include Exclude** radio groups are *Include* for include restrictions and *Exclude* for exclude restrictions. An inclusion restriction means a course may be offered only for the values displayed for that restriction. An exclusion restriction prohibits the offering of a course for the specified restrictions.

To end restrictions:

- Select the **Maintenance** button and choose the End Restrictions option, or use Duplicate Item from that restriction section (such as Department Restriction), and those restrictions are ended for the term in the Key Information.

To modify restrictions:

- Select the **Maintenance** button and choose the Copy Restrictions option, or use Duplicate Record from the appropriate section to create a new effective term record for the term in the Key Information. This new effective term record may be modified at the your discretion.

## Campus Restrictions

Use the Campus Restriction section of the Course Registration Restriction Form (SCARRES) to create rules to restrict registration of a course by campus. The course may be included or excluded to a single campus or a group of campuses. These campus restriction rules function in the same manner as the class and level restrictions which exist on the form.

An inclusion restriction indicates that registration for the course is only permitted for those students whose campus value equals the campuses in the Campus Restriction section. An

exclusion restriction prohibits the registration of the course for those students whose campus value equals the campus in the Campus Restriction section.

For example, AUTO 123 has a campus registration restriction rule to include campus 1. This means that only those students whose campus value is equal to 1 in the Student Information window on the Student Course Registration Form (SFAREGS) will be able to register for the course.

The course MATH 500 has a campus registration restriction rule to exclude campus 2 and campus 3. This means that a student whose campus value is equal to either 2 or 3 will be prevented from registering for the course.

These campus restrictions default to the schedule information and are maintained on the Schedule Restrictions Form (SSARRES). Additional restrictions may then be added or modified at the section via the Schedule Restrictions Form (SSARRES). The campus restriction checking is controlled by a the **Campus (Restriction Severity)** registration error flag on the Term Control Form (SOATERM).

## Test Score and Prerequisite Restrictions

You may also restrict courses by test score restrictions and prerequisites. Use the Catalog Prerequisite and Test Score Restrictions Form (SCAPREQ) to set up course test score and prerequisite restrictions and course area prerequisite restrictions. Use the Schedule Prerequisite and Test Score Restrictions Form (SSAPREQ) to set up section test score and prerequisite restrictions and section area prerequisite restrictions.

The combined prerequisite and test score restriction processing enables you to establish specific tests and minimum scores, courses and minimum grades, or combinations of these which must be attained prior to registering for the course.

You may specify multiple conditions using the AND (A) and OR (O) connectors along with parentheses. For test restrictions, **Test Code** and **Test Score** are required. For basic prerequisite checking, **Subject** and **Course** are required. If grade checking is to be performed for a subject and course, then **Grade** and **Level** are also required. Grade checking will check for the numeric value on the Grade Code Maintenance Form (SHAGRDE). If a student is permitted to take a course and the prerequisite for the course in the same term, the flag in the **Concurrency** field should be set to *Yes* from the pull-down list.

Restrictions and prerequisites set at the course level on the Course Registration Restrictions Form (SCARRES) and the Catalog Prerequisite and Test Score Restrictions Form (SCAPREQ) will default to the schedule information and are maintained on the Schedule Restrictions Form (SSARRES) and the Schedule Prerequisite and Test Score Restrictions Form (SSAPREQ) respectively. These restrictions and prerequisites may then be added to or modified for the section via SSARRES and SSAPREQ.

Test score and prerequisite restrictions are examined on the Student Course Registration Form (SFAREGS) when the student attempts to register for the course. This restriction

checking is controlled by the **Prerequisites (Course Severity)** radio group on the Term Control Form (SOATERM).

The student's test information must be maintained on the Test Score Information Form (SOATEST). Prerequisite course restrictions will automatically check graded courses in registration, academic history, and transfer work. The student's same term registration will only be checked if the **Concurrency (Indicator)** on SCAPREQ or SSAPREQ is set to *Yes* for the course being checked.

 **Note**

Ungraded courses in registration will be unchecked and will generate an *In Progress* error in registration. This error is different from the *Not Satisfied* error. ■

**Example:**

The following is an example of a test score and prerequisite restriction.

- Math 400 requires a student to have taken the SAT math test and have received a minimum score of 500.
- Or, they must have successfully completed Math 300.
- Or, they must have received a minimum score of 425 on the math SAT and completed Math 200 at the undergraduate level and received a grade of A.

These restrictions would be set up as follows:

TEST (Code, Score) and PREREQUISITE (Subject, Course, Level, Grade, and Concurrency)

A/O	'('	Code	Score	Subj	Crse	Level	Grade	Concurrency	)'
	(	S01	500						)
O	(			MATH	300				)
O	(	S01	425						)
A				MATH	200	01	A		)

 **Note**

Level 01 is undergraduate, and Test Code S01 is SAT math. ■

If the **Prerequisites (Course Severity)** radio group on SOATERM is set to check these restrictions, and the student attempts to register for Math 400, the student's test information on SOATEST, as well as the student's academic history and transfer course work, are examined to see if the student meets any of the three requirements. If the student does meet the required restrictions, then the registration will be processed. If none of these restrictions are met, then an error message is generated on SFAREGS, and an override may be performed.

**Example:**

The following is an example using stacked parentheses to create prerequisite restrictions on SCAPREQ and SSAPREQ.

This example assumes a prerequisite of ((ENGL 101 or ENGL 102) AND (ENGL 103 or ENGL 104)) OR (LITR 101 and LITR 103).

- The student must have successfully completed ENGL 101 or 102 with a grade of C AND ENGL 103 or ENGL 104 with a grade of C.

OR

- The student must have successfully completed LITR 101 and LITR 103 with a grade of C.

These restrictions would be set up as follows:

TEST (Code, Score) and PREREQUISITE (Subject, Course, Level, Grade, and Concurrency)

A/O	'('	Code	Score	Subj	Crse	Level	Grade	Concurrency	')
	(								
	(			ENGL	101		C		
O				ENGL	102		C		)
A	(			ENGL	103		C		
O				ENGL	104		C		)
									)
O	(			LITR	101		C		
A				LITR	103		C		)

Test score and prerequisite restrictions are edited by an SQL Editor that parses the entered data in the same format used to apply the restrictions within the registration process. This allows you to know immediately if the syntax of the statement you created will be executable and so prevents possible prerequisite execution errors.

## Using All Field of Study Types with Restrictions

The **All Field of Study Types** checkbox on SCARRES and SSARRES is used to indicate whether all field of study types should be considered for the field of study code entered.

When this field *is* checked, a field of study code must be entered in the **(Field of Study) Code** field to activate the restriction rule. A message is displayed that the rule cannot be saved without a field of study code. All field of study types (*MAJOR, MINOR, CONCENTRATION*, and so on) will be considered for any field of study codes that are entered. You cannot enter a specific field of study type in the **Type** field when the **All Field of Study Types** checkbox is checked. The user is taken to the **Code** field to select the field of study value.

When the checkbox is *not* checked, you can access the **Type** field and enter field of study types. Multiple field of study type rules can exist, but they must be unique. At least one field of study code must be entered in the **(Field of Study) Code** field to activate the restriction rule. Once a field of study type rule exists, the **All Field of Study Types** checkbox is not accessible.

You can either check the **All Field of Study Types** checkbox, or enter one or more values in **(Field of Study) Type field**, but you cannot do both. If you enter more than one value in **(Field of Study) Type field** (*MAJOR, MINOR, CONCENTRATION*, and so on) you must set the **Include Exclude** radio group for each type. (Each field of study is independently included or excluded.)

## Using Field of Study Type Codes with Restrictions

The **(Field of Study) Type** field displays the learner field of study type code and the associated description from GTVLFST, such as *MAJOR, MINOR, CONCENTRATION*. When a field of study type is entered in the **Type** field, a field of study code must also be entered in the **(Field of Study) Code** field to activate the restriction rule. A message is displayed that the rule cannot be saved without a field of study code. The field of study type for the code entered will be checked during processing. When a field of study type exists in the **Type** field, you cannot access the **All Field of Study Types** checkbox.

The field of study type (in the **Type** field) is associated with the **Include Exclude** radio group. Multiple field of study codes can be included in or excluded from the rule for each particular field of study type. When a field of study type is selected, a field of study code must exist. Only one inclusion or exclusion can exist per field of study type.

Include and exclude options can be modified at any time on SCARRES for any valid, active, field of study type restriction rule when the header term is equal to the from term for the rule. A rule with an existing field of study type allows you to add a new, unique, field of study type rule. Otherwise, the **Maintenance** button must be used to end or copy the rule. Once a field of study rule has been saved, the field of study type cannot be changed.

### Example 1:

Valid Rule: One include/exclude rule per field of study type allowed.

Include/Exclude	Field of Study Type	Field of Study Code
Include	MINOR	MATH
		SPAN
		CHEM
Exclude	CONCENTRATION	ENGL
Include	CERTIFICATE	YOGA

**Example 2:**

Valid Rule: One include/exclude rule per field of study type allowed.

<b>Include/Exclude</b>	<b>Field of Study Type</b>	<b>Field of Study Code</b>
Include	MINOR	MATH ENGL

**Example 3:**

Invalid Rule: Multiple include/exclude rules per field of study type not allowed.

<b>Include/Exclude</b>	<b>Field of Study Type</b>	<b>Field of Study Code</b>
Include	MAJOR	MATH
Exclude	MAJOR	ENGL

**Example 4:**

Valid Rule: One include/exclude rule when **All Field of Study Types** is checked allowed.

<b>Include/Exclude</b>	<b>Field of Study Type</b>	<b>Field of Study Code</b>
Include	<b>All Field of Study Types</b> checked (set to Y)	MATH ENGL SPAN

or

<b>Include/Exclude</b>	<b>Field of Study Type</b>	<b>Field of Study Code</b>
Exclude	<b>All Field of Study Types</b> checked (set to Y)	MATH ENGL SPAN

**Example 5:**

Invalid Rule: Only one rule can exist when **All Field of Study Types** is checked. The **Type** field rule (*MAJOR*) cannot be created at the same time. (The **Type** field is not available for data entry when the **All Field of Study Types** field is checked.)

<b>Include/Exclude</b>	<b>Field of Study Type</b>	<b>Field of Study Code</b>
Include	<b>All Field of Study Types</b> checked (set to Y)	MATH ENGL SPAN
Exclude	MAJOR	BUSI

## Sample Rules for Field of Study Codes and Types

Here are some rules for how field of study codes and field of study types can be used with restriction rules.

- When the **(Field of Study) Type** field is null and the **All Field of Study Types** checkbox is checked, all field of study types (*MAJOR*, *MINOR*, *CONCENTRATION*, and so on) are considered for the entered field of study codes.
- When the **(Field of Study) Type** field is not-null, the **All Field of Study Types** checkbox cannot be checked, and the specific field of study type entered in the **Type** field will be considered for the field of study codes that are entered.
- When the **All Field of Study Types** checkbox is unchecked, the **(Field of Study) Type** field is null, and the **(Field of Study) Code** field is null, no field of study restriction rule exists.
- Only a single field of study rule can exist when the **All Field of Study Types** checkbox is checked. However, multiple field of study codes can be entered.
- Multiple, active field of study type rules can be created (*MAJOR*, *MINOR*, *CONCENTRATION*), as long as each field of study type that is entered is unique.

The **Field of Study** severity flag on SOATERM is used with registration error checking. Although any number of field of study type restrictions can exist on a section restriction rule (*MAJOR*, *MINOR*, *CONCENTRATION*, and so on), there is only one registration override flag associated with field of study. This means that when one field of study restriction is overridden during registration processing, no further registration error checking will be performed on any remaining fields of study.

### **Example:**

On SSARRES, CRN 10012 has multiple field of study restrictions for *MINOR*, *CONCENTRATION*, AND *CERTIFICATE*.

On SOATERM the **Field of Study** error checking is set to *FATAL*.

On SFAREGS, a student registers for the CRN and does not meet any of the multiple field of study restrictions. The first restriction that is encountered appears as a fatal error.

```
10112    ART    311    Field of Study Restriction - .000    400.000    RE    UG
                               CONCENTRATION
```

If the operator overrides the *CONCENTRATION* error, no further error checking is performed for field of study restrictions on this course for this student.



## Ending Field of Study Type Rules

Each field of study restriction rule must be ended independently on SCARRES. If multiple rules exist and the **Maintenance** button is used to end a restriction, only the field of study type in context is ended.

### **Example:**

Field of study type rules exist for *CONCENTRATION*, *MAJOR*, and *MINOR*. Only the *MAJOR* rule is to be ended. Scroll through **(Field of Study) Type** rules until *MAJOR* is displayed, and use the **Maintenance** button to end the restriction. Only the *MAJOR* restriction is ended. The *CONCENTRATION* and *MINOR* restrictions remain active.

If only one rule exists, whether it is a field of study type (such as *MAJOR*) or all field of study types (per the **All Field of Study Types** checkbox), that rule can be ended as well by using the **Maintenance** button.

## Building Schedule Restrictions on Courses

After you have added a course to the system, you can use the Catalog Schedule Restrictions Form (SCASRES) to build restrictions on when sections can be created for a course. You may restrict courses that are used on the Schedule Form (SSASECT) by including or excluding courses for specific terms or campuses.

The term restriction control is used to enter and maintain the restriction indicator associated with the term restrictions for a course. The only values that can be selected in the **Include Exclude** radio group are *Include* for include restrictions and *Exclude* for exclude restrictions. An inclusion restriction means a course may be offered only for the terms displayed in the Term Restriction section of the form. An exclusion restriction prohibits the offering of a course for the specified terms.

The campus restriction control is used to enter and maintain the restriction indicator associated with the campus restrictions for a course. The only values that can be entered in the **Include Exclude** radio group are *Include* for include restrictions and *Exclude* for exclude restrictions. An inclusion restriction means a course may be offered only for the campuses displayed in the Campus Restriction section of the form. An exclusion restriction prohibits the offering of a course for the specified campuses.

## Mutually Exclusive Courses

Institutions can track courses that are similar to other courses in content but are not considered to be equivalent courses. These courses can be defined in Banner at the catalog level as mutually exclusive courses. Students who have taken courses in this category can be prevented from registering for other associated courses. This functionality builds on existing equivalent course processing. It is similar to repeat processing but does not use repeat hours or repeat limit error checking. Mutual exclusion error checking is used

instead. This processing is used in Banner Student baseline, Banner Student Self-Service, and Voice Response.

## Implementation Steps

Use the following steps to set up mutually exclusive courses and track them through registration error checking and override processing.

1. Set up registration error checking severity for mutually exclusive courses on the Term Control Form (SOATERM).
2. Define mutually exclusive courses on the Mutual Course Exclusion Form (SCAMEXC).
3. Set up custom error messages on the Registration Error Messages Form (SFARMSG) if you wish, or use the delivered default error message for mutually exclusive courses.
4. Set up a registration permit-override code for mutually exclusive courses on the Registration Permit-Override Validation Form (STVROVR). This is optional.
5. Set up registration permit-override rules on the Registration Permit-Override Control Form (SFAROVR) where the rules include mutually exclusive courses. This is optional.
6. Perform individual registration processing in Banner Student baseline on the Student Course Registration Form (SFAREGS), in Banner Student Self-Service, and/or in Banner Voice Response, and review any mutual exclusion errors.
7. Perform mass registration processing in baseline on the Registration Mass Entry Form (SFAMREG), and review any mutual exclusion errors.
8. Define additional mutually exclusive courses as needed on the Mutual Course Exclusion Form (SCAMEXC) after registration has occurred.
9. Run the Registration Admin Messages Report (SFRRGAM) to identify any affected students who have already registered for those courses before they were defined as mutual exclusions.

## Set up Registration Error Checking for Mutually Exclusive Courses

Registration error checking can be set up for mutually exclusive courses on the Term Control Form (SOATERM). Use the **Mutual Exclusion** radio group in the Student Options in the Registration Error Checking window. This can be set to *Fatal* to prevent registration or *No Check* to not have error checking occur.

When a mutually exclusive course exists, registration processing performs validation for all sections of the course against the catalog record and the student's academic history, transfer coursework, and in-progress courses. If no mutual exclusions exist in the student's record, registration is allowed. If a mutual exclusion exists, an error message is displayed (when error checking is set to *Fatal*), and registration is not allowed.

- When academic history and transfer coursework are evaluated, and a mutually exclusive course is found, an error is generated if the student attained the minimum grade.
- When in-progress courses are evaluated, and a mutually exclusive course is found, an error is generated. (A course is considered to be “in-progress” until it is graded, at which time the grade is evaluated.)

When mutual exclusions are defined on SCAMEXC after registration has begun, the SFRRGAM report should be run to identify students who are affected by the changes. If these students then make changes to their schedules, they will receive mutual exclusion errors on any existing registration records that are part of the newly defined mutual exclusion groups.

 **Note**

Mutual exclusion error checking takes place independently of repeat hours checking and repeat limit error checking. It is controlled solely by the mutual exclusion error checking set up on SOATERM. ■

## Define Mutually Exclusive Courses

Existing courses can be associated with similar courses by defining them as mutually exclusive at the catalog level. Mutually exclusive courses are treated as reciprocal in nature, the same way equivalent courses are. Once a course has been defined as a mutual exclusion, it cannot also be defined as an equivalent. Registration error checking validates the mutually exclusive courses when a student registers for those courses. Mutually exclusive courses carry the minimum grade by level. A mutually exclusive course cannot be taken if the minimum grade has already been achieved for any course in the group.

The Mutual Course Exclusion Form (SCAMEXC) is used to define courses as mutually exclusive. These course definitions are stored in the Mutually Exclusive Course Definitions Rule Table (SCRMEXC). You can enter the subject, course, and effective term in the Key Block, and then set up the course that is mutually exclusive to that course in the Mutually Exclusive Course Definitions block. Multiple courses can be defined as mutual exclusions. You can also modify an existing mutually excluded course, or you can delete a mutually excluded course. The levels for the grade and the passing grade, which come from the Grade Code Maintenance Form (SHAGRDE), are also entered in this block. If the level is not valid for the course, a warning is displayed, but you can still enter the record.

Rules are created for an effective term in the Key Block and can be copied and ended for a term range in the Mutuality Exclusive Course Definitions Block. The from and to term information defaults in for the course from the Key Block. Use the **Maintenance** button to

create a new effective term and to copy and end the from and to term information for the course. Remember that the end term is included in the term range. For example, if a course is defined as a mutual exclusion from start term 200820 to end term 200920, term 200920 is included in the mutual exclusion definition time period. If you do not want to include term 200920, use the previous term as the end term for the mutual exclusion definition.

You do not need to set up reciprocal definitions for courses. When two courses are associated and one is mutually exclusive to the other, registration processing will recognize that the relationship exists for both courses. For example, ENGL 1005 is defined as mutually exclusive to LIT 1007 on SCAMEXC. If a student has completed ENGL 1005, that student is not permitted to register for LIT 1007. The reverse is also true. If a student has completed LIT 1007, that student is not permitted to register for ENGL 1005.

Courses can be defined as mutually exclusive for the effective term, subject, course number, level from SHAGRDE for the grade to be used, passing grade, and start and end terms. A check is performed on the level entered to make sure it is valid for the course as defined on SCACRSE. The passing grade is inclusive and is the lowest grade a student can have that restricts registration for a mutually exclusive course. For example, LIT 1007 and ENGL 1005 are mutually exclusive. The passing grade for the mutually exclusive course is “D”. A student who receives a “D” for ENGL 1005 would not be allowed to register for LIT 1007. A student who receives an “F” for ENGL 1005, however, would be allowed to register for LIT 1007.

When a student tries to register for a course that has associated mutually exclusive courses, the student’s academic history record and transfer coursework are checked to see if he/she has successfully completed any of the courses defined on SCAMEXC, based on the lowest grade allowed. In-progress courses are also checked for compliance with the courses defined on SCAMEXC. (A course is considered to be in-progress until grades are entered, whether or not those grades have been rolled to history.) If any courses are found that are defined as mutual exclusions, the registration for that course will fail, and an error will be displayed.

A course grouping can be defined as either equivalent courses or mutually exclusive courses. The grouping cannot be defined as both. Edit checking occurs on SCAMEXC to ensure that courses being entered as mutual exclusions do not already exist as equivalencies. Edit checking occurs on SCADETL to ensure that courses being defined as equivalencies do not already exist as mutual exclusions.

 **Note**

Courses cannot be defined as mutual exclusions at the CRN level. They are defined at the catalog level. Registration error checking validates the catalog record. Therefore, when a course is defined as a mutual exclusion, all sections of the course carry that definition. When a course is associated with a mutually excluded course, all sections of the course carry that association. ■

## Course Detail Error Checking

The Course Information Detail Form (SCADETL) performs an edit check that prevents a user from defining an equivalent course if the same course is already defined as a mutual exclusion. When a conflicting entry is found, a mutual exclusions error message, *\*Error\* Mutual Exclusions exist for this course. Courses may not be mutually exclusive and equivalent*, is displayed. The error appears when the user attempts to navigate out of the row (such as going to an empty row to create a new record) or when the user attempts to save the record.

When a course is defined as an equivalent or a mutual exclusion, that qualification is in effect for all terms within the effective term range and for all terms for which the start and end terms are inclusive. When an error occurs, the user should check for overlapping equivalencies or courses defined as mutual exclusions for the effective terms and the start and end term ranges.

## Set up Registration Error Messages for Mutually Exclusive Courses

If a student attempts to register for a mutually exclusive course when he/she has already taken the associated course, a registration error message is displayed. The default error message that is delivered for the Registration Error Message Rules Table (SFRRMSG) and displayed on the Registration Error Messages Form (SFARMSG) is *Mutual Exclusion with %1% %2%*, where %1% represents the subject code, and %2% represents the course number. This error message can be customized on SFARMSG by modifying the *MEXC* error message row. The mutual exclusion error message is displayed in the **Message** field on the Student Course Registration Audit Form (SFASTCA).

## Use Registration Error Overrides with Mutually Exclusive Courses

Use the **Mutual Exclusion** checkbox on the Registration Permit-Override Control Form (SFAROVR) to designate that mutual exclusion errors can be overridden for a registration permit-override rule. You can create a standalone override code for mutual exclusion errors on the Registration Permit-Override Validation Form (STVROVR) if you wish. This code can then be used to set up a specific mutual exclusion permit-override rule on SFAROVR. Or, you can use existing override codes from STVROVR to set up your override rules on SFAROVR and include mutual exclusions in those rules as needed.

## Use Registration Processing with Mutually Exclusive Courses

When registration is performed on the Student Course Registration Form (SFAREGS), error checking for the term is determined by the severity level set on SOATERM. When a student registers for a mutually exclusive course and has already taken the associated course, an error is displayed from SFARMSG. When the error checking is set to *Fatal*, the record must be deleted or overridden in order to continue with registration. When

registration is performed in Banner Student Self-Service, and the same scenario occurs, registration is not allowed, unless an override has been entered through Banner Faculty and Advisor Self-Service or Student baseline.

Mutual exclusion error checking looks for equivalent courses in the student's academic history, transfer coursework, and in-progress coursework. When a completed equivalent course is found and a mutually exclusive course exists, the student cannot register for the mutually exclusive course. For example, if a student completed ENGL 1004 with a passing grade, and ENGL 1004 is defined as an equivalent to ENGL 1005, and ENGL 1005 is defined as mutually exclusive with LIT 1007, that student is prevented from registering for LIT 1007.

## Use Mass Registration Processing with Mutually Exclusive Courses

When mass registration is performed using the Registration Mass Entry Form (SFAMREG), mutual exclusion errors will be displayed in the **Message** field in the Results window. The message that is displayed comes from SFARMSG. The message displayed can be the default message that is delivered or a customized message of your choice.

The **Mutual Exclusion** radio group in the Student Options in the Error Checking window can be set to *Fatal* or *No Check* for mass registration error checking.

## View Mutually Exclusive Courses in Self-Service

When students view courses through the catalog in Banner Student Self-Service, the detailed course and class section information indicates when courses are defined as mutually exclusive on SCAMEXC.

Mutual exclusion registration error checking is performed in Self-Service. The default error message from SFARMSG is displayed during registration, but this error message can be customized at your institution.

## Use Voice Response Registration

Voice Response processing recognizes mutual exclusion errors during telephone registration as part of registration error checking.

## Identify Students Affected by Courses Defined after Registration

The Registration Admin Messages Report (SFRRGAM) can be used to identify students who are affected when courses are defined as mutual exclusions during registration or after registration has occurred. If these students make changes to their schedules, they will receive mutual exclusion errors on any existing registration records that are part of the

newly defined mutual exclusion groups. SFRRGAM displays the mutual exclusion errors from the SFRRMSG table on the output.

## Repeat/Equivalent Course Rules

Repeat/Equivalent Course processing is controlled by the **(Repeat) Limit** and the **(Repeat) Maximum Hours** fields on the Basic Course Information Form (SCACRSE). You can specify that a course may be repeated for only a specified maximum number of hours, as well as the existing repeat limit. This is done using the **(Repeat) Maximum Hours** and **(Repeat) Limit** fields on SCACRSE. These fields are invoked in the Registration module according to the status of the registration error flags on the Term Control Form (SOATERM) and are calculated in Academic History according to the Repeat/Equivalent Course Rules Form (SHARPTR).

### Note

The **Repeat Status (Code)** field on SCACRSE does not control any processing. It is informational only. ■

### **Example 1:**

Using both Repeat Limits and Repeat Maximum Hours in Repeat processing works like this:

Repeat Limit	3
Repeat Maximum Hours	Null

The course may be taken up to four times for an unlimited number of credits.

### **Example 2:**

Repeat Limit	Null
Repeat Maximum Hours	12

The course may be taken up to as many times as desired, as long as the credit hours do not exceed 12.

### **Example 3:**

Repeat Limit	3
Repeat Maximum Hours	10

Using a three credit hour course, if the course is taken four times, as allowed by the Repeat Limit, this would exceed the Repeat Maximum Hours of 10 (three credits multiplied by four occurrences equals twelve), so the fourth occurrence would not be allowed.

Please see the Repeat/Equivalent Course Rules section in the “Academic History Procedures” for a detailed explanation and more examples of Repeat processing.

## Tuition Fee Waivers

To indicate that a course should not have the customary tuition and fee charges, check the **Tuition Waiver** box on the Basic Course Information Form (SCACRSE). This indicates to the system that this course is exempt from tuition and fees which are overrideable when the **Override** box is checked on the Registration Fees Process Control Form (SFARGFE). If this field is checked, all rules on SFARGFE which are overrideable will be ignored during fee assessment. If this field is not checked, all rules on SFARGFE apply.

If it is determined by your institution that a fee other than the customary tuition and fees should be charged for this course, check the **Tuition Waiver** box and assign a fee code on the Course Detail Information Form (SCADETL). You must enter an amount when assigning a fee code. A flat fee or a per credit hour fee may be charged. This determination must be made by your institution when entering the fee code.

This information will default to each of the sections created for this course. This information may be modified on section-by-section basis.

### Note

Once a waiver has been created for a section and enrollment has begun, the **Tuition Waiver** box should not be changed, so that fees are assessed correctly. ■

## Banner Course Data Extract Capabilities

Data extract capabilities allow flexibility for processing. A utility program is used to extract course information from the Banner database. Extracted course data are written to an XML file and conform to the IMS Enterprise Information Model 1.01.

The IMS Enterprise Information Model describes data structures that are used to provide interoperability of Internet-based Instructional Management systems with other enterprise systems used to support the operations of an organization. These structures provide the basis for standardized data bindings that allow software developers and implementers to create instructional management processes that interoperate across systems developed independently by various software developers. In other words, use of the IMS model facilitates third party interfaces.

### Overview

This section describes the basic integration components of SunGard® Higher Education software that enables users to extract course data for presentation to third parties.



## Course Data Extract Processing

Banner extract processing will extract your course data and provide it in an XML format readable to third parties using IMS standards. The Course Catalog IMS Extract (SCRIMS) creates the IMS Properties object and the IMS Course Group Data Object.

### Course Data

This section outlines the course-related data elements passed between Banner and the partner systems.

### Course Data Details

Item	Banner Source	IMS Data Element
Course Identifier	SCBCRSE_SUBJ_CODE concatenated with SCBCRSE_CRSE_NUMB	SOURCEDID.ID
Course Title	SCBCRSE_TITLE	DESCRIPTION.SHORT
Full Course Description	SCRTEXT_TEXT	DESCRIPTION.FULL
Course Department	SCBCRSE_DEPT_CODE	ORG.ORGUNIT
Course Active Indicator	Set to 0 (Not Accepting Enrollments). Cannot enroll in Banner course; enrollment occurs in Banner course section.	ENROLLCONTROL.ENROLLACCEPT
Course Enrollment Indicator	Set to 0 (Target system cannot enroll).	ENROLLCONTROL.ENROLLALLOWED
Course Begin Date	STVTERM_START_DATE Start date of the minimum effective term.	TIMEFRAME.BEGIN
Course End Date	STVTERM_END_DATE End date of the maximum effective term.	TIMEFRAME.END
Academic Year	STVACYR_DESC	TIMEFRAME.ADMINPERIOD
Source ID	GUBINST_NAME concatenated with "Banner" TYPEVALUE of 1 (Instruction), 3 (Course)	SOURCEDID.SOURCE
Institution Name	GUBINST_NAME	ORG.ORGNAM
Institution FICE Code	SHBCGPA_INST_FICE	ORG.ORGID

Item	Banner Source	IMS Data Element
Delivery Mode	STVSCHD_DESC	EXTENSION DELIVERY MODE
Data Source	GUBINST_NAME concatenated with “Banner”	DATASOURCE

## IMS Properties Object

The XML file created by the extract program contains an IMS Properties Object. This object contains basic packaging and control data that the target system(s) use to determine the source, timing, and type of event that generated the data package. This basic information and control data facilitate the exchange of data between systems.

## The IMS Course Group Data Object

The Course Catalog IMS Extract (SCRRIMS) also creates an IMS Course Group Data Object. This object contains course code, course title, full course descriptions, course start and end dates, and course delivery mode. The collection of these IMS Course Data Objects is a reflection of your institution’s course catalog for the selected academic year.

## SCRRIMS Program Parameters

When you run the Course Catalog IMS Extract (SCRRIMS), you are prompted to enter the academic year for which course catalog information will be extracted. Valid values come from the Academic Year Validation Form (STVACYR).

## SCRRIMS Program Outputs

The Course Catalog IMS Extract (SCRRIMS) runs through job submission. and creates up to three separate files that are written to the standard job submission subdirectory. If job submission results are written to a personal job submission directory, these results will usually also be written there.

The three files created by SCRRIMS are:

<b>File</b>	<b>Description</b>
<code>scrims_&lt;oneup&gt;.log</code>	This is a standard job submission log report. If the process is successful, the log report contains a success completion message.  If the process fails, the log may include error messages that will assist in diagnosing problems.
<code>scrims_&lt;oneup&gt;.lis</code>	This is the standard listing report, which includes the standard report control page. This page lists the current version number of the process and the parameters used to run the process.
<code>scrims_&lt;oneup&gt;.xml</code>	This is the XML file that will be imported into a partner's database.

## America's Learning Exchange with Banner

America's Learning Exchange (ALX) no longer has an active website ([www.alx.org](http://www.alx.org)). The United States Department of Labor has discontinued support for uploading course data to the ALX website. Institutions may continue to use the SCRIMMS process to extract course data to send to any third party that accepts course information in XML format.

## Catalog Extract and Load Processing

This processing allows a receiving institution to automatically extract catalog records from a sending institution and then load those records into their own database. This aids in the creation and setup of catalog records from multiple transfer institutions within the receiving institution's database. This functionality is a base for self-service transfer credit modeling, which can assist receiving institutions with processing prospective transfer students and reducing paper work and coordination by admissions and advising staffs.

Catalog extract and load processing provides the ability to:

- Exchange the necessary course catalog data for transfer articulation purposes.
- Extract course catalog data into a file that can be transmitted to an external institution.
- Import external catalog data into the appropriate transfer articulation data structures.
- Update existing but previously imported transfer articulation data.
- Store course descriptions and course attributes for transfer courses.
- Copy transfer course data from one institution to another.

## Exchanging Data for Transfer Articulation

Course catalog data can be exchanged for use with transfer articulation. Maintaining transfer course data represents a large portion of the effort required for transfer articulation, because institutional equivalents of transfer courses cannot be defined until the transfer course data exists within the receiving school's database. This streamlined exchange using the extract and import of catalog data between institutions significantly reduces the amount of manual data entry.

## Extracting Data for File Transmission

Course catalog data can be extracted into a file that can be transmitted to an external institution. Course catalog data elements have been identified that need to be exchanged between institutions for transfer articulation purposes. These data elements can be extracted from the sending institution's database and written to a file that can be sent to and retrieved by the receiving institution.

### Note

This functionality takes into account the work being done by PESC on an XML schema for course catalog data transmissions. When fields in the Postsecondary Electronic Standards Council (PESC) Course Catalog XML schema contain enumeration lists, values not on those lists will not be included in the extract. ■

The Course Catalog Data Extract Process (SCRCATE) produces a course catalog data extract file with specified results. The Course Catalog package (`bwckctlg.sql`) in Student Self-Service contains a link that produces query results in an XML format that can be saved to a user's desktop.

Different types of extract files can be created by SCRCATE:

- Extract file of course catalog data that includes all courses from a specific level and catalog year and can be displayed on an unsecured page of the institution's website, sent to a third party (such as another institution or a Web-based repository of catalog data), or stored on a server to be transmitted upon request.
- Extract file of course catalog data that is limited to the courses from a specific college, department, or subject for administrative and/or departmental review.
- Extract file of course catalog data that is limited to those courses that are returned by the criteria entered using the unsecured Search for Courses Web page.

## Importing External Data for Transfer Articulation

External catalog data can be imported into the appropriate transfer articulation data structures. The Transfer Catalog Data Import Process (SHRTCIM) imports course catalog data from other institutions into Banner. Extract files received from other institutions can be imported into the tables behind the Transfer Institution Catalog Entry Form (SHATATC). Data does not need to be entered manually.

Here are some different examples of how the batch import process could be used in Update Mode:

- A new institution is being set up for transfer articulation processing. All records in a course catalog extract file are new to the system. (No transfer course records exist for the institution.) SHRTCIM is run in Update Mode to import all records into the system.
- A new course catalog extract file is obtained from an institution from which the receiving school has not had any transfer applicants in several years. All existing records in the system are at least five years old. SHRTCIM is run in Update Mode to import all records from the extract file, even though many already exist with an earlier effective term.

## Updating Existing Imported Data

Existing, previously imported transfer articulation data can be updated. When SHRTCIM is run in Audit Mode, a report is generated that shows which incoming courses are completely new, which are exact matches of existing records, and which are partial matches of existing records. You can choose to protect certain existing records from being updated by the import process, because they match data that exists in the extract file being imported.

Here are examples of how SHRTCIM could be run multiple times in Audit Mode:

- One or more incoming records are found to be duplicates of existing records based upon several elements including effective term, subject, course number, and level. The user needs to be able to protect those courses from being updated when the import process is run again in Update Mode.
- Several incoming records are found to be similar to existing records based upon subject and course number only. Some elements (such as effective term, level or credit hour range values) of the existing records differ from those of the incoming record. The user needs to be able to decide whether to include or exclude such records when the process is run again in Update Mode.

## Storing Course Details, Descriptions, and Attributes

Course details, descriptions, and attributes for transfer courses can be stored on the Transfer Institution Catalog Entry Form (SHATATC) and the Transfer Course Articulation Form (SHATATR) to assist with the review of transfer courses and assignment of institutional equivalents. Until PESC delivers the course catalog schema, only 2000 characters of the course description will be captured and transmitted.

- On SHATATC, course detail and description information can be maintained in the Transferring Course Block. Course attribute information can be maintained in the Course Attributes block. This data can be collected to help in the determination of which courses are institutional equivalents. The **Protect from Import** field in the

Course Details section is used to protect selected records from being updated by the Transfer Catalog Data Import Process (SHRTCIM).

- On SHATATR, course detail and description information can be maintained in the Transferring Course Block. Course attribute information can be maintained in the Attributes section. This data can be collected to help in the determination of which courses are institutional equivalents. The **Protect from Import** field in the Details section is used to protect selected records from being updated by the Transfer Catalog Data Import Process (SHRTCIM).

Course attributes can be crosswalked on SOAXREF using the value of *STVATTR* on *STVXLBL* and can then be used in the extract export file.

## Copying Data to Another Institution

Transfer course data can be copied from one institution to another. Copy functionality can be used when separate institution codes are being set up for different campuses of the same school. Use the Transfer Institution Catalog Entry Form (SHATATC) and the Transfer Course Articulation Form (SHATATR) to copy transfer course data from a default institution code to another institution code for a specific program.

### Using the Default Institution and Copy Options

You can use the Edit function from the **Program** field on SHATATC and SHATATR to display a list of unique program codes for which transfer courses have been defined for the institution code entered in the Key Block. (The Programs Defined for Institution item in the Option List can also be used.)

You can enter a value in the **Default Institution** field on SHATATC and SHATATR and perform a Next Block to copy all existing transfer course records associated with the **Default Institution** value into the tables for the STVSBGI code entered in the **Institution** field, subject to certain limitations. The limitations are that in order for a transfer course record to be copied, its level code must be valid according to the records in the Transfer Levels block of the Transfer Articulation Institution Form (SOABGTA).

Since it cannot be assumed that effective terms for different transfer level codes defined in the Transfer Level block of SOABGTA are the same from institution to institution, transfer level effective terms play an important role in determining the effective term of transfer courses when they are defaulted from one institution to another. Please see the example below for more details.

Institution A and Institution B have the following transfer levels defined on SOABGTA with the corresponding effective terms:

Transfer Level Codes	Effective Term Codes	Effective Term Codes
	Institution A	Institution B
CE	199010	N/A
GR	199510	199310
UG	200010	200510

Institution A has several courses defined at each transfer level shown above. All of the CE level courses have an effective term of 199010, all of the GR courses have an effective term of 199510, and all of the UG courses have an effective term of 200010. In other words, each transfer course's effective term matches the effective term of its level as defined on SOABGTA.

When a user defaults the courses from Institution A to Institution B, the expected results are:

- None of the CE level courses are copied, because that level is not valid for Institution B.
- All of the GR level courses are copied with an effective term of 199510, because that was the earliest (known) effective term for those courses. The system cannot assume the courses were effective in 199310.
- All of the UG level courses are copied with an effective term of 200510, because that is the earliest effective term for UG courses at Institution B.

If values are entered in both the **Program** and **Default Institution** fields before a Next Block function is performed, this indicates the intent to copy only those course records from the default institution that have been defined for that program. In this case, a warning message is displayed that only those courses defined for that program will be copied, and the **Default Institution** function cannot be used again. You have the option to cancel the copy process, which will roll back all of the changes and remove the value from the **Program** field. You also have the option to continue, in which case only those records defined for the program will be copied.

If records exist with a value defined in the **Minimum Grade** field that has not been defined in SHATGRD for the new institution, the *Invalid Grade code exists* warning message will be displayed. You have the option to cancel the copy process, which will roll back all of the changes and allow you to define the missing grade codes in SHATGRD. You also have the option to continue, in which case the records will be copied, but with a null value in the **Minimum Grade** field.

If records exist in the Comments block and/or Course Attributes block for the transfer courses being defaulted from one institution to another, you are prompted once to decide if the system should copy those records as well.

## Course Catalog Data Extract Process (SCRDATE)

This Java process is used to extract course catalog data and create an XML output file of that data. An institution can post the output file on an unsecured page of its website where people seeking the data can download it to their workstations. Similarly, the output file can be sent to a third-party organization that hosts a Web-based repository of course catalog data.

The process uses the same search parameters that are available on the Search for Courses page in Banner Student Self-Service, as well as additional parameters. These additional parameters allow users to determine if the output file should include course description data and/or course attributes. This process calls the SP\_CATALOG\_EXPORT process API, which contains all of the logic required to return the correct records and data fields.

The XML output file for the extract process includes the fields listed in the table below. The HTML output file for the extract contains a subset of those fields such as subject, course number, and course short title. Additional fields can be included in the HTML file by modifying the stylesheet template. The stylesheet can be configured at your institution to display the fields you choose. To modify the stylesheet, do the following:

1. Extract the stylesheet using the command: `jar -xvf scrdate.jar bwckctlg.xml`
2. Modify the stylesheet to display the selected fields in the HTML file.
3. Upload the modified stylesheet using the command: `jar -uvf scrdate.jar bwckctlg.xml`

Until a standard schema for the XML file has been adopted by the Postsecondary Electronic Standards Council (PESC), the following fields will comprise the extract file.

XML Field	Table Column	Additional Information
<i>Header Record Information</i>		
<Organization>		<i>Complex elements made up of the items below</i>
<FICE>	SHBCGPA_INST_FICE	Defined on SHACTRL
<OPEID/>		
<OrganizationName>	GUBINST_NAME	Defined on GUAINST
<Contacts>		<i>Complex element made up of the Address and Phone complex elements</i>
<Address>		<i>Complex element made up of the items below</i>
<AddressLine>	GUBINST_STREET_LINE1	Defined on GUAINST



XML Field	Table Column	Additional Information
<AddressLine>	GUBINST_STREET_LINE2	Defined on GUAINST
<AddressLine>	GUBINST_STREET_LINE3	Defined on GUAINST
<City>	GUBINST_CITY	Defined on GUAINST
<StateProvince>	GUBINST_STAT_CODE	Defined on GUAINST
<PostalCode>	GUBINST_ZIP	Defined on GUAINST
<CountryCode>	GUBINST_NATN_CODE	Defined on GUAINST
<Phone>		<i>Complex element made up of the items below</i>
<AreaCityCode>	GUBINST_PHONE_AREA	Defined on GUAINST
<PhoneNumber>	GUBINST_PHONE	Defined on GUAINST
<PhoneNumberExtension>	GUBINST_PHONE_EXT	Defined on GUAINST
<i>Course Detail Record Information</i>		
<CourseSubjectAbbreviation>	SCBCRSE_SUBJ_CODE	Defined on SCACRSE
<CourseNumber>	SCBCRSE_CRSE_NUMB	Defined on SCACRSE
<CourseShortTitle>	SCBCRSE_TITLE	Defined on SCACRSE
<CourseLongTitle>	SCBCRSE_TITLE	Defined on SCACRSE
		Once the PESC schema for course catalog data is finalized, the source for this field will most likely change to the SCRSYLN_LONG_COURSE_TITLE defined on SCASYLB.
<CourseDescription>	SCBDESC_TEXT_NARRATIVE	Defined on SCADETL
<CourseEffectiveDate>	STVTERM_START_DATE	The effective date for course is derived from the start date defined for the term code that is assigned as the effective term for the course.

XML Field	Table Column	Additional Information
<CourseCreditBasis>	Hardcoded to <i>Regular</i>	This value needed to be set to an enumerated value established for the PESC college transcript schema which uses the same field. Given that <i>Regular</i> was the value hardcoded into the XML transcript export process, it was also selected for this process. This value may be re-evaluated once the PESC course catalog schema is adopted as a standard.
<CourseCreditUnits>	STVTERM_TRMT_CODE or SHBCGPA_TRMT_CODE	The process checks the <b>Term Type</b> value on STVTERM, if it is not defined, it then checks the <b>Term Type</b> value on SHACTRL to retrieve this value.
<CourseCreditMinimumValue>	SCBCRSE_CREDIT_HR_LOW	Defined on SCACRSE
<CourseCreditMaximumValue>	SCBCRSE_CREDIT_HR_HIGH	Defined on SCACRSE
<CourseLevel>		<i>Complex element made up of the items below</i>
<CourseLevelCode>	SCRLEVL_LEVEL_CODE	Defined on SCACRSE
<CourseLevelDescription>	STVLEVL_DESC	Institutional course level codes must be cross-referenced on SOAXREF to one of the enumerated values defined by PESC.
<Attribute>		<i>Complex element made up of the items below</i>
<RAPCode>	SCRATTR_ATTR_CODE	Defined on SCADETL
<RAPName>	STVATTR_DESC	To be included in the catalog extract, course attributes must be cross-referenced on SOAXREF.

## Transfer Catalog Data Import Process (SHRTCIM)

This Java process is used to import an XML extract file of course catalog data into a Banner database. After entering the input file name and other default values, the user can choose between running the process in Audit Mode or Update Mode. In Audit Mode, the process compares the records in the incoming data file with transfer course records that already exist in the system. Records in the incoming data file that are found to match existing records will be identified as partial or exact matches.

When run in Audit Mode, the process calls the SB\_TRANSFER\_CRSE API for matching logic.

- If an incoming transfer course does not match any existing transfer courses based on the institution ID plus the subject plus the course number plus the transfer level, then it will be identified as a new record.
- If an incoming transfer course matches an existing transfer course based on institution ID, plus the program, plus the transfer level, plus the subject, plus the course number, plus the effective term, plus the group, then it will be identified as an exact match (even though values in the Title, Credit Hours Low, Credit Hours High, Minimum Grade, Catalog Year, and Course Description fields may differ).

Existing transfer courses that have been entered with a value in the Program and/or Group fields will not match incoming transfer course records. As such, many incoming transfer course records that do match existing records based upon institution ID, plus transfer level, plus the subject, plus the course number, plus the effective term, but not on program or group, will fall into the next category.

- If an incoming transfer course does not satisfy the criteria to be identified as new or an exact match, then it will be flagged as a partial match.

After the input file has been processed in Audit Mode, users can review those courses identified as exact matches to see if any data exists in the Title, Credit Hours Low, Credit Hours High, and/or Course Description fields that should be added to the system. If not, you can check the **Protect from Import** field for the existing transfer courses in the Transfer Institution Catalog Entry form (SHATATC) or the Transfer Course Articulation form (SHATATR). Those courses will not be updated when the input file is processed again in Update Mode.

Similarly, after the input file has been processed in Audit Mode, users can review those courses identified as partial matches to see if any data exists in the Title, Credit Hours Low, Credit Hours High, and/or Course Description fields that should not be added to the system. If so, the **Protect from Import** field can be checked for those records, and those courses will not be updated when the input file is processed again in Update Mode.

When the process is run in Update Mode, new records from the input file are imported into the SHBTATC and SHRTCAT tables. Records identified as exact matches will update the existing records, unless the **Protect from Import** field is checked. Records identified as partial matches will update existing records if the matched fields are the Institution ID, Effective Term, Transfer Level, Subject, and Course Number, unless the **Protect from Import** field is checked. Otherwise, the partial matches will be loaded as new courses.

Banner Table	Table Column	Additional Information
<i>SHBTATC</i>		<i>Transfer Course Information</i>
	SBGI_CODE	Institution ID parameter
	PROGRAM	Defaults to “.....”

Banner Table	Table Column	Additional Information
	TLVL_CODE	Comes from <CourseLevelCode> Value must be defined on STVTLVL and be valid for the institution ID on SOABGTA.
	SUBJ_CODE_TRNS	Comes from <CourseSubjectAbbreviation> Value is not validated by Banner.
	CRSE_NUMB_TRNS	Comes from <CourseNumber>
	TERM_CODE_EFF_TRNS	Effective Term parameter
	ACTIVITY_DATE	Defaults to system date
	TRNS_TITLE	Comes from <CourseShortTitle>
	TRNS_LOW_HRS	Comes from <CourseCreditMinimumValue>
	TRNS_HIGH_HRS	Comes from <CourseCreditMaximumValue>
	TRNS_REVIEW_IND	Defaults to <i>N</i>
	TAST_CODE	Status Code parameter
	TRNS_CATALOG	Catalog Year parameter
	TGRD_CODE_MIN	Minimum Grade parameter
	GROUP	Defaults to NULL
	GROUP_PRIMARY_IND	Defaults to NULL
	CRSE_DESC	Comes from <CourseDescription>
	USERID	Defaults to user ID of person running the process
	DATA_ORIGIN	Defaults to either SHATATC, SHATATR, or SHRTCIM
	PROTECT_IND	Defaults to <i>N</i>
<i>SHRTCAT</i>		<i>Transfer Course Attributes</i>
	SBGI_CODE	Institution ID parameter
	PROGRAM	Defaults to “.....”

Banner Table	Table Column	Additional Information
	TLVL_CODE	Comes from <CourseLevelCode>  Value must be defined on STVTLVL and be valid for institution ID on SOABGTA.
	SUBJ_CODE_TRNS	Comes from <CourseSubjectAbbreviation>  Value is not validated by Banner.
	CRSE_NUMB_TRNS	Comes from <CourseNumber>
	TERM_CODE_EFF_TRNS	Effective Term parameter
	ATTR_CODE	Comes from <RAPCode>  Value is not validated by Banner.
	ATTR_DESC	Comes from <RAPName>
	USERID	Defaults to user ID of person running the process
	ACTIVITY_DATE	Defaults to system date
	DATA_ORIGIN	Defaults to SHRTCIM

## Oracle Object Types

Oracle object types are used with this processing. The delivered scripts listed below create the object types.

Script	Result
soo_xfer_crse0.sql	Creates the Oracle Object Type (OOT) so_transfer_course
soo_xfer_crse_nt.sql	Creates a table of so_transfer_course
soo_xfer_crse_levl0.sql	Creates the Oracle Object Type (OOT) so_transfer_course_level
soo_xfer_crse_levl_nt.sql	Creates a table of so_transfer_course_level
soo_xfer_crse_atr0.sql	Creates the Oracle Object Type (OOT) so_transfer_course_attr
soo_xfer_crse_atr_nt.sql	Creates a table of so_transfer_course_attr

The intent of the Oracle Object Type is to represent the PESC Course Catalog Schema once it has been officially delivered. The version delivered with Release 8.0 represents a very small subset of what PESC may deliver in the future for their final implementation of the Course Catalog Schema. This subset is listed below.

<b>Course Catalog Schema</b>	<b>Description</b>
COURSESUBJECTABBREVIATION	VARCHAR2(10 CHAR)
COURSENUMBER	VARCHAR2(15 CHAR)
COURSESUBNUMBER	VARCHAR2(15 CHAR)
PREVIOUSCOURSEID	VARCHAR2(30 CHAR)
COURSESHORTTITLE	VARCHAR2(60 CHAR)
COURSELONGTITLE	VARCHAR2(60 CHAR)
COURSEDESCRIPTION	VARCHAR2(2000 CHAR)
COURSEHONORSCODE	VARCHAR2(13 CHAR)
COURSEEFFECTIVEDATE	VARCHAR2(6 CHAR)
COURSEEXPIRATIONDATE	VARCHAR2(6 CHAR)
COURSECREDITBASIS	VARCHAR2(30 CHAR)
COURSECREDITLEVEL	VARCHAR2(30 CHAR)
COURSECREDITUNITS	VARCHAR2(30 CHAR)
COURSECOLLEGECODE	VARCHAR2(2 CHAR)
COURSECOLLEGEDESCRIPTION	VARCHAR2(30 CHAR)
COURSEDIVSCODE	VARCHAR2(4 CHAR)
COURSEDIVSDESCRIPTION	VARCHAR2(30 CHAR)
COURSEDEPTCODE	VARCHAR2(4 CHAR)
COURSEDEPTDESCRIPTION	VARCHAR2(30 CHAR)
COURSECEUIND	VARCHAR2(1 CHAR)
COURSECREDITHRIND	VARCHAR2(2 CHAR)
COURSECREDITMINIMUMVALUE	NUMBER(7,3)
COURSECREDITMAXIMUMVALUE	NUMBER(7,3)
COURSELECHRIND	VARCHAR2(2 CHAR)

<b>Course Catalog Schema</b>	<b>Description</b>
COURSELECMINIMUMVALUE	NUMBER(7,3)
COURSELECMAXIMUMVALUE	NUMBER(7,3)
COURSELABHRIND	VARCHAR2(2 CHAR)
COURSELABMINIMUMVALUE	NUMBER(7,3)
COURSELABMAXIMUMVALUE	NUMBER(7,3)
COURSEOTHHRIND	VARCHAR2(2 CHAR)
COURSEOTHMINIMUMVALUE	NUMBER(7,3)
COURSEOTHMAXIMUMVALUE	NUMBER(7,3)
COURSEREPEATCODETYPE	VARCHAR2(30 CHAR)
COURSELEVEL	BANINST1.SO_TRANSFER_COURSE_LEVEL_NT
COURSEATTRIBUTE	BANINST1.SO_TRANSFER_COURSE_ATTR_NT

## Catalog Reports

This section contains a sample of each report in the Catalog module. Parameter descriptions are also included for your convenience.

The following reports are run through the Catalog module:

Bulletin Report	(SCRBULT)
Course Catalog IMS Extract	(SCRRIMS)
Course Catalog Data Extract Process	(SRCRATE)





## Bulletin Report (SCRBULT)

**Description** This report is used to print the catalog of courses, with detailed information including descriptive text, prerequisites, corequisites, CAPP area and program requirements, DegreeWorks prerequisites, long course titles and descriptions, and duration information. Courses that are defined as equivalent courses or mutually exclusive courses display that designation on the report.

Use the **Prerequisite Check Method** radio group on either the Catalog Prerequisite and Test Score Restrictions Form (SCAPREQ) or the Basic Course Information Form (SCACRSE) to select which type of prerequisite requirements will be in effect for the courses listed in the report. The choices are *Basic or None*, *CAPP*, or *DegreeWorks*. The default value is *Basic or None*.

- When the **Prerequisite Check Method** field is set to *Basic or None*, course test score and prerequisite restrictions will be listed for the courses in the report.
- When the **Prerequisite Check Method** field is set to *DegreeWorks* or *CAPP*, DegreeWorks prerequisite requirements or CAPP area prerequisite requirements will be listed for the courses in the report.
- When DegreeWorks is installed, the *CAPP* option is not available.
- When CAPP area prerequisite checking is in use, the *DegreeWorks* option is not available.

Basic prerequisites are displayed when the SCBCRSE\_CAPP\_PREREQ\_TEST\_IND column is set to *B* for a course and prerequisites exist on SCAPREQ.

The report displays DegreeWorks course prerequisites when DegreeWorks prerequisite checking is in use. The process checks whether the SCBCRSE\_CAPP\_PREREQ\_TEST\_IND column is set to *D* for a course. It then calls the DegreeWorks Description Service to obtain the prerequisite descriptions scribed in the remarks in the Requisite blocks associated with the course.

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	Academic Year	Yes	Enter the academic year for which you want the report printed.	Academic Year Validation Form (STVACYR)
	Print Long Course Title	Yes	Enter <i>Y</i> to print the long course title from SCRSLYN or <i>N</i> to not print the long course title and print the existing course title from the record on SCBCRSE instead. If no long course title is available for the course, the existing information from SCBCRSE will be printed. <i>N</i> is the default.	<i>Y</i> Print long course title from SCRSLYN <i>N</i> Print existing course title from SCBCRSE
	Print Long Course Description	Yes	Enter <i>Y</i> to print the long course description from SCBDESC or <i>N</i> to not print the long course description and instead print the existing course description from the record on SCRTEXT. If no long course description is available for the course, the existing information from SCRTEXT will be printed. <i>N</i> is the default.	<i>Y</i> Print long course description from SCBDESC <i>N</i> Print existing course description from SCRTEXT

## Report Sample—Bulletin Report (SCRBULT)

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SUNGARDHE University  
Bulletin Report

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SCRBULT

College of Arts & Sciences

English

### COMA - Communication Arts

1120 - Public Speaking  
3.000 Credits  
Mutual Exclusions: ENGL 101 UG D ENGL 1055 UG D ENGL 500 GR D

Principles of communication related to speech composition and delivery: finding, analyzing, organizing and presenting material in ways appropriate to and effective with listeners.

History

### HIST - History

1201 - The United States to 1877  
3.000 TO 5.000 Credits  
Prerequisites: HIST 1112 and HIST 201

American colonial beginnings, the Revolution. Formation of the new nation, Jeffersonianism and Jacksonianism, expansion the slavery crisis, the Civil War and Reconstruction.

Mathematics

### MATH - Mathematics

1230 - Introductory Statistics  
3.000 Credits  
Mutual Exclusions: MATH 1030 UG D

Frequency distribution, descriptive statistics, probability expectations, binomial, Poisson, hypergeometric and normal distribution.

Law School

### LAW - Law

7033 - Structured Finance  
2.000 Credits  
Must be enrolled in one of the following Levels:  
Law

Structured finance is a new and rapidly expanding area of the law, in which companies raise money by selling assets to vehicle companies that issue securities. This raises many interesting legal topics, including bankruptcy, securities law, corporation law, secured transactions and the Uniform Commercial Code, taxes, and pensions. Offered odd-numbered years only.

7065 - Corporate Finance  
3.000 Credits  
Must be enrolled in one of the following Levels:  
Law

The financing of corporations, with emphasis on legal and economic issues relating to the valuation of the concern, the rights of bondholders and preferred stockholders, capital structure and dividend policy. Offered odd-numbered years only.

Chemistry

CHEM - Chemistry

- 1108 - General Chemistry II Lab  
1.000 Credits  
Prerequisites: CHEM 1131 UG D and CHEM 1103 UG D  
Co-requisites: CHEM 1134  
Mutual Exclusions: CHEM 1212 UG D

An introduction to the fundamental laws and theories of chemistry: atomic theory, chemical bonding, chemical kinetics and chemical equilibrium. Prediction of the products formed in chemical reactions. Quantitative calculations will be included in all topics.

College of Engineering  
Engineering Technology

ELET - Electronic Engineering Tech

- 102 - Circuit Analysis  
4.000 Credits  
Must be enrolled in one of the following Major fields of study:  
Electronic Technology  
Prerequisites: ELET 101 CR D and TMTH 101 CR D

A continuation of Electric Circuits. This course includes circuit analysis techniques--network theorems such as Norton's, Thevenin's mesh analysis, nodal analysis, and maximum power transfer theorem, are covered. Treatment is given to circuits containing dependent and independent sources of voltage and current. Resonance is covered in detail as well as transformers and 3-phase circuits. Laboratory experiments are designed to reinforce the classroom work.

- 210 - Electronics II  
4.000 Credits  
Must be enrolled in one of the following Major fields of study:  
Electronic Technology  
Prerequisites: ELET 102 CR D and ELET 110 CR D

A continuation of Electronics I with emphasis on small signal analysis, low and high frequency effects, Bode plotting, feedback amplifiers, and power supplies.

- 225 - Digital Electronics  
2.000 Credits  
Must be enrolled in one of the following Major fields of study:  
Electronic Technology  
Prerequisites: ELET 102 CR D and ELET 110 CR D and ELET 121 CR D

This course serves as a continuation of EL 120 for students in the Electronics program. Topics covered include diode and transistor switching circuits, with emphasis on the circuitry used in the most popular logic families, and on interfacing requirements. Additional study is devoted to combinational, sequential, asynchronous, and synchronous logic systems. Laboratory work provides experience in breadboarding and testing the circuits students design.

School of Technology  
Computer Science

COMP - Computer Science

- 304 - AI: Principles & Techniques  
3.000 Credits  
14.00 Weeks  
Prerequisites: COMP 205 UG C- and COMP 201 UG C- and COMP 202 UG C- \*
- 403 - Microsoft Tech Fundamentals  
3.000 Credits  
14.00 Weeks

College of Arts & Sciences  
Natural Sciences

ANTH - Anthropology

- 101 - Anthropology and Science  
3.000 Credits  
May not be enrolled in one of the following Departments:  
Biology  
School of Technology  
Co-requisites: ACCT 103 ACCT 2310 ACCT 2340 ACCT 9917 ART 4  
Mutual Exclusions: ANTH 3055 UG D

ASTR - Astronomy

- 1101 - The Solar System  
3.000 Credits

An essentially non-mathematical approach to the study of the planets and their satellites, comets, and meteors with special emphasis on information gained from recent lunar and interplanetary space probes; the origin and development of the solar system and the possibility of the existence of extraterrestrial life in the Solar System. Observation of the moon and some planets from the University Observatory is required. For Arts and Business students.

GEOL - Geology

- 1040 - Historical Geology  
3.000 Credits  
Prerequisites: GEOL 1030 UG D and GEOL 1031 UG D  
Co-requisites: GEOL 1041  
Mutual Exclusions: GEOL 1040 UG D GEOL 1042 UG D

Origin and geological history of the earth and development of its animal and plant inhabitants revealed in rocks and fossils.

04-SEP-2010 10:25:17 AM  
2010

SUNGARDHE University  
Bulletin Report

PAGE 160  
SCRBULT

\* \* \* REPORT CONTROL INFORMATION - SCR BULT - Release 8.4.1 \* \* \*

ACADEMIC YEAR: 2010  
PRINT LONG COURSE TITLE: N  
PRINT LONG COURSE DESCRIPTION: N

RECORD COUNT: 1305

# Course Catalog IMS Extract (SCRRIMS)

**Description** This report is used to extract course data and provide it in an XML format readable to third parties using IMS standards. The extract creates the IMS Properties object and the IMS Course Group Data Object.

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	Academic Year	Yes	Enter the academic year for which course catalog information should be extracted.	Academic Year Validation Form (STVACYR)

## Report Sample—Course Catalog IMS Extract (SCRRIMS)

*This sample shows the IMS Properties Object XML file.*

```
<PROPERTIES>  
  <DATASOURCE>Development Banner</DATASOURCE>  
  <TYPE>Initial Creation</TYPE>  
  <DATETIME>2000-12-07T17:23:07</DATETIME>  
</PROPERTIES>
```

***This sample shows the IMS Course Data Object XML file.***

```
<GROUP transaction = "1"><!--Course Data Object-->
  <SOURCEDID>
    <SOURCE>Development Banner</SOURCE>
    <ID>ACCT 2320</ID>
  </SOURCEDID>
  <GROUPTYPE>
    <TYPEVALUE level="1">Instruction</TYPEVALUE>
    <TYPEVALUE level="3">Course</TYPEVALUE>
  </GROUPTYPE>
  <DESCRIPTION>
    <SHORT>Intermediate Accounting I</SHORT>
    <FULL>
      A critical study of accounting principles, particularly as they apply to balance sheet valuation and
      equity presentation; current pronouncements and regulation of professional organizations, and government
      regulatory bodies that apply are explored in depth.
    </FULL>
  </DESCRIPTION>
  <ORG>
    <ORGNAM>Development</ORGNAM>
    <ORGUNIT>Accounting</ORGUNIT>
    <ID>292934</ID>
  </ORG>
  <TIMEFRAME>
    <BEGIN>1994-08-29</BEGIN>
    <END>2000-08-31</END>
    <ADMINPERIOD>2000-2001</ADMINPERIOD>
  </TIMEFRAME>
  <ENROLLCONTROL>
    <ENROLLACCEPT>0</ENROLLACCEPT>
    <ENROLLALLOWED>0</ENROLLALLOWED>
  </ENROLLCONTROL>
  <DATASOURCE>Development Banner</DATASOURCE>
  <EXTENSION>
    <DELIVERYMODE>Independent Study</DELIVERYMODE>
    <DELIVERYMODE>Lecture</DELIVERYMODE>
  </EXTENSION>
</GROUP>
```



# Course Catalog Data Extract Process (SCRCATE)

**Description** This Java process is used to extract course catalog data and create an XML output file of that data. An institution can post the output file on an unsecured page of its website where people seeking the data can download it to their workstations. Similarly, the output file can be sent to a third-party organization that hosts a Web-based repository of course catalog data. This process calls the SP\_CATALOG\_EXPORT process API.

The XML output file for the extract process includes the fields listed in the table below. The HTML output file for the extract contains a subset of those fields such as subject, course number, and course short title. Additional fields can be included in the HTML file by modifying the stylesheet template. The stylesheet can be configured at your institution to display the fields you choose. To modify the stylesheet, do the following:

1. Extract the stylesheet using the command: `jar -xvf scrcate.jar bwckctlg.xml`
2. Modify the stylesheet to display the selected fields in the HTML file.
3. Upload the modified stylesheet using the command: `jar -uvf scrcate.jar bwckctlg.xml`

Until a standard schema for the XML file has been adopted by the Postsecondary Electronic Standards Council (PESC), the following fields will comprise the extract file.

XML Field	Table Column	Additional Information
<i>Header Record Information</i>		
<Organization>		<i>Complex elements made up of the items below</i>
<FICE>	SHBCGPA_INST_FICE	Defined on SHACTRL
<OPEID/>		
<OrganizationName>	GUBINST_NAME	Defined on GUAINST
<Contacts>		<i>Complex element made up of the Address and Phone complex elements</i>
<Address>		<i>Complex element made up of the items below</i>
<AddressLine>	GUBINST_STREET_LINE1	Defined on GUAINST

<b>XML Field</b>	<b>Table Column</b>	<b>Additional Information</b>
<AddressLine>	GUBINST_STREET_LINE2	Defined on GUAINST
<AddressLine>	GUBINST_STREET_LINE3	Defined on GUAINST
<City>	GUBINST_CITY	Defined on GUAINST
<StateProvince>	GUBINST_STAT_CODE	Defined on GUAINST
<PostalCode>	GUBINST_ZIP	Defined on GUAINST
<CountryCode>	GUBINST_NATN_CODE	Defined on GUAINST
<Phone>		<i>Complex element made up of the items below</i>
<AreaCityCode>	GUBINST_PHONE_AREA	Defined on GUAINST
<PhoneNumber>	GUBINST_PHONE	Defined on GUAINST
<PhoneNumberExtension>	GUBINST_PHONE_EXT	Defined on GUAINST
<i>Course Detail Record Information</i>		
<CourseSubjectAbbreviation>	SCBCRSE_SUBJ_CODE	Defined on SCACRSE
<CourseNumber>	SCBCRSE_CRSE_NUMB	Defined on SCACRSE
<CourseShortTitle>	SCBCRSE_TITLE	Defined on SCACRSE
<CourseLongTitle>	SCBCRSE_TITLE	Defined on SCACRSE

Once the PESC schema for course catalog data is finalized, the source for this field will most likely change to the SCRSYLN\_LONG\_COURSE\_TITLE defined on SCASYLB.

XML Field	Table Column	Additional Information
<CourseDescription>	SCBDESC_TEXT_NARRATIVE	Defined on SCADETL  The precision of this element will likely change once the PESC schema for course catalog data has been finalized.
<CourseEffectiveDate>	STVTERM_START_DATE	The effective date for course is derived from the start date defined for the term code that is assigned as the effective term for the course.
<CourseCreditBasis>	Hardcoded to <i>Regular</i>	This value needed to be set to an enumerated value established for the PESC college transcript schema which uses the same field. Given that <i>Regular</i> was the value hardcoded into the XML transcript export process, it was also selected for this process. This value may be re-evaluated once the PESC course catalog schema is adopted as a standard.
<CourseCreditUnits>	STVTERM_TRMT_CODE or SHBCGPA_TRMT_CODE	The process checks the <b>Term Type</b> value on STVTERM, if it is not defined, it then checks the <b>Term Type</b> value on SHACTRL to retrieve this value.
<CourseCreditMinimumValue>	SCBCRSE_CREDIT_HR_LOW	Defined on SCACRSE
<CourseCreditMaximumValue>	SCBCRSE_CREDIT_HR_HIGH	Defined on SCACRSE
<CourseLevel>		<i>Complex element made up of the items below</i>
<CourseLevelCode>	SCRLEVL_LEVL_CODE	Defined on SCACRSE
<CourseLevelDescription>	STVLEVL_DESC	Institutional course level codes must be cross-referenced on SOAXREF to one of the enumerated values defined by PESC.

XML Field	Table Column	Additional Information
<Attribute>		Complex element made up of the items below
<RAPCode>	SCRATTR_ATTR_CODE	Defined on SCADETL
<RAPName>	STVATTR_DESC	To be included in the catalog extract, course attributes must be cross-referenced on SOAXREF.

Parameters	Name	Required?	Description	Values
	Catalog Term	Yes	Enter the catalog term for which courses must be valid to be included in the extract file.  To be valid, a course must have a status code with the <b>Active (Indicator)</b> checked on STVCSTA, and the effective term on the SCBCRSE record must be less than or equal to the term code specified for the parameter. Also, the course's end term on SCABASE must be greater than the term code specified.	Term Code Validation Form (STVTERM)
	Subject	No	Enter the subject codes for the subjects you want to include in the extract file.	Subject Code Validation Form (STVSUBJ)
	Course Number (Low)	No	Enter the course number (when combined with the value in the Subject parameter) or the low end of a course range.	
	Course Number (High)	No	Enter the high end of a course range. This value is used in combination with the value entered in the Course Number (Low) parameter.  <b>Note:</b> Since course numbers are character values, specifying a range of 100 - 499 will include values such as 100A, as well as 1012.	

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	Course Title	No	Enter a value to limit the records included in the extract file to only those courses with similar titles. The process will append a wildcard (%) to the beginning and end of the value.	
	Level	No	Enter the course levels to be included in the extract file.	Level Code Validation Form (STVLEVL)
	Schedule Code Type	No	Enter the schedule types to be included in the extract file.	Schedule Type Code Validation Form (STVSCHD)
	College Code	No	Enter the college codes to be included in the extract file.	College Code Validation Form (STVCOLL)
	Division	No	Enter the division codes to be included in the extract file.	Division Code Validation Form (STVDIVS)
	Department	No	Enter the department codes to be included in the extract file.	Department Code Validation Form (STVDEPT)
	Credit Hours (Min)	No	Enter the minimum number of credit hours a course must be worth or the low end of a credit hour range.	
	Credit Hours (Max)	No	Enter the maximum number of credit hours a course must be worth or the high end of a credit hour range.	
	Course Attributes	No	Enter the course attributes for the courses to be included in the extract file.  If multiple values are specified, the process will treat the relationship between the attributes entered as an OR condition.	Attribute Validation Form (STVATTR)
	Include Attributes	Yes	Enter <i>Y</i> to include course attributes in the extract file, or enter <i>N</i> to not include the attributes. The default is <i>Y</i> .	Yes Include attributes No Do not include attributes

Parameters	Name	Required?	Description	Values
	Limit Course Attributes	Yes	Enter <i>Y</i> to include course attributes in the extract file that are cross-walked on SOAXREF, or enter <i>N</i> to include all course attributes in the file. The default is <i>Y</i> .  <b>Note:</b> Banner values for course attributes must have electronic values defined on SOAXREF.	Yes Include cross-walked attributes No Include all attributes
	Include Course Description	Yes	Enter <i>Y</i> to include course descriptions in the extract file, or enter <i>N</i> to not include the descriptions. The default is <i>Y</i> .	Yes Include descriptions No Do not include descriptions

### Report Sample—Course Catalog Data Extract Process (SCRCATE)

The `scrcate_<oneup>.lis` file generated by SCRCATE includes the job submission parameters.

```

January 30, 2008 3:28:55 PM                SUNJ College of Stockton                SCRCATE
                                           Course Catalog Data Extract                Page 1

          CONTROL SUMMARY
          -----
PROGRAM NAME:                               SCRCATE
PROGRAM VERSION:                             8.0

Parameter Description                       Parameter Value
-----
Catalog Term                               200763
Subject Code(s) :                           CE+L
Course Number (Low) :
Course Number (High) :
Course Title :
Level Code(s) :
Schedule Type(s) :
College Code(s) :
Division Code(s) :
Department Code(s) :
Credit Hours (Min) :
Credit Hours (Max) :
Course Attribute Code(s) :
Include Course Attributes :                 Y
Limit Course Attributes :                 Y
Include Course Description :                 Y

Connected.

```

The `catalogexport_<oneup>.html` file generated by SCRCATE includes header record information, as well as a limited version of each course record. The next sample is a `.html` file viewed through a browser. Other data elements that may display in the `.html` file include course descriptions and course attributes.

**Source :** SUNGARDHE University  
Systems & Computer Technology  
Four Country View Road  
Great Valley Corporate Center  
Malvern ,Pennsylvania 19355  
570 3460792

#### **ACCT 101 - Principles of Accounting I**

**Levels :** LowerDivision  
**Course Attributes :** NATL  
NSMA

#### **ART 4 - Drawing Basics**

**Levels :** LowerDivision  
**Course Attributes :** 0001

#### **BIOL 1011 - Biological Principles Lab**

**Levels :** LowerDivision

#### **BIOL 1021 - Biological Principles Lab**

**Levels :** LowerDivision

#### **BIOL 1107L - Principles of Biology I Lab**

**Levels :** LowerDivision  
**Course Attributes :** D-1  
NATL

#### **BIOL 11492 - Biology Defect 77340**



The catalogexport\_<oneup>.xml file generated by SCRCATE includes a header record and a course detail record for every course retrieved by the search parameters. Please refer to the table in the report description for information about the fields included in the file, as well as their descriptions.

```
<?xml version="1.0" encoding="UTF-8"?>
<CrseCat:CourseCatalog xsi:schemaLocation="urn:org:pesc:sector:CourseCatalog:v1.0.0 CourseCatalog_v1.0.0.xsd" xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance" xmlns:CrseCat="urn:org:pesc:sector:CourseCatalog:v1.0.0">
  <Source>
    <Organization>
      <FICE>SCTXML</FICE>
      <OPEID/>
      <OrganizationName>SUNGARDHE University</OrganizationName>
      <Contacts>
        <Address>
          <AddressLine>Systems & Computer Technology</AddressLine>
          <AddressLine>Four Country View Road</AddressLine>
          <AddressLine>Great Valley Corporate Center</AddressLine>
          <City>Malvern</City>
          <StateProvince>Pennsylvania</StateProvince>
          <PostalCode>19355</PostalCode>
          <CountryCode>US</CountryCode>
        </Address>
        <Phone>
          <AreaCityCode>570</AreaCityCode>
          <PhoneNumber>3460792</PhoneNumber>
          <PhoneNumberExtension>exten</PhoneNumberExtension>
        </Phone>
      </Contacts>
    </Organization>
  </Source>
  <CourseInventory/>
  <CourseInventory>
    <CourseSubjectAbbreviation>ACCT</CourseSubjectAbbreviation>
    <CourseNumber>101</CourseNumber>
    <CourseShortTitle>Principles of Accounting I</CourseShortTitle>
    <CourseLongTitle>Principles of Accounting I</CourseLongTitle>
    <CourseEffectiveDate>200509</CourseEffectiveDate>
    <CourseCreditBasis>Regular</CourseCreditBasis>
    <CourseCreditUnits>Semester</CourseCreditUnits>
    <CourseCreditMinimumValue>3</CourseCreditMinimumValue>
    <CourseLevel>
      <CourseLevelCode>UG</CourseLevelCode>
      <CourseLevelDescription>Lower Division</CourseLevelDescription>
    </CourseLevel>
    <Attribute>
      <RAPCode>NATL</RAPCode>
      <RAPName>NATL</RAPName>
    </Attribute>
    <Attribute>
      <RAPCode>NSMA</RAPCode>
      <RAPName>NSMA</RAPName>
    </Attribute>
  </CourseInventory>
```



# Contents



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## Class Schedule Procedures

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### Create Term Controls

The first step in the schedule building process is to identify the characteristics of the term in which classes are being scheduled. This is done via the Term Control Form (SOATERM) where dates for each session within the term are established and where the Course Reference Number starting number is established for the term.

The next step is to create any exclusion dates when classes are not being held. This is done via the Schedule Exclusion Rules Form (SSAEXCL). A date established on this form will be excluded from the number of meeting times for the section. Vacation days, in-service dates, and breaks in the academic calendar should be maintained on this form. The **Part of Term** field may be used to clearly define those days which are to be excluded from the academic calendar by part of term and calendar year. New exclusion rules for each part of term at the institution must be built by the user. This process may be performed via the Default Part of Term window accessed from the Key Information. This allows exclusion days to be copied from one part of term to another. A description may be added for the excluded days, i.e., 01/18/1994 is a national holiday; 02/18/1994 is an in-service day.

You also have the option to create academic calendar rules based on different calendar types using the Schedule Academic Calendar Rules Form (SSAACRL).

### Creating Instructors

Instructors must first be identified to the system using the General Person Identification Form (SPAIDEN). Once this is completed, they are entered on the Faculty/Advisor Information Form (SIAINST). Here, they may be identified as a faculty member, an advisor, or as both. This process would be completed as an initial task; new hires and terminations would be part of the maintenance process. Once a faculty member is identified on the Faculty/Advisor Information Form (SIAINST) he/she may then be assigned to class sections.

## Building Available Rooms

Buildings must first be defined on the Building Code Validation Form (STVBLDG) and the Building Definition Form (SLABLDG). In order for classes to be scheduled into classrooms, available rooms must first be identified on the Room Definition Form (SLARDEF). This form is used to enter and maintain rooms and their characteristics needed for querying their availability and attributes on the Available Classroom Query Form (SLQMEET).

## Creating Campus Security

If an institution wishes to restrict the class schedule by campus, then the Campus Security User Profile Form (SOAPROF) should be used. Each user may be assigned to a particular campus. Once this is done, the user is restricted from updating any class schedule information not associated with his campus. This is an optional process which may be omitted if class schedule campus security is not necessary.

A function also exists to restrict the access of the schedule and the class roster information to a specific campus by user ID. When campus security is invoked, the user whose access is restricted will only be able to view and modify the schedule and class list information which is associated with their campus. These rules are established on the Campus Security User Profile Form (SOAPROF). A user who is not maintained on this form will have access to all schedule information regardless of campus. This campus security function is used in the Schedule and Registration modules.

## Create Future Term Schedule

The Term Roll Report (SSRROLL) will roll the class schedule forward from one specified term to another specified term. This process has the option of also rolling meeting days, times, and rooms, and block schedule codes and instructors. Instructors will not be rolled if their associated meeting time information is not rolled. This process allows for the initial creation of a specified schedule, then the roll forward will create the next specified schedule at which time any necessary changes can be made to the new schedule. The **CRN Starting Sequence Number** field on the Term Control Form (SOATERM) is updated as each section is rolled. If the job is interrupted prior to completion, the counter will remain in sync with the rolled sections.

The data in the **Projected (Enrollment)** field in the Enrollment Data window of the Schedule Form (SSASECT) rolls to the **Projected (Enrollment)** field for the future term. The actual enrollment from the term being rolled continues to roll to the **Prior (Enrollment)** field in the Enrollment Data window for the future term.

The following represents an example of the fields being updated in the Term Roll Report (SSRROLL).



		<b>Actual</b>	<b>Projected</b>	<b>Prior</b>
199301				
	10002	21	39	0
	10003	11	20	0
<i>- rolled to -</i>				
199502				
	10002	0	39	21
	10003	0	20	11

The Term Roll Report (SSRROLL) uses section restriction rules when rolling data elements from one term to another term. A number of parameters allow the roll of data elements from the Catalog module to the Schedule module. The value of *C* can be used to roll data elements from the course to the section. When a specified parameter is set to *Y*, the data element is rolled from the Schedule module for the term in the From Term parameter to the term in the To Term parameter. When a specified parameter is set to *C*, the data element is rolled from the Catalog module by subject and course, as well as the effective term that is less than or equal to the term in the Roll Term parameter.

The following parameters use the value of *C* to roll data from Catalog:

- Roll Fees
- Roll Degree Attributes
- Roll Text
- Roll Class Restrictions
- Roll College Restrictions
- Roll Fld of Study Restrictions
- Roll Level Restrictions
- Roll Campus Restrictions
- Roll Test Restricts & Pre-reqs
- Roll CAPP Area or DW Pre-reqs
- Roll Degree Restrictions
- Roll Program Restrictions
- Roll Partition Codes
- Roll Room Attributes
- Roll Section Syllabus

- Roll Department Restrictions
- Roll Student Attr Restrictions
- Roll Cohort Restrictions

## Building/Changing Course Sections

After the catalog records are established on the Banner® Student System, course sections are entered into the system for production of the Class Schedule (SSRSECT) and student registration. Sections being offered for a term are built using the Schedule Form (SSASECT). The capacity of the section, and meeting days, times, and rooms, and instructors are assigned using this form.

The Schedule Detail Form (SSADETL) permits the entry of additional information about a course section, including section corequisites, section fees and block codes. The user is permitted to enter only sections where subject and course number have been specified in the Catalog as corequisites for the course. The section corequisite must be a subject of the course corequisite defined on the Course Detail Information Form (SCADETL).

## Meeting Time/Room Assignments

After a course section has been entered in the database, the section may be scheduled into a building and room for specific days and times. The Available Class Room Query Form (SLQMEET), which is accessed from the Schedule Form (SSASECT), will aid in the room scheduling process by finding and displaying available rooms for user days and times specified and that meet specific requirements for capacity, building, and room type. The Building/Room Schedule Form (SSAMATX), which is also accessed from SSASECT, will display the course sections which are scheduled into the building and room based on the user-selected query information.

## Session Creation

Individual sessions for a course section may be defined on the Meeting Time window of the Schedule Form (SSASECT). A session may be used to specify the different meeting time combinations or different schedule types associated with a section. For example, a geology course which has a lecture, a lab, and a field trip may want to create three separate sessions within the course section to further define each of the meeting types. Sessions would not be used to define sections where there are multiple labs to choose from. The link identifiers should be used in these situations.

The **Meeting Time (Code)** field in the Meeting Time window and the **Session Indicator** field in the Instructor window prevent instructors from being attached to non-existent session identifiers and also prevent a non-existent session identifier from being entered in the Instructor window.

If meeting times exist, you may not change the **Part of Term** field unless you first delete the meeting information, then change the **Part of Term** field, and finally re-enter the meeting information. This allows you to change **Part of Term** field without changing the days on which the course is scheduled, and avoids possible room assignment for inaccurate days.

## Duplicate Section Creation

You may duplicate a section on the Schedule Form (SSASECT). When adding a new section of a course, enter the term in the **Term** field for which you would like to add a section and enter *ADD* in the **CRN** field. Use Next Item to open the Default Section Information window. This will default the term code from the **Term** field into the **Default Term** field. This default term code reflects the term from which you would like to duplicate a section. The default term can be changed. Perform a List function from the **Default Term** field to display the Term Code Validation (STVTERM) list of values to view existing term codes.

Move to the **Default CRN** field, where a CRN may be entered, or use Count Query Hits to display the Schedule Section Query Form (SSASECQ) where you can query sections of courses. Select the appropriate CRN to bring back to the **Default CRN** field. After all Key Information has been entered, select the **Process Default** button or use Next Block to duplicate section information. A new CRN is immediately assigned to the newly created course. If you wish to discontinue processing with default data, use the Cancel button or Rollback to close the window and return to the Key Information in SSASECT.

### Note

When duplicating a section, all Key Information fields must be entered. When simply adding a section from scratch, only the **Term** field and **CRN** field must be entered. ■

## Duplicate Section for Same Term

Duplicate sections may be created within the same term; that is, the add term and the default term are the same. When duplicating sections within the same term, the default section number *must be zero*. If the section number is not equal to zero, the section may not be duplicated. Just as when entering a section from scratch on the Schedule Form (SSASECT), if a section exists with the subject, course, or section number, the section may not be entered, and therefore, may not be duplicated. Likewise, when entering a section from scratch, if the section number is zero, the subject, course, or section may be added multiple times to the same term, and therefore, can be duplicated.

When you have successfully duplicated a section within the same term, section information will be duplicated from the forms listed below as follows:

### **From the Schedule Form (SSASECT):**

- All information in the Section portion of the form, with the exception of cross list data and reserved seating, will be duplicated.

- Enrollment data is handled in the following manner:

The following fields are duplicated:

- \* Maximum Enrollment for the Section
- \* Projected Section Enrollment
- \* Waitlist Maximum Capacity

The following fields are set to zero:

- \* Actual Enrollment
- \* Prior Enrollment
- \* Waitlist Actual
- \* Generated Credit Hours
- \* Census One
- \* Census Two

The following fields are set to a value:

- \* Waitlist Remaining is set equal to Waitlist Maximum
- \* Seats Remaining is set equal to Maximum Enrollment
- \* Reserved Seat Indicator is unchecked

- Meeting Time window and Instructor window information is not duplicated.

***From the Schedule Detail Form (SSADETL):***

The following information will be duplicated from the form sections and windows:

- \* Link Section
- \* Section Fees
- \* Degree Program Attribute

The following information will *not* be duplicated from the form sections and windows:

- \* Corequisite Section
- \* Contract
- \* Block Schedule Code

***From the Schedule Restrictions Form (SSARRES):***

All information will be duplicated from the form sections and windows. This includes:

- \* College Restriction
- \* Major Restriction
- \* Class Restriction
- \* Level Restriction
- \* Campus Restriction
- \* Test Score and Prerequisite

***From the Schedule Pre-requisite and Test Score Restrictions Form (SSAPREQ):***

The following information will be duplicated from the form sections and windows:

- \* Test Score Restriction
- \* Prerequisite Restriction

### **Duplication From One Term to a Different Term**

Sections may be duplicated from one term to another; that is, the add term and the default term are different. When duplicating from one term to another, keep the following in mind:

- If the subject/course/section combination already exists for the add term, the section may not be duplicated.
- The subject/course must be within the catalog range according to the Course Base Maintenance Form (SCABASE) for the add term.

For example,                      LAW 415  
  Start Term 199301                      End Term 199401

A section of LAW 415 created for term 199301 could not be duplicated for terms earlier than 199301 or later than term 199401.

- In order to create duplicate sections from one term to a different term, the following information must be valid at the catalog for the add term on the Basic Course Information Form (SCACRSE):
  - The status code for the course must be active.
  - The billing and credit hours for the section must be valid at the catalog.
  - The schedule type for this section must be valid at the catalog.

For example,                      If at the catalog (SCACRSE) for LAW 415,

  From Term 199301                      To Term 199301  
  Credit Hours                              3.00 to 4.00

  From Term 199302                      To Term 999999  
  Credit Hours                              2.50 to 3.00

and a section of LAW 415 is created in term 199301 with 3.50 credit hours specified at the section level, this section cannot be duplicated for term 199302, because the section specified hours are out of the valid credit range. However, if no section specified range had been entered, the section could be duplicated, and the valid credit hour range from the catalog would default to the new section's credit hour range.

- The default section's part of term must be defined on the Term Control Form (SOATERM) for the add term.
- The **CEU Indicator** field on SSASECT will be set to *Y* or *N* according to the catalog for the effective term of the section being added.

- A section may not be duplicated if the Catalog Schedule Restrictions Form (SCASRES) prohibits the creation of sections for either term or campus scheduling restrictions.
- If a grading mode is specified at the section level, and this grading mode is not valid for the add term according to SCACRSE, the default grading mode will be specified for the new section.

When you have successfully duplicated a section within the same term, section information will be duplicated from the forms listed below as follows from one term to another:

- Schedule restrictions on the Schedule Restrictions Form (SSARRES) and schedule detail on the Schedule Detail Form (SSADETL) will not be duplicated at the section level from one term to another.
- If catalog restrictions on the Course Registration Restrictions Form (SCARRES) and/or catalog detail on the Course Detail Information Form (SCADETL) exist for the course, these values will be defaulted for the section, just as they are defaulted when a section is created from scratch.

***From the Schedule Form (SSASECT):***

- All information on the Section area of the form, with the exception of cross list data and reserved seating, will be duplicated.
- Enrollment data is handled in the following manner:

The following fields are duplicated:

- \* Maximum Enrollment for the Section
- \* Projected Section Enrollment
- \* Waitlist Maximum Capacity

The following fields are set to zero:

- \* Actual Enrollment
- \* Prior Enrollment
- \* Waitlist Actual
- \* Generated Credit Hours
- \* Census 1
- \* Census 2

The following fields are set to a value:

- \* Waitlist Remaining is set equal to Waitlist Maximum
- \* Seats Remaining is set equal to Maximum Enrollment
- \* Reserved Seat Indicator is unchecked

- Meeting Time and Instructor information is not duplicated.

## Create Duration Units

Use the Duration Unit Validation Form (GTVDUNT) to create and maintain duration unit codes that are associated with the calculation of an expected completion date for courses and/or sections, such as *SEM* (Semester), *WEEK* (Week), *DAYS* (Days), or *MTHS* (Month). This calendar equivalent must be created to make sure that, regardless of when the learner elects to start the course, they would have the same time frame in which to complete it as other learners registering on different days. This do not reflect attendance hours.

For example, if the learner starts the course on January 1, and the course has a duration of six weeks (where a week equates to seven days), the learner's expected completion date for the course would be the 11th of February. Or, the course has a duration of ten units (where a unit equates to 30 days). Or, the course has a duration of one semester (which equates to x days).

The duration unit code is also used as an alternate method of assessing fees. For example, an institution may require that tuition at a rate of \$50 per week be assessed and charged to the learner instead of an amount that is calculated by credit hours. This type of section level fee assessment could be used for self-paced sections of a course, allowing the learner to *buy* time in the course.

Other courses such as continuing education could also use this method of assessing fees where individual learner progress in a course, rather than static date ranges, is required for refunding purposes without the need to define a proliferation of parts-of-term. Section level refunding rules would control any fee refunds in these instances.

Duration unit codes will only be used when associated with open learning courses in the Schedule Form (SSASECT). The duration units can be established for a course in SCACRSE and will default to the section record when it is created. (An open learning course is characterized by the lack of a part-of-term code in SSASECT.)

- The calendar days information associated with the duration code is used to derive the student's expected completion date, if the learner has selected a start date when registering for the course. Conversely, the student may choose their expected completion date. In this case, the start date will be derived based on the duration days information.
- The units will be associated with the course duration information entered in the Basic Course Information Form (SCACRSE) for those courses that will be available for open learning registration.

This information will be used in tandem with a numeric value representing the number of units (for example, 16 weeks). Duration unit codes cannot be deleted if they have been associated with a course or section.

Some example seed data might be:

Code	Description	Days
WEEK	Weeks	7
MTHS	Months	31

## Create Instructional Methods

Use the Instructional Method Validation Form (GTVINSM) to create and maintain instructional method codes that can be applied to schedule type codes, courses, and/or sections, such as *CLASS* (Classroom based), *TUTOR* (Tutorial), or *WEB* (Web-based). This represents the delivery method of the course content.

An instructional method code can be associated with a schedule type code in STVSCHD or can be used as a standalone description of the content delivery method for the course at the section level. Once an instructional method code has been assigned to a schedule type or section record, it cannot be deleted until all its course and section associations have been removed.

Use the **Instructional Method** field in the Schedule Types window of SCACRSE and on the Schedule Form (SSASECT) to enter the code as a standalone value, with no association with a particular schedule type, or if the code has been previously associated with a course, the code will default and automatically populate the field. The defaulted value may be accepted or updated.

## Open Learning and Class Schedule

Open learning registration provides learners with the ability to register for a class based on start/end dates rather than a term. This open learning approach is optional and works with Banner Student's registration processing for enrollment and administrative purposes.

Open learning allows you to do the following in the Schedule module:

- Run reports using date ranges in place of term.
- Establish de-centralized section level processing rules for registration, extensions, and refunding based on the individual learner's progress in the course versus static dates.
- Expand your fee assessment options using user-defined units (in addition to flat and per credit fees) and registration processing rules.
- Use free-form text to store information for class requirements and display URLs for Web-based courses so students can make informed decisions when selecting the class that best suits their needs.
- Specify section-specific dates when registration is accepted outside of the current parts-of-term defined on SOATERM.



- Define instructional methods for courses.
- Specify the duration of the course for the course and section levels to determine the expected registration completion date for the learner.

## Set up an Open Learning Section

Before setting up an open learning section, make sure all section-related rules and validation codes have been defined in Banner.

1. Access the Schedule Form (SSASECT), and enter the term and then enter *ADD* in the **CRN** field in the Key Block.
2. Use Next Block to access the Section Information block, and enter all applicable information including the subject code and course number.
  - The section will inherit the instructional method assigned to the course when the schedule type is entered or selected. If this association has not been made prior to the creation of the section, you will be required to enter this information for open learning sections.
  - The duration units and number of duration units will automatically be defaulted if they are defined for the course. If they are not defined, you will be required to enter this information for open learning sections.
  - The part-of-term information is not required for open learning courses.
  - The registration from and to dates and start from and to dates are required. If the date record in SOAORUL is defined with the **Override (Indicator)** checked, those dates can be modified in SSASECT.
    - The registration dates default from SOAORUL and represent the period of time a learner may register in this section.
    - The start dates also default from SOAORUL and represent the date range the learner may actually start their course.
    - The census one and census two dates (if defined) will be populated with the corresponding information from SOAORUL.
  - The maximum number of extensions that will be granted to an individual student registered in this section will default to zero and should be changed if the institution's policy permits the extension of the expected completion date.
  - If you are using the contract analysis functionality in the Faculty Load module, the attendance method should be set to a code defined as Independent Studies if the section will not have regular instructor/learner contact hours. Then the instructor will not be penalized in the daily and weekly contact hour calculations. This information is displayed in the main window.
  - The lab, lecture, and other hours information are also displayed in the main window.

3. Save the course. At this time, a CRN is assigned, which replaces the word *ADD* in the Key Block, and the appropriate registration status code, extension and refunding rules will be created for the section and housed in SSARULE. In addition, the Faculty Self Service indicators, used to control the display of midterm grades, final grades, and waitlists, will be created. These checkboxes will be defaulted to allow access and may be changed in the Section Web Controls Form (SSAWSEC).
4. Use the **Detail** button next to the **Registration Dates First** and **Last** fields to view or update the registration status code rules, refunding rules, or extension processing rules which are stored on SSARULE.
5. Use Next Block to access the Meeting Time block to record scheduled meeting times or other scheduled events.
6. It is not mandatory to establish contact times in the Meeting Time block if the section has been deemed to be open learning one (i.e., no part-of-term has been defined).
  - If there is a face-to-face component of the course or an online chat available to students on a regular schedule, enter a meeting code to default in start and end dates, days of the week, and times, or enter the meeting information manually.
  - Also, enter the meeting type for the purpose of the meeting. A meeting type of CLAS will default into the **Meeting Type** field but may be changed to reflect the values housed in the Meeting Type Validation Form (GTVMTYP).

This information appears on the student's hardcopy class schedule or their Web schedule in Banner Student Self-Service. For example, if there are regular chat sessions established for a Web-based course, these can be defined as such and then communicated to the student via their student schedule or via the Web.

7. Save the meeting time information.
8. Use Next Block to access the Instructor block and assign an instructor or tutor to this section.

Due to the fact that the section has been defined as open learning, instructor IDs can be entered without the dependency of meeting time records (for open learning classes only).

9. Save the instructor information.
10. Access the Section Syllabus Form (SSASYLB) using the \*SCHEDULE menu or the Section Syllabus Form item in the Options Menu to enter syllabus information for display on the Web.
  - If syllabus information has already been entered for the course, this information is available to be copied from the Course Syllabus (SCASYLB) to the Section Syllabus (SSASYLB) by selecting the **Copy from Course** button. This button can be found in all blocks of this form. Once the information is copied to the section, it is updatable.

- If no course syllabus information has been stored, you can enter or cut and paste information into any of these fields. These fields will store approximately one and one half pages of text.

11. Access the Schedule Processing Rules Form (SSARULE) to review the defaulted open learning rules.

- If the rule information that defaulted to the section from the Open Learning Section Default Rules Form (SOAORUL) is acceptable, or the information cannot be overridden, the section setup process is complete.
- If no registration status codes, extension rules, or refunding rules were defined in SOAORUL, this information should now be entered to permit registration. All registration processes will verify that the appropriate registration status codes and rules were set up here.
- To enter, update, or delete the extension processing rule, position the cursor on the status code record where **Ext** checkbox is checked, and use Next Block.
- To enter, update, or delete a refunding rule, position the cursor on the appropriate status code record, and use Next Block.

 **Note**

If there is a requirement for all students to start on the same date, the start from/to dates may be set to the same date. For example, in defining a continuing education class with set meeting times, the start dates could be set to the first day of class. In doing so, all the benefits of an opening learning class could be realized (i.e., section level rules) without the requirement to define specific parts-of-term. ■

## Additional Registration Information Table (SFRAREG)

The Additional Registration Information Table (SFRAREG) is used with registration processing. One record for every registration, regardless of the type of section, will be created through the registration processes and will house the start and/or end dates of the registration (the part-of-term start and end dates for traditional sections), and the assigned tutor (the primary instructor for the section).

Also, for the assigned tutor information in SFRAREG, if the primary instructor has been redefined for a section with existing enrollments, the tutor assignment for all students registered in that section is updated to reflect the change. The same change occurs if the primary instructor is removed and a new instructor is assigned.

When a new section is created, a record in the faculty self-service display controls (SSBFSEC) is created with a value of *Y* in the following fields:

- SSBFSEC\_FAC\_WAIT\_LIST\_DISP\_IND
- SSBFSEC\_FAC\_MGRD\_DISP\_IND
- SSBFSEC\_FAC\_FGRD\_DISP\_IND

## Update an Existing Section to be an Open Learning Section

Before updating an existing section to be an open learning section, make sure all section-related rules and validation codes have been defined in Banner.

### Note

The following changes can only be accomplished if there are no existing registration records for the section. It is possible to redefine an existing traditional section as an open learning section. However, the section must be physically deleted when you are redefining an open learning section as a traditional one. ■

1. Access the Schedule Form (SSASECT), and enter the term and CRN in the Key Block.
2. Use Next Block to access the Section Information block, and enter all applicable information including the subject code and course number.
  - An instructional method, registration from and to dates, start from and to dates, duration, and duration units are required to identify this section as available for open learning registration.
  - Remove the existing part-of-term information to ensure that the registration from and to dates will default from the Open Learning Section Default Rules Form (SOAORUL). It may be necessary to delete any meeting time or instructor assignments to accomplish this.
  - Update the **Maximum Extensions** field if extensions are permitted for this section.
3. Save the changes to the section records.
4. Use Next Block to access the Meeting Time block, and add any meeting time records (if required).
5. Save the changes to the meeting time information.
6. Use Next Block to access the Instructor block, and identify the instructor that will be assigned to the registering students as the primary instructor, if there are multiple instructors assigned to the section. The student-tutor allocation process will ignore other instructor records at time of registration.
7. Save the changes to the instructor information.
8. Access the Schedule Processing Rules Form (SSARULE) to add the open learning rules.
  - Open learning section rules should now be entered to permit registration. All registration processes will verify that the appropriate registration status codes and rules were set up here.

- To enter the extension processing rule, position the cursor on the status code record where **Extension** checkbox is checked, and use Next Block.
- To enter a refunding rule, position the cursor on the appropriate status code record, and use Next Block.

## Set Up Non-Open Learning Section

Before setting up a non-open learning section, make sure all section-related rules and validation codes have been defined in Banner.

1. Access the Schedule Form (SSASECT), and enter the term and then enter *ADD* in the **CRN** field in the Key Block.
2. Use Next Block to access the Section Information block, and enter all applicable information including the subject code and course number.

The part-of-term information is mandatory, and an applicable part-of-term number must be entered manually. (The value for part-of-term 1 is not defaulted in.)

3. Save the course. At this time, a CRN is assigned, which replaces the word *ADD* in the Key Block.
4. Use Next Block to access the Meeting Time block to record scheduled meeting times.
5. Enter a meeting code to default in start and end dates, days of the week, and times, or enter the meeting information manually. Also enter the meeting type for the purpose of the meeting. A meeting type of CLAS will default into the **Meeting Type** field but may be changed to reflect the values defined in the Meeting Type Validation Form (GTVMTYP).

This information appears on the student's hard copy class schedule or their Web schedule in Banner Student Self-Service.

6. Save the meeting time information.
7. Use Next Block to access the Instructor block and assign an instructor or tutor to this section.
8. Save the instructor information.
9. Access the Section Syllabus Form (SSASYLB) using the \*SCHEDULE menu or the Section Syllabus Form item in the Options Menu to enter syllabus information for display on the Web.
  - If syllabus information has already been entered for the course, this information is available to be copied from the Course Syllabus (SCASYLB) to the Section Syllabus (SSASYLB) by selecting the **Copy from Course** button. This button can

be found in all blocks of this form. Once the information is copied to the section, it is updatable.

- If no course syllabus information has been stored, you can enter or cut and paste information into any of these fields. These fields will store approximately one and one half pages of text.

 **Note**

SSASECT *will* permit a traditional section to be converted into an open learning section, however, the reverse is not true. ■

## Set Up Section Fee Assessment, Extension, and Refunding Rules for Open Learning Courses

Before setting up section fee assessment, extension, and refunding rules for open learning courses, make sure the term control record has been established in SOATERM, and the required registration date values and registration status codes have been defined in SOAORUL.

1. Create CRNS using the Term Roll Report (SSRROLL) or through the Schedule Form (SSASECT) to default the appropriate registration, extension, and refunding rules to the section.
  - All new open learning sections (those sections defined with no part-of-term), will be populated with section level registration dates. Registration status codes, extension rules, and refunding rules will be defaulted, if they are defined on SOAORUL.
  - This information is defaulted from the Open Learning Rules Form (SOAORUL). The registration from and to dates will reflect the most appropriate registration dates as per section characteristics defined in SOAORUL. These rules are accessible using the new Schedule Processing Rules Form (SSARULE).
  - Modifications to the registration and learner start dates, registration status codes (if defaulted), extension rules (if defaulted), and refunding rules (if defaulted) will be permitted if the original open learning rule has been denoted as overridable.
  - If the status codes and rules have not been set up to default when a new section is created, the registration status codes, at a minimum, will need to be established prior to registration processing. If no extensions are permitted for this section, an extension rule will not be necessary.
2. Establish fee assessment information in the Section Detail Form (SSADETL).
  - If course level fees have been defined in the Course Detail Information Form (SCADETL), they will be defaulted to the section when a new CRN is created. This is also the case if fees are defined in the Section Fees Assessment Control Form (SSADFEE). **Note:** If both are defined, both will default.

- If sections were created before default values were defined in SSADFEE, and this information should be carried over to individual sections, run the Section Fee Population Process (SSPMFEE) to generate fee records.
3. Once established at the section level, the Track by CRN function controlled in the Term Control Form (SOATERM) will add the CRN number to all fee assessment transactions on the student's accounts receivable records, and the Track by Course function will do the same in the refunding process. This capability facilitates the tracking of fees to an individual registration.

## Faculty Assignments

Faculty members can be assigned to sections via the Instructor window on the Schedule Form (SSASECT). Instructors must be created using the previously defined Create Instructors procedures. Instructors may be assigned to multiple sessions or only part of a session using the **Instructional Workload** and the **Percent of Session** fields. The instructional workload value will default from the catalog information but may be adjusted on the Faculty Assignment Form (SIAASGN). When a new section is added to an instructor's schedule via SSASECT, the instructor's default contract type, specified on the Faculty/Advisor Information Form (SIAINST), defaults to the Faculty Assignment Form (SIAASGN).

All information entered in the Instructor window is displayed on SIAASGN, and any assignments entered or updated on SIAASGN will be displayed here.

Instructors who have been inactivated on the Faculty/Advisor Information Form (SIAINST) may not be assigned teaching assignments in the Instructor window of SSASECT. The message *Instructor is not active for this term* is displayed when an inactive instructor is scheduled.

## Maintaining Section Comments

After the course sections have been added to the database, the Schedule Comment Form (SSATEXT) may be used to enter section comments for the production of the Class Schedule (SSRSECT). The comments may also be modified or deleted using this form. These comments may be free-format descriptive text lines for each section requiring a comment.

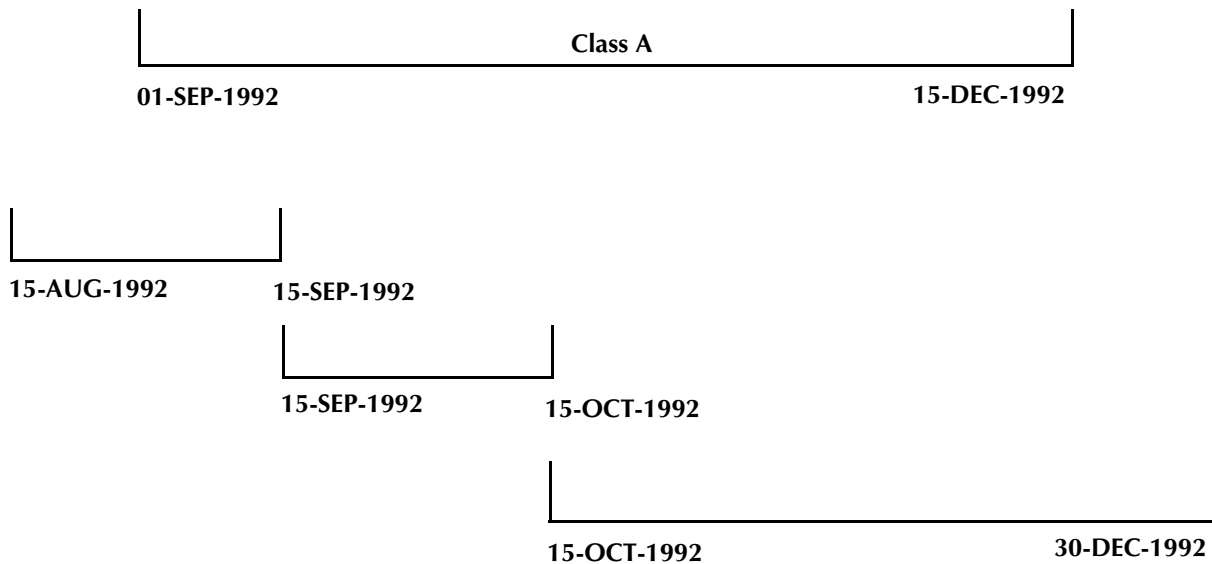
## Reviewing Course Sections

The Schedule Section Query Form (SSASECQ) displays all the sections entered into the system that match user-specified criteria. For example, the user may request to view all sections of ENGL 101 or all sections of ENGL 101 on a particular campus. Enrollment counts and remaining seats are also displayed here. This form may be used to locate the course reference number for a particular section. The **Block Schedule (Indicator)** field is used to indicate that a section is part of a block of courses.

## Reviewing Building/Room Schedule

The Building/Room Schedule Form (SSAMATX) is used to display section information for all sections scheduled into each building and room. The user may specify selection criteria to determine what is displayed. For example: all classes scheduled in East Hall on Mondays, or a list where all English classes are scheduled.

SSAMATX allows for queries to be processed in a flexible, useful manner. In the example below, queries may be performed for a date range for the course, or for the beginning and ending times of the course.



If you have a course which meets from September 1, 1992, through December 15, 1992, it will be returned when any of the above query dates are entered.

16-AUG-1992	16-SEP-1992
16-SEP-1992	16-OCT-1992
16-OCT-1992	30-DEC-1992

For example, if you want to know all meetings scheduled for a room at 8:30, all of the following examples would be returned.

<b>Begin Time</b>	<b>End Time</b>
0800	0900
0830	1000
0800	0930

When entering search criteria for start or end date queries, the following rules hold true:



<b>Rule</b>	<b>Result</b>
If only start date entered:	Retrieves record(s) if SSAMATX date is between SSRMEET start and end dates (inclusive)
If only end date entered:	Retrieves record(s) if SSAMATX date is between SSRMEET start and end dates (inclusive)
If both dates entered:	Retrieves record(s) if SSRMEET start date between SSAMATX start and end dates (inclusive)
	- or -
	SSRMEET end date between SSAMATX start and end dates (inclusive)
	- or -
	SSRMEET start date less than or equal to the SSAMATX start date <i>and</i> SSRMEET end date greater than or equal to the SSAMATX end date

**Example:**

	<b>SSRMEET Start</b>	<b>SSRMEET End</b>
1	01-Jan-1999	31-Jan-1999
2	05-Jan-1999	28-Jan-1999
3	01-Feb-1999	28-Feb-1999
4	01-Mar-1999	31-Mar-1999
5	31-Mar-1999	30-Jun-1999
6	01-Mar-1999	01-Mar-1999

SSAMATX Start Entered	SSAMATX End Entered	Records Retrieved
01-Feb-1999		record 3
15-Feb-1999		record 3
15-Jan-1999		records 1, 2
01-Jan-1999	01-Mar-1999	records 1, 2, 3, 4, 6
01-Mar-1999	01-Mar-1999	records 4, 6
01-Dec-1998	01-Feb-1999	records 1, 2, 3



#### Note

The same logic applies to the time searches. ■

## Producing a Schedule of Classes

After the course schedule information has been entered into the system, the Class Schedule Report (SSRSECT) may be produced. The Class Schedule lists all course section information required for the registration process, including the title, meeting days and times, and instructors. It is used by students and advisors in the registration process for the upcoming term.

## Reviewing Enrollment Counts

The Schedule Section Tally Report (SSRTALY) may be used to review past enrollments in sections to aid in the determination of current capacity and may also be used to verify current enrollment counts during and following registration. The report is able to show the maximum, actual, and remaining waitlists for enrollment, as well as census two counts and blocks associated with a CRN.

## Schedule Contact Hours

The information in the **Contact Hours** field in the Section information of the Schedule Form (SSASECT) defaults from the **Contact** field on SCACRSE. Scheduling contact hours is defined for a term as follows:

- A Meeting Period is a pattern of days and meeting times within an established Start Date and End Date.
- A Session is made up of one or more Meeting Periods.
- A Section is made up of one or more Sessions, as in the example below.

*Example:* Section 10001 - ENGL 100

Session 1	Meeting Period 1	MWF	8:00 - 8:50	29-AUG-1992	20-DEC-1992
Session 1	Meeting Period 2	TR	9:00 - 10:15	29-AUG-1992	20-DEC-1992
Session 2	Meeting Period 1	MWF	1:00 - 1:50	29-AUG-1992	20-DEC-1992

The data used for scheduling contact hours is as follows:

- A Meeting Period Number.
- B Days of the Week for the Meeting Period.
- C Start Time and End Time of Meeting Period (in military time).
- D Starting Date of the Meeting Period. (This is not necessarily a Monday or Tuesday.)
- E Ending Date of the Meeting Period. (This is not necessarily a Thursday or Friday.)
- F Number of Days of the Week (B) that fall within the Start Date (D) and End Date (E) of the Meeting Period.

<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>
Meeting Period 1	MWF	8:00 - 8:50	29-AUG-1992	20-DEC-1992	48
Meeting Period 2	TR	14:00 - 16:00	29-AUG-1992	20-DEC-1992	32
					80 days total

**1992 Calendar**

	<b>U</b>	<b>M</b>	<b>T</b>	<b>W</b>	<b>R</b>	<b>F</b>	<b>S</b>
<i>AUG</i>							29
	30	31	01	02	03	04	05
<i>SEPT</i>	06	07	08	09	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	01	02	03
<i>OCT</i>	04	05	06	07	08	09	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	31
<i>NOV</i>	01	02	03	04	05	06	07

	08	09	10	11	12	13	14
	15	16	17	18	19	29	21
	22	23	24	25	26	27	28
	29	30	01	02	03	04	05
<i>DEC</i>	06	07	08	09	10	11	12
	13	14	15	16	17	18	19
	20						

For the Exclusion Rules Form (SSAEXCL) for the year 1992:

Monday	November 23, 1992	Falls in Meeting Period 1
Tuesday	November 24, 1992	Falls in Meeting Period 2
Wednesday	November 25, 1992	Falls in Meeting Period 1
Thursday	November 26, 1992	Falls in Meeting Period 2
Friday	November 27, 1992	Falls in Meeting Period 1

On the Schedule Calendar Form (SSAACCL), the **Number of Weeks** field is calculated by using the earliest Meeting Period Start Date (D) and the latest Meeting Period End Date (E) to determine the actual Number of Days in the entire section. (This is the second **Number of Weeks** field in the Schedule Academic Calendar section.) The Exclusion Rules Form (SSAEXCL) is not checked for this calculation.

$$114 \text{ Actual Meeting Days} / 7 \text{ days in a week} = 16.28 \text{ weeks}$$

## Section Contact Hours

The Total Section Contact Hours figure is calculated in the **Total Contact** field of the Faculty Instructional Assignment section on the Faculty Assignment Form (SIAASGN). The equation is as follows:

$$\begin{aligned} & [(\text{Total Meeting Period Days of the Week} - \text{Exclusion Rule Days for Meeting Period}) \\ & = \text{Number of Meeting Period Days} * \text{Number of Minutes in Meeting Period}] / \\ & \text{Duration factor} = \text{Number of Meeting Period Contact Hours} \end{aligned}$$

Example:

$$\begin{aligned} [(48 - 3 = 45) * 50] & = 2250 \text{ min}/50 = 45 \text{ Contact Hours for Session 1} \\ [(32 - 2 = 30) * 120] & = 3600 \text{ min}/50 = 72 \text{ Contact Hours for Session 2} \end{aligned}$$

$$\text{Total Section Contact Hours is } 45 + 72 = 117$$

## Section Weekly Contact Hours

The Section Weekly Contact Hours figure is calculated in the **Weekly Contact** field of the Faculty Instructional Assignment section on the Faculty Assignment Form (SIAASGN). The equation is as follows:

(Number of Days in a Meeting Period Week \* Number of Minutes per Meeting Period) /  
Duration factor = Meeting Period Weekly Contact Hours

$$(3 * 50) / 50 = 3.0$$

$$(2 * 120) / 50 = 4.8$$

The sum of all Meeting Period Weekly Contact Hours = Section Weekly Contact Hours

$$3.0 + 4.8 = 7.8$$

## Creating Cross List Definitions

If the institution will be establishing cross-listed sections, the cross list group identifiers which will be used must be created on the Schedule Cross List Definition Form (SSAXLST). The maximum enrollment for the cross list is also specified on this form. SSAXLST uses the **Block (Code)** field to indicate that a section is part of a block of courses.

After creating cross list group identifiers, these identifiers must be entered in the **Cross List** field of the Schedule Form (SSASECT) for the appropriate courses. If cross-listed courses are to be scheduled for the same room during the same time, one method to accomplish this would be to assign meeting days, times, rooms, and instructors to one of the cross-listed courses and save this data in the Schedule Form (SSASECT).

To quickly schedule the other cross-listed courses to the same room, enter SSASECT for each of the remaining cross-listed courses, and use Duplicate Item to access the Cross List Meeting Time/Instructor Query Form (SSAXMTI) from the Meeting Time window. This form displays the meeting time and instructor information already associated with the cross-listed group of courses.

You will see the room, time, and instructor information added previously via SSASECT for other sections. Place your cursor in the **CRN** field of the course with previously added schedule information. Use Select to default the meeting dates, days, times, rooms, and instructors into SSASECT with the *O* value (both time and room conflict) in the **Override Indicator** fields in the Meeting Time and Instructor windows.

Save your records. They are automatically posted. Meeting time and instructor information can also be added manually for each course, and overrides will need to be requested to schedule the same rooms and instructors for the course.

 **Note**

It is not necessary to schedule the cross-listed courses in the same room or with the same instructor. ■

## Schedule Module Links

In the Banner Student System there are two methods of scheduling courses that must be taken concurrently, corequisites and links.

### Corequisites

Corequisites are two or more different courses that must be taken concurrently. Corequisites are set up in the Catalog module by identifying the courses as corequisites of each other in the Corequisite Course section of the Course Detail Form (SCADETL) for each of the courses required.

Example 1:

ARTS 201 and ARTS 210 must be taken concurrently.

SCADETL:	<i>Key Information</i>	<i>Corequisite information</i>
	ARTS 201	Subject: ARTS Course: 210
	ARTS 210	Subject: ARTS Course: 201

If a specific section of a course is required as a corequisite, then that section must also be identified in the Corequisite Section information of the Schedule Detail Form (SSADETL).

Example 2:

ARTS 201-01 and ARTS 210-10 must be taken concurrently.

SSADETL:	<i>Key Information</i>	<i>Corequisite Section information</i>
	ARTS 201 01 CRN	Subject: ARTS Course: 210 Section: 10
	ARTS 210 10 CRN	Subject: ARTS Course: 201 Section: 01

### Link Processing

Links are used to connect sections of the same course when it is required that some combination of these sections be taken concurrently. Linking sections requires defining link identifiers on the Schedule Form (SSASECT) and defining link connectors on the Schedule Detail Form (SSADETL). Both link identifiers and link connectors are two-byte characters which are user-defined.

In each of the following examples, the linking process places a link connector on a section of a course and uses that same value as the link identifier on another section of the same course. This action links the section with the connector to the section with that identifier. It will create an error message at registration, should a student try to register for the section with the connector, without registering for the section with the identifier of equal value. (This error message is dependent upon **(Registration) Links** error checking being set to Fatal on the Term Control Form (SOATERM) for the term.)

The following courses will be used in the examples of linking sections in various combinations:

Course	Section	Title	Schedule Type	Credits
Chemistry 120	001	Chemistry I	Lecture	4
Chemistry 120	002	Chemistry I	Lecture	4
Chemistry 120	003	Chemistry I	Lab	0
Chemistry 120	004	Chemistry I	Lab	0

**Example 1:**

Students may take a lab section without a lecture section, but not a lecture section without a lab section (any lab section).

Note that for this combination, no connector is placed on the lab sections, and no identifier is required on the lecture sections.

Course and Section	Link Identifier (SSASECT)	Link Connector (SSADETL)
120-001		L1
120-002		L1
120-003	L1	
120-004	L1	

**Example 2:**

Students may take a lecture section without a lab section, but not a lab section without a lecture section (any lecture section).

Note that for this combination, no connector is placed on the lecture sections, and no identifier is required on the lab sections.

Course and Section	Link Identifier (SSASECT)	Link Connector (SSADETL)
120-001	A1	
120-002	A1	
120-003		A1
120-004		A1

### Example 3:

Students may take any lab section with any lecture section, but must have both a lab section and a lecture section.

Note that for this combination, all lecture sections have the same identifier, and all lab sections have the same identifier.

Course and Section	Link Identifier (SSASECT)	Link Connector (SSADETL)
120-001	A1	L1
120-002	A1	L1
120-003	L1	A1
120-004	L1	A1

### Example 4:

Students in section 001 Lecture must take section 003 Lab, and students in section 002 Lecture must take section 004 Lab.

Note that for this combination, the identifiers are unique values for each section of the lectures and each section of the labs.

Course and Section	Link Identifier (SSASECT)	Link Connector (SSADETL)
120-001	A1	L1
120-002	A2	L2
120-003	L1	A1
120-004	L2	A2

When creating sections, each section must be defined as gradable (**Gradable** box is checked) or non-gradable (**Gradable** box is unchecked) on SSASECT. If the lab and lecture sections are one course and are graded as one course, then one of the sections, either the lab or the lecture, must be defined as non-gradable, and the credit hours/billing hours must be changed to zero (0).

In order to change the credit hours and billing hours for a course at the section level, the credit and billing hours at the catalog level must have been defined for variable credit, 0 or 3 credits, for example. This range will default on SSASECT when the section is created, and the user can then define the lecture section, to follow the example, as offered for 3 credits. The lab section would be defined as available for zero (0) credits to avoid duplicate credit and billing for the same course.

## Create Section Contract Information

The Schedule Detail Form (SSADETL) allows the user to designate a section as a contract section via the Section Contracts information on the Contract/Block Schedule Code window. Examples of contract codes may be military contract, IBM contract, AICPA



contract, etc. The contract information is repeating. Therefore, multiple contract codes may be listed for a section. The **Percentage** field is also provided to designate the contract breakdown. The **Primary Indicator** designates the primary contractor if multiples exist. No processing is performed with the information.

The following is an example of contract information: ELEC 121, Electrical Wiring, is a contract course in the Continuing Education Division which is funded 80% by the Electricians Union for their apprentices. The other 20% is funded by the Continuing Education Division.

The Section Contracts information could be set up as follows:

EU	Electricians Union	80%	<b>Primary</b> - checked
CE	Continuing Education	20%	

## Creating/Modifying Restrictions on Sections

When a course has been added to the system, restrictions as to who may register for the course are built on the Course Registration Restrictions Form (SCARRES). When sections of a course are added for a term, any restrictions set at the catalog level will default to the sections at the schedule level. These restrictions are maintained on the Schedule Restrictions Form (SSARRES) and may be added to or otherwise modified for the Key Information. Please see the “Catalog Procedures” section for further information and examples of setting restrictions.

### Note

Course and section restriction rules created prior to Release 8.0 are handled as follows. The **(Field of Study) Type** field on SCARRES and SSARRES will be set to a default of *MAJOR* when a current course or section restriction rule exists for a major (STVMAJR). Since only the field of study type of *MAJOR* was previously considered, all registration restriction rules will function as before. Processing checks the primary and secondary curriculum elements. ■

You may restrict a course to include or exclude students specifically by:

- department,
- field of study (major),
- class,
- level,
- degree,
- program,
- campus,
- college,

- student attribute, and
- cohort.

The restriction controls are used to enter and maintain the restriction indicators associated with the restrictions for a course. The only values that can be selected in the **Include Exclude** radio groups are *Include* for include restrictions and *Exclude* for exclude restrictions. An inclusion restriction means a course may be offered only for the values displayed for that restriction. An exclusion restriction prohibits the offering of a course for the specified restrictions.

The **All Field of Study Types** checkbox is used to indicate that all field of study types should be considered. When this box is checked, the **Type** field is inactive, and the user is taken to the **Code** field to select the field of study value.

The **(Field of Study) Type** field displays the code of the learner field of study type, such as *MAJOR*, *MINOR*, *CONCENTRATION*. Values are selected from the Learner Field of Study Type (GTVLFST) list.

Please refer to the “Building Registration Restrictions on Courses” section of the “Catalog Chapter” for more information on using the **All Field of Study Types** checkbox and the **(Field of Study) Type** field.

## Test Score Restrictions and Prerequisites

Use the Schedule Pre-requisite and Test Score Restrictions Form (SSAPREQ) to restrict sections for test scores and area prerequisites. Restrictions set at the course level on the Catalog Pre-requisite and Test Score Restrictions Form (SCAPREQ) will default to the schedule prerequisite and test score restriction information maintained on SSAPREQ. These restrictions may be added to or otherwise modified on SSAPREQ. Please see the “Catalog Procedures” section for further information and examples of setting prerequisite and test score restrictions.

## Course Fee Assessment Rules by Level

A **Level** field exists in the Section Fees information on the Schedule Detail Form (SSADETL). The Section Fee Assessment Control Form (SSADFEE) allows an institution to build fee assessment rules on a term basis for sections based on schedule type and level. Once these section assessment rules have been built, they will default to the section based on the schedule type of the section and the level entered in the Section Fees information in the Section Fees/Degree Program Attribute window of SSADETL. The **Tuition and Fee Waiver** checkbox on the Schedule Form (SSASECT) must be checked, and the **Override** checkbox on the Registration Fee Assessment Rules Form (SFARGFE) must be checked, if regular fee assessment processing is to be bypassed for this section.

When this section fee assessment process is used, the system stores the course reference number with the account detail information generated for the section. This will allow the institution to use the Tuition & Fee Analysis by Course View (SFVTFAN).

## Tuition & Fee Analysis by Course

You have the ability to monitor the tuition income for those sections which were assessed using course fee assessment rules by level. An Oracle view (SFVTFAN) is provided which contains the information necessary to report this tuition income.

Fields in the view include: Term, CRN, Subject, Course Number, Sequence Number, Detail Code, Detail Code Category, Admissions Type, Degree Code, Course Level, Registration Status Code, Course Title, Primary Instructor Name, Transaction Number, and Amount.

## Tuition Fee Waivers

To indicate that a section should not have the customary tuition and fee charges, check the **Tuition and Fee Waiver** box on the Schedule Form (SSASECT). This will indicate to the system that this section is exempt from tuition and fees which are overrideable as defined on the Registration Fees Process Control Form (SFARGFE), when the **Override** box is checked. If this box is checked, all rules on SFARGFE which are overrideable will ignore billing hours for this section during registration fee assessment. If this box is not checked, all rules on SFARGFE apply.

If it is determined by your institution that a fee other than the customary tuition and fees should be charged for this course, this is accomplished by checking the **Tuition and Fee Waiver** box in conjunction with assigning a section fee on the Schedule Detail Form (SSADETL). When assigning a fee code, an amount also needs to be entered. A flat fee or a per credit hour fee may be charged. This determination must be made by the institution when entering the fee code.

For a section, a level may also be specified for a fee. This level specifies the level at which the course is taken. This allows for differing fees or additional fees to be charged, if the section is taken at different levels. If no level is specified, the rule will apply to all levels. If tuition fee waiver rules had been defined at the catalog level, these rules will default to the section for all levels (level is null). These defaulted catalog rules may then be modified for each section as needed.

### Note

Once a waiver has been created for a section and enrollment has begun, the setting of the **Tuition and Fee Waiver** box should not be changed, so that fees are assessed correctly. ■

This flag is not dynamically looked at in the registration fee assessment process. Therefore, if a section has a waiver and a student registers for the course, they will be given a waiver. However, if at a later date the setting of the **Tuition and Fee Waiver** box

is changed, even if this student is re-processed via registration fee assessment, they may not be charged correctly, because the **Tuition and Fee Waiver** box has already been populated.

## Reserved Seating

Reserved seats rules are established in the Reserved Seats window of SSASECT after enrollment information for non-reserved seats has been created for the section. You can reserve a group of seats in a section for a particular group of students. Reservations can be defined using curriculum and student components, including the primary and secondary curriculum. Admission, matriculation, and graduation terms are included. The user ID and activity date are displayed for each rule. Reserved and waitlist totals are also displayed.

Reserved seat rules processing checks the curriculum data elements against SORLCUR and SORLFOS. Student attributes are checked against SGRSATT. Cohort data is checked against SGRCHRT. The admission and matriculation terms are checked against SORLFOS. The graduation term is checked against SGBSTDN.

Overflow checking is used during processing to check unreserved available seats when seats on the reserved rule are full. Students can register for those unreserved available seats when overflow checking is turned on.

Values can be entered in the data elements for the rules, but once a rule has been saved, it cannot be changed. The rule must be deleted and re-entered. The **Overflow** checkbox can be checked (set to *Y*) or unchecked (set to *N*) as needed. The **Reserved Maximum** and **Waitlist Maximum** fields can also be modified by rule, for reserved or non-reserved seating. When waitlist maximums have been set up, the waitlist messages, which are displayed at registration, will reflect that this section has reserved seating in place.

The Reserved Seats Inquiry Form (SSIRESV) is used to query and review reserved seats rules for a term and CRN combination. This form can be accessed from the Options Menu on SSASECT.

## When a Student Meets Multiple Rules

The reserved seats process will attempt to place the student in the most restrictive rule that applies. The most restrictive rule is considered the rule with the most reserved rule components. If the student meets rules with the same number of reserved rule components, left-most components are considered most restrictive. If a student meets multiple reserved seats rules that are equally restrictive, an attempt is made to place the student in the reserved rule the process finds first.

### ***For example:***

If a student meets rule 1 with a level of *UG* and rule 2 with an attribute of *AI*, the student will be placed in rule 1.

If a student meets rule 1, where rule 1 has three data elements, and the student also meets rule 2, where rule 2 has three data elements, the student will be placed in the rule with the three elements that are listed left-most in the rule.

Once the process makes a hit, and the most restrictive rule is found for the student, the student will be placed in the reserved seats bucket, if seats are available in that rule. The reserved seats process does not check for additional restrictive rules for which the student may apply.

Reserved seats processing does not consider the *value* of the components, rather the *quantity* of components and/or the *location* of the components. The exception is curriculum components. See additional information regarding curricula hierarchy, below.

When the student meets a rule, that student is placed in the reserved seat or waitlist bucket for the rule when available seats exist. If no reserved seats are available in the most restrictive rule for which the student qualifies, the system looks at the setting of the **Overflow** checkbox.

- When the **Overflow** checkbox is unchecked (*N*), the student is not allowed to register for the course.
- When the **Overflow** checkbox is checked (*Y*), the student can register for an unreserved available seat in the course.
- When no unreserved available seats exist, the student is not allowed to register for the course.

The components for the reserved seats rule are checked in order as they appear in the Reserved Seats window. Rules are checked moving from left to right, and the data elements that appear to the left carry more weight on the rule.

## Curricula Hierarchy

The **Curricula** field is the exception to the above information. This field is used to determine which of the student's curriculum records should be checked against the reserved rule. When curriculum components are considered, the following hierarchy is used:

- *Any* or null curricula are considered first.
- *Primary* curriculum is considered second.
- *Secondary* curriculum is considered last.

### **For example:**

When the student meets multiple rules based on curriculum components, the student is placed in the rule where the curriculum components are considered first. In the example below, the student would be placed in the first rule with the **Curricula** field set to *NULL* or *Any*.

Level	Field of Study Type	Field of Study Code	Curricula	Attribute	Matriculation Term
UG	MAJOR	MATH	Null or Any	A1	200510
UG	MAJOR	ENGL	Primary	A2	200510

## Rule Data Entry

Data entry of rules must be considered so that rules are valid and can be saved. Duplicate reserved rules cannot be saved. Please note that the **Curricula** field is not considered when determining equality. Therefore, the following rules are considered duplicates and will generate an error message. Only one of the following rules can be successfully saved.

Program	Field of Study Type	Field of Study Code	Curricula
BA-MATH	MAJOR	MATH	Primary
BA-MATH	MAJOR	MATH	Secondary

Here is another example of duplicate rules. Only one of the following can be saved.

Department	Field of Study Type	Field of Study Code	Curricula
	MAJOR	MATH	Null
	MAJOR	MATH	Any

## Reserved Seats Rules Totals

Reserved seats rules totals are displayed separately in the Reserved Seats window. These numbers are the totals for all the rules for the CRN. As the maximum reserved seats and maximum waitlist seats values are modified by rule, the totals will automatically be updated and displayed. These fields are display only.

The totals in the Reserved Seats window reflect the totals from the Enrollment Data block. Use the **Delete Reserved Seats** button to delete all reserved seats rules if each reserved rule has zero (0) actual seats taken. This removes all the reserved seating information and returns the enrollment data to the section level.

### Note

The system tests for reserved seating each time the Reserved Seats window is entered. You can only delete reserved seating when no enrollment exists for the reserved seating. When enrollment exists that meets the reserved seating requirement, you will not be allowed to delete reserved seating. ■

## Overflow Rule Option

The **Overflow (Indicator)** checkbox in the Reserved Seats window is used to check unreserved available seats when seats on the reserved rule are full. Students can register for those unreserved available seats when overflow checking is turned on. When a student meets a reserved rule for which no reserved seats are available and the **Overflow (Indicator)** is checked (set to *Y*), an attempt is made to place the student in a non-reserved available seat and successfully register the student for the course. If there are no non-reserved available seats, processing will use the reserved rule and issue capacity messages as usual.

When the **Overflow** checkbox is checked (set to *Y*), students who met a reserved rule but could not register because the maximum reserved seats value had been met are able to register for unreserved available seats. The overflow processing works as follows:

- When the **Overflow** checkbox is unchecked (*N*) and no reserved seats are available, the student is not allowed to register for the course. The reserved rule is used to issue capacity messages.
- When the **Overflow** checkbox is checked (*Y*) and no reserved seats are available, the student can register for an unreserved available seat in the course. The overflow option is allowed. The reserved rule is deactivated so that unreserved available seats can be used by students who would have normally met the reserved seats rule.
- When the **Overflow** checkbox is checked (*Y*) and no reserved seats are available and no unreserved available seats exist, registration processing will go back and use the reserved rule to issue associated capacity messages.
- When reserved seats rules are initially created, the **Overflow** checkbox is unchecked (*N*).
- The **Overflow** checkbox can be activated or inactivated at any time during registration.
- The **Overflow** checkbox *cannot* be activated for the unreserved rule.
- When seats are full for reserved and/or unreserved rules and the student who meets a reserved rule is waitlisted, the student is waitlisted for the rule in which the requirements are met, whether the **Overflow** checkbox is checked or unchecked.
- When the **Overflow** checkbox is checked (*Y*), it is used, regardless of the setting of the **Capacity** section option in SOATERM.

### Note

The reserved seats rule overflow option is also used by Waitlist Automation processing. If a seat becomes available on the non-reserved rule, then all students waitlisted in that rule and in reserved rules with the **Overflow** checkbox checked (*Y*) are treated as a single waitlist, and the student with the highest priority is notified.

Please note that the setting of the **Overflow** checkbox is not considered when the system attempts to waitlist a student. If a student meets a

reserved rule where the waitlist is full and the **Overflow** checkbox is checked (Y), the student will not overflow into the waitlist on the non-reserved rule. ■

## Querying Reserved Seats

The Reserved Seats Inquiry Form (SSIRESV) is used to query and view all reserved seats rules for a term and CRN combination. Rules are displayed in their entirety, and multiple rules are displayed for a section. This form can be accessed from the Options Menu on SSASECT.

Queries are based on the **Term** and **CRN** fields in the Key Block. The Data block displays the rules that are returned by the query for the term and CRN. Rule data elements are also queryable. Rule components are displayed in the same order as in the Reserved Seats window on SSASECT. The fields in the Reserved Seats Totals block are display only.

## Rolling Reserved Seats

The Term Roll Report (SSRROLL) rolls the data elements from SSASECT (Reserved Seats window) when reserved seats are rolled to a new term. The setting of the **Overflow** checkbox for the rule is also rolled to the new term. The optional `sussrresv.sql` script is used to set the **Overflow** checkbox to checked (Y) or unchecked (N) for all CRNs for a term. The overflow options can be reset using the delivered script or can be updated manually after the roll has been performed.

### Note

When SSRROLL is run and the SSRRESV records are created for the new term, the user ID for the user that runs SSRROLL will be the user ID that populates the new SSRRESV records. ■

## Reserved Seats Rules Script - srssrresv.sql

The `srssrresv.sql` PL/SQL script is used as a report. When run, it selects all reserved seats rules by term and CRN. The script resides in the SQL\*Plus directory.

The script uses the following prompts:

- Term (Required) - Enter the term for the reserved seats rule.
- CRN (Optional) - Enter the CRN for the reserved seats rule.
- Date (Optional) - Enter the date the report is being run.

The output includes:

- Report Name
- Date
- Term Code



- CRN
- Subject
- Course Number
- Enrollment Detail (seat counts) for the CRN
- Reserved Rules detail, including the **Overflow** checkbox setting associated with each rule
- Reserved Detail (seat counts for the rule)

The output pages break on the CRN and print the sum of the seat counts for each CRN, based on the rules for the CRN. The display order of the rules within a term and CRN follows the sort order of the fields that make up the rule from left to right.

## Converting Existing Reserved Seats Rules

Prior to this Release 8.0, reserved seats rules were constructed using level, major, and class. Only the primary curriculum was checked during registration processing to determine which reserved seat rule was met by the student. During the upgrade to Banner Student 8.0, existing reserved seat rules will be converted as follows, to ensure that all rules function as they did in the previous release.

- Reserved seat components will be set to null.
- The **Overflow** checkbox will be unchecked (*N*). (An optional script is delivered to set the **Overflow** checkbox to checked (*Y*) or unchecked (*N*) for all CRNs for a term.)
- If an existing rule contains a major value (STVMAJR), the **Field of Study Type** field will be set to *MAJOR*, and the **Field of Study Code** field will be populated with the existing major value.
- If the **Majr** field (now the **Field of Study Code** field) is null in the existing reserved rule, both **Field of Study Type** and **Field of Study Code** will be set to null.
- If an existing rule contains a level or a major, the **Curricula** field will be set to *Primary* to preserve prior registration processing that only checked the primary curriculum.
- If an existing rule used only class, the **Curricula** field will remain null.

## Maintain Academic Calendar

The academic calendar processing records and calculates the significant academic calendar dates for a group of sections or a specific section.

### Note

The academic calendar processing is an optional portion of the Schedule module which does not need to be implemented unless it is required. ■

Creating codes on the Academic Calendar Type Validation Form (STVACCL) is the first step in establishing the academic calendar. These academic calendar type codes are user-defined. Examples are: daily contact, weekly contact, CEU, or semester calendar.

The Schedule Academic Calendar Rules Form (SSAACRL) may be used to build the rules associated with an academic calendar. Once academic calendar rules are built, they may be copied to another academic calendar type within the same term via the **Default Type** field in the Default Calendar Type window.

The academic calendar contains an optional census two date. The **Census Two Date** field is also on the Term Control Form (SOATERM) in the Base Part of Term section. If census two is entered here, it will default to the Census Two information on the Schedule Form (SSASECT). A census two enrollment will automatically be maintained if a census two date is specified.

The information included in an academic calendar includes census one, census two, enrollment date, record academic history date, and drop without a penalty date. There are three fields associated with each of these rules: **Numbers of Days**, **Percentage of Days**, and **Date**. The user may choose a specific date or have the system calculate the date when the number of days or percentage of days is used. If number of days or percentage of days is specified, then the system will automatically calculate the correct dates when an academic calendar type is associated with a section. These three fields work in conjunction with one another. If a census one date is entered, then the number of days to census one and percentage of days to census one may not be entered.

The **Census One Date** and **Census Two Date** fields are used in processing the registration information to calculate the census one and census two enrollment. The last day to enroll, the last day to record academic history, and last day to drop without a penalty are informational only and are not currently used in any process.

The Academic Calendar Rule Query Form (SSAQCR), which is a stand alone query form, may be used to view the academic calendar types for which rules are established for the term.

The Schedule Calendar Form (SSAACCL) allows you to tie an academic calendar to a section. The keys to the form are term and course reference number. Once a calendar type is entered, this form examines the session meeting information from the Schedule Form (SSASECT) and calculates the academic calendar information. An academic calendar type may only be added or modified prior to enrollment existing for the section. This is

because a change in the census dates after enrollment exists would give an inaccurate census enrollment count.

The dates on the Schedule Exclusion Rules Form (SSAEXCL) are excluded from the academic calendar calculations. The **Part of Term** field in the Key Information of SSAEXCL allows the institution to define those days which are to be excluded from the academic calendar by parts of term and calendar year. A description may also be added for the excluded days.

The Academic Calendar Type is included in the Section Roll Process (SSRROLL) to roll the academic calendar information forward to the next term being processed.

Academic calendar types may only be associated with those sections whose part of term allows override capabilities of start, end, and census dates on the Term Control Form (SOATERM).

 **Note**

The academic calendar information on the Schedule Calendar Form (SSAACCL) cannot be deleted with a Remove Record function. ■

The following is an example of academic calendar processing. An academic calendar rule of daily contact is established on the Schedule Academic Calendar Rules Form (SSAACRL) for 199301 (Fall 1992) as follows:

	<b># Days</b>	<b>% Days</b>	<b>Date</b>
Census One:	10		
Census Two:		50%	
Enrollment:	20		
Record Academic History:			10-NOV-1992
Drop Without Penalty:	35		

This rule is given to a section which meets Monday, Wednesday, and Friday, from August 29th till December 15th. Monday, September 7th, Thursday, November 26th, and Friday, November 27th, have been defined as exclusion days on the Schedule Exclusion Rules Form (SSAEXCL) for this section's part of term. Therefore, they are not used when calculating the academic calendar dates.

When you examine all the Mondays, Wednesdays, and Fridays which fall between August 29th and December 15th, and remove the two exclusion days that follow Monday, Wednesday, or Friday, you can determine that there are 44 actual meetings of this section. Using the rules established on SSAACRL the dates calculate as follows:

Census One 10 Days	23-SEP-1992
Census Two 50% Days	21-OCT-1992

### Registration Dates:

Last Date to Enroll	16-OCT-1992
Last Date to Record Academic History	10-NOV-1992
Last Date to Drop without Penalty 35 Days	20-NOV-1992



The Registration Dates are informational only. ■

## Maintain Attendance Accounting Method

The **Attendance (Accounting) Method** field on the Schedule Form (SSASECT) is validated against the Attendance Accounting Method Validation Form (STVACCT). This validation form allows the user to specify the accounting method for the section. Examples are weekly, daily, independent study, or actual. Only one method may be specified on the validation form.

Both the Daily and Weekly Contact Hour calculations use the number of hours per week when the session meets. The **Hours Per Week** field in the Meeting Time window is updateable. This allows those sessions which do not meet for the standard duration factor, and are maintained on the Faculty Load Term Control Form (SIATERM), to be updated to reflect the correct hours of meeting per week.

In the meeting times listed below, the system, using a 50 minute duration factor maintained on SIATERM, would calculate 4.4 and 4.8 hours per week. Due to break periods, the institution only gives 4 hours of meeting time per week to the three examples. To correctly specify the number of hours per week for these special sessions, the override on SSASECT may be used.

		<b>System Calculated</b>	<b>Override Value</b>
TR	0800 - 0950	4.40	4.00
TR	0810 - 1000	4.40	4.00
TR	0800 - 1000	4.80	4.00

Number of Weeks in the Session is calculated using the earliest session start date and the latest session end date.

When a weekly attendance accounting method is specified on a section with multiple meeting times, the value appearing in the **Weekly Contact Hours** field is calculated as follows:

Total Contact Hours/Week for Meeting 1 + Total Contact Hours/Week for Meeting 2

For the following course meeting information:

Meeting 1	29-AUG-1992	20-DEC-1992	M W F	8:00 - 9:00	3 hours/week
Meeting 2	29-AUG-1992	20-DEC-1992	T R	8:30 - 9:00	1 hour/week

The calculation is as follows:

Meeting 1 = 3 hours/week

Meeting 2 = 1 hour/week

WCH = 3 + 1 = 4

When a daily attendance accounting method is specified on a section, the value appearing in the **Daily Contact Hours** field is calculated as follows:

$$\frac{\text{Total Contact Hours for Meeting 1}}{\text{Number of Days in Meeting 1}} + \frac{\text{Total Contact Hours for Meeting 2}}{\text{Number of Days in Meeting 2}}$$

For the following course meeting information:

Meeting 1	29-AUG-1992	20-DEC-1992	M W F	8:00 - 9:00	3 hours/week
Meeting 2	29-AUG-1992	20-DEC-1992	T R	8:30 - 9:00	1 hour/week

The calculations are as follows:

Total number of MWFs, taking exclusion days into account is 43.

Total number of TRs, taking exclusion days into account is 30.

Meeting 1  $\frac{3 \text{ hours/week}}{3 \text{ meetings/week}} \times 43 \text{ meeting days} = 43 \text{ contact hours}$

Meeting 2  $\frac{1 \text{ hours/week}}{2 \text{ meetings/week}} \times 30 \text{ meeting days} = 15 \text{ contact hours}$

Meeting 1  $\frac{43 \text{ contact hours}}{43 \text{ meeting days}} = 1$

Meeting 2  $\frac{15 \text{ contact hours}}{30 \text{ meeting days}} = .5$

DCH = 1 + .5 = 1.5

## Schedule Overrides

The Schedule Override Form (SSAOVRR) allows the user to override the following catalog values associated with the section, such as **College**, **Division**, **Department**, and **Taxonomy of Program**. There is no edit against the catalog information. If the Catalog states that the course is in the College of Arts and Sciences in the English Department, the class schedule information may be changed to the Business School, Economics Department.

These override fields are used when the course is rolled to academic history either in batch or online, and the overrides are used in the Class Roster (SFRSCST), Schedule Section Tally (SSRTALY), and Class Schedule (SSRSECT) reports.

## Block Scheduling

The Block Scheduling function will allow an institution to register students in a group of user-defined courses through the use of user-defined block codes. This processing impacts the Schedule, General Student, and Registration modules, which are set up as follows.

### Schedule Module

The first step in using the block scheduling function is defining the institution's blocks on the Block Code Validation Form (STVBLCK). The block codes can be up to ten position alphanumeric characters.

After defining the block codes, the institution should now begin to establish the sections of courses that are to be associated with each block code on the Block Schedule Control Form (SSABLCK), where the keys to the form are block code and term. Sections may also be assigned to the blocks via the Schedule Detail Form (SSADETL).

When adding sections to the block of courses via the Block Schedule Control Form (SSABLCK), the **CRN** is a required field that when entered will display the following data elements: subject code, course number, section number, part of term, campus, maximum enrollment, actual enrollment, and seats remaining. A section may be associated with more than one block. A **Y** displays in the **Multiple Block** field to indicate that the section belongs to multiple blocks. When adding sections to a block code on SSABLCK, the user may enter a valid subject, course, and section number to retrieve section data, just as entering a valid CRN will retrieve all section information. Use Count Query Hits from the **CRN** field to access the Schedule Section Query Form (SSASECQ) from which valid section codes may be queried and selected.

Courses may also be entered on this form by entering a valid subject code, course number, and section number combination. Use List from the **Subject**, **Course Number**, or **Section** fields to display the Schedule Section Query Form (SSASECQ), from which valid section information may be retrieved.

If the section has variable credit or billing hours, the system defaults in the low credit or billing hours. Both credit and billing hours can be overridden for this CRN and all students associated with the block on the Block Schedule Control Form (SSABLCK) or for an individual student on the Student Course Registration Form (SFAREGS).

Total credit and billing hours for the Key Information **Block (Code)** field are displayed at the bottom of SSABLCK. Please be aware that these hours are accurate only after saving all of the changes.

 **Note**

Additional changes may be made to a student's registration on the Student Course Registration Form (SFAREGS), so these values do not necessarily reflect the registered credit hours for students associated with the block. ■

If the section has multiple grading modes, the default grading mode is used in the **Grade Mode** field of the Block Schedule Control Form (SSABLCK). The grading mode may be overridden for this CRN and all students associated with the section of SSABLCK, or for an individual student on the Student Course Registration Form (SFAREGS).

If a special approval code is required for the section, then the **Special Approval** field will default to Y. This flag can not be overridden on the Block Schedule Control Form (SSABLCK).

The purpose of these defaults is to assure that the registration process occurs with a minimal amount of data entry.

The Block Schedule Code information on the Schedule Detail Form (SSADETL) permits the user to assign the course to a block code. This is a repeating section which lists all of the block codes of which the course section is a part. Block codes may be added and deleted in this section. If a block code is added through the Block Schedule Code information, the special approval code override will be established when you save (as it is in SSABLCK), and all other defaults will be set to the course as if they were added in SSABLCK. If overrides are desired for this section and all students associated with the block, the data must be overridden on the Block Schedule Control Form (SSABLCK). If overrides are desired for an individual student, the changes must be made on the Student Course Registration Form (SFAREGS).

All of the standard registration errors are still controlled by the Term Control Form (SOATERM) and are performed at the time of registration on the Student Course Registration Form (SFAREGS).

## Block Scheduling Example

In the Fall of 1993, a freshman business student must take the following sections:

10050	ACCT	101
10057	ECON	100
10087	ENGL	100
10197	HIST	105

These sections would be added on the Block Schedule Control Form (SSABLCK) for the Fall term 1993 and Freshman Business Student block. An example of a block code could be FL93FRBS where:

FL93	=	Fall 1993
FR	=	Freshman
BS	=	Business students

From the Block Schedule Control Form (SSABLCK), the user is able to access the following forms via the Options Menu:

SSASECT	Schedule Form
SSADETL	Schedule Detail Form
SFAREGS	Student Course Registration Form

The Block Schedule Query Form (SSABLKQ), which is a stand alone query form, displays all the block codes which have been created for a term. An optional CRN may be entered in the key. If the CRN is entered, then only those blocks which contain the CRN entered are returned. This limits the display of block schedule codes to those blocks to which the CRN belongs. For example, if the mass lecture section of Psychology 101 belongs to five different freshman blocks, then the CRN may be entered in the key to verify that all five blocks have been given the Psychology 101 section.

SSABLKQ may be accessed from the **Block (Code)** field of SSABLCK using Count Query Hits and from the **CRN** field of SSABLCK using List to display related blocks. It may also be accessed using Count Query Hits from the **Block Schedule** field in the Student Term window of the Student Course Registration Form (SFAREGS) to display valid blocks for the registration term.

The Block Schedule Section Query Form (SSABSCQ), which is a stand alone query form, lists all the sections associated with a block code. A valid term and block code are required in the key. From the **Block (Code)** field, you can display an LOV from STVBLCK, or use Count Query Hits to display SSABLKQ.

The Schedule Section Query Form (SSASECQ) has a **Block Schedule** field. Placing a Y in this field when entering a query will display only those courses that are related to a block code.



The Schedule Cross List Definition Form (SSAXLST) has a **Block (Code)** field. If any of the CRNs which are cross-listed also belong to a block code, the **Block (Code)** field displays a value of *Y*.

The Block Schedule Query Form (SSABLKQ) may be accessed from the Options Menu of SSAXLST to see the detail information associated with the block. The Block Schedule Control Form (SSABLCK) may be accessed from the Options Menu of the Schedule Form (SSASECT).

## General Student and Registration Modules

To attach a block code to a student, use the General Student Form (SGASTDN), the Student Course Registration Form (SFAREGS), or the Student Block Load Process (SGPBLCK). Block codes are maintained by effective term, like all other general student information. Hence, an institution may want to maintain a consistent block code for each student so that the information need not be updated on a term-by-term basis.

To associate students with block codes online, the user may enter a valid code in the **Block (Code)** field on either the General Student Form (SGASTDN) or the **Block Schedule** field on the Student Course Registration Form (SFAREGS). You can access SSABLKQ from the Student Term window on SFAREGS and from the Additional Information block of SGASTDN. Use Count Query Hits from the **Block (Code)** field (SGASTDN) or the **Block Schedule** field (SFAREGS) to display the Block Schedule Query Form (SSABLKQ) and query for valid codes for the effective term. (The CRN is optional.)

Students may be associated with block codes in batch by using population selection and the Student Block Load Process (SGPBLCK). This process will associate the groups of students defined through population selection to a block code for an effective term. Population selection and the Student Block Load Process (SGPBLCK) must be performed for each population and block code you wish to assign.

Assigning a block code to a student will not automatically register the student for the CRNs associated with the block code.

If a block code is associated with a student for a term, this information will display in the **Block Schedule** field in the Student Term window of the Student Course Registration Form (SFAREGS). This information will assist the user when performing block scheduling registration online.

Two fields located in the Registration information of this form, the **Process Block** and **Delete All CRNs** fields, are described below.

Check the **Process Block** box and use Next Block to default the CRNs associated with the student's block code into SFAREGS. If any values (grading mode, variable credit hours) have options other than the defaults available, the user is permitted to override these values at this time. However, the system will not prompt you to enter values in the multiple value fields as it normally would in registration, because the system assumes you have done the bulk of your adjustments at the section level when assigning CRNs to a

block code. Entering a student in a block does not register the student for the associated CRNs; it simply defaults the CRNs to SFAREGS if this process is selected.

Check the **Delete All CRNs** box and use Next Block to activate the system to delete all the CRNs for the active person and term in the key. This enables you to quickly delete CRNs if a student was associated with the wrong block, or if they have changed blocks.

The **Process Block** and **Delete All CRNs** requests cannot be processed concurrently.

For example, a student assigned in the Fall of 1993 to the Freshman Business Student block code was registered for the following sections:

10050	ACCT	101
10057	ECON	100
10087	ENGL	100
10197	HIST	105

At a later time during the registration period, the student needed to be removed from this block and added into the Computer Science block.

In order to accurately perform this function, you must enter the Student Course Registration Form (SFAREGS) and delete all CRNs. To do this, check the **Delete All CRNs** box and use Next Block. Next, the block code for the student needs to be changed. This can be done in SFAREGS. (It may also be changed in SGASTDN, but there is no need to access this form, since SFAREGS is active.) Finally, after entering the Computer Science block code for the student, you must check the **Process Block** box and use Next Block. The CRNs associated with the block will default into the form.

 **Note**

**Delete All CRNs** will work for *any* student, not just those students assigned to a block code. ■

Additional individual courses may be added or deleted from the Student Course Registration Form (SFAREGS) as needed to modify the student's registration.

The **Block Indicator** field located on the Registration Section Query Form (SFQSECM) and the **Block** field located on the Registration Course Query Form (SFQSECT) indicate if the course being queried is associated with a block code.

 **Note**

Simply deleting the block code from SFAREGS or SGASTDN will *not* remove the CRNs from the student's registration once the student has been processed either online or in batch through Course Request and Scheduling processing. ■

Block Scheduling registration may also be performed in batch using Course Request and Scheduling. To begin this process, use population selection to populate the Student Course Request Form (SFACREQ) with the CRNs of the selected students' block codes

via the Course Request Load Process (SFPBLCK). SFPBLCK defaults the CRNs of a student's block code to that student's record on the Student Course Request Form (SFACREQ).

The selected students will now have course requests for the term, and the steps for Course Request and Scheduling may be performed. Below is a brief outline of the steps which need to be followed to complete this process. Please refer to the *Course Request and Scheduling Handbook* for more details. Note that any student, (not just those associated with block codes), with student requests for the term will be processed through Course Request and Scheduling.

## Reports and Processes

The following reports and processes are used with block scheduling:

- The Term Roll Report (SSRROLL) has a parameter that allows you to roll block schedule codes from one term to another.
- The Scheduled Section Tally Report (SSRTALY) displays blocks associated with a CRN along with the information that has been previously reported.
- The Student Report (SGRSTDN) also displays the student's block code.
- The Student Block Load Process (SGPBLCK) associates a group of students defined through population selection to a block code for an effective term.
- The Course Request Load Process (SFPBLCK) defaults the CRNs of a student's block code to the selected student's record on the Student Course Request Form (SFACREQ) for the effective term.

## Sample Test Plan

1. Create block codes on the Block Code Validation Form (STVBLOCK).

FL94FRUD	(Fall 1994, Freshman, Undecided)
FL94SOBS	(Fall 1994, Sophomore, Business)
FL94JRNR	(Fall 1994, Junior, Nursing)

2. In the Block Schedule Control Form (SSABLCK) or in the Schedule Detail Form (SSADETL), associate sections with the block codes for the effective term.

<i>199401,</i>	<i>FL94FRUD:</i>	
	ENGL	100
	COMP	110
	BIOL	101
	HIST	100

<i>199401,</i>	<i>FL94SOBS:</i>	
	BUAD	200
	MKTG	200
	MKTG	201
	ECON	200

<i>199401,</i>	<i>FL94JRNR:</i>	
	GENE	300
	HCAD	300
	NURS	300
	BIOL	301

- Assign students to block codes online for the desired term via the General Student Form (SGASTDN) or the Student Course Registration Form (SFAREGS). To assign students to block codes using batch processing, perform population selection, and run the Student Block Load Process (SGPBLCK) for that population.

A population selection for the new freshmen might specify effective term, level, degree, and major. For example:

SGBSTDN_TERM_CODE_EFF	=	'199401'	AND
SGBSTDN_LEVL_CODE	=	'01'	AND
SGBSTDN_DEGC_CODE	=	'00'	AND
SGBSTDN_MAJR_CODE	=	'0000'	

- Process block codes for your students online by entering the Student Course Registration Form (SFAREGS) and checking the **Process Block** box, and then use Next Block. This will default the CRNs associated with the student's block code to SFAREGS. Regular registration processing should be continued from this point. (Additional courses may be added, and all error checking will be performed at this time.)

To process block codes in batch, use population selection, and run the Course Request Load Process (SFPBLCK) for the that population.

A population selection may include effective term and block codes. For example:

SGBSTDN_TERM_CODE_EFF	=	'199401'	AND
SGBSTDN_MAJR_CODE	=	'FL94JRNR'	

Running the Course Request Load Process (SFPBLCK) will populate the Student Course Request Form (SFACREQ) with the CRNs of the student's block. To continue

batch block scheduling, the steps for Course Request and Scheduling must now be followed.

## Course Request Processing Operating Procedures

This section provides the user with step-by-step instructions for running Course Request and Scheduling Processing. Refer to this section, along with the Module Flowchart in the *Course Request and Scheduling Handbook*, as a guideline.

1. Enter the student's course requests using the Student Course Request Form (SFACREQ), or load the request data to the SFBCREQ Oracle table using the ORACLE\*Loader Utility, and run the Course Request Load Process (SFPBLCK) for a selected population.
2. Run the Course Request Edit Report (SFPCREQ) batch program to validate the student's course request information. Review the report for error conditions, (i.e., student not admitted for this term or ID does not exist). Correct and rerun this step until satisfactory results are obtained.

### Note

At the time that course requests are entered online through the Student Course Request Form (SFACREQ), the system validates that the CRN exists but does not check for holds, level restrictions, etc. It is only after the Course Request Validation Process has been run through SFPCREQ that you will detect these errors on the Course Request Edit Report (SFPCREQ). You should call up the Student Course Request Form (SFACREQ) for each of the students listed on the Course Request Edit Report, and make any necessary corrections. ■

### Note

A check appears in the **Status** checkbox for every course request combination (primary/alternate) that has passed the initial validation criteria. The requests that are not valid have an unchecked **Status** box. If the request has not yet been run through the Course Request Validation Process, the **Status** box is blank. ■

3. Enter parameter values in job submission, and then run the job SCTH1000 to extract course request and bio/demo data from Banner. Review the Control Report for errors before continuing.
4. Enter parameter values in job submission, and then run the job SCTC1000 to extract course schedule data from Banner. Review the Control Report for errors before continuing.
5. Enter parameter values in job submission, and then run the job SCTC1500 to create the two Oracle tables SFBREST and SFBSECT that contain restriction and relative course information for each section extracted from Banner. Review the Control Report for errors before continuing.

6. Enter parameter values in job submission, and then run the job SCTC2000 to begin the course request process. This process produces an Update Change Register (Audit Trail) that can be used to validate that the proper requests have been processed and to detect errors (i.e., time conflicts, level restrictions, etc.) in a student's course request set. If changes are made to the student's requests using Banner, it will be necessary to re-run from Step 2. Review the Control Report for errors before continuing.
7. Enter parameter values in job submission, and then run the job CRQC3000 to produce selected reports from the course request process. Review these reports and make corrective actions if necessary. If changes are made to Banner, then the process must be re-started from Step 2. When you are ready for the final run of course request (i.e., you are satisfied with the results and have no further changes to make to Banner), then be sure the Create Registration File parameter is set to *Y*. This option creates the input Student Scheduling.

## Scheduling Process Operating Procedures

This section provides the user with step-by-step instructions for running the Schedule Process. Refer to this section, along with the Module Flowchart in the *Course Request and Scheduling Handbook*, as a guideline.

*Before starting be sure you have completed the steps outlined in the Course Request and Scheduling Operating Procedures.*

1. Enter parameter values in job submission, and then run job SCTD0600 to begin the Student Scheduling. Review the output from this process, and if no errors are encountered, continue to the next step. If you make changes to the Banner data, then you must re-run the Course Request Processing.
2. Enter parameter values in job submission, and then run job SCHC3000 to produce selected reports from the Student Scheduling Process. Review these reports and make corrective actions. If you make changes to the Banner data, then you must re-run the Course Request Processing.

At this point the Scheduling process has been completed. The following steps deal with loading the data from Scheduling to the Banner Registration module. Note that once the load has been run for a student, that student's requests cannot be re-run.

3. Start up ORACLE\*SQLldr using the `stucreq.ct1` control file and the enrollment file `d1520.dat` as input. This process will create an interim Oracle registration table (SFRFREQ) that is used as input to the next step.
4. Run the Course Request Update (SFPFREQ) batch program to load the course request and schedule data to the Banner registration tables and update the section counts. Review the Audit Trail for errors.

# Auto Scheduling Processing

## Overview

This functionality is used to create the interface between Banner Schedule processing and the third party scheduling products Schedule 25/Model25.

This includes:

- generating a campus profile for physical features, partitions, departments, rooms, and a control file,
- capturing this information in the Catalog and Schedule modules and generating a class descriptor file,
- extracting the Banner data to create all files required to interface to the scheduling tool,
- creating a work file and viewing/updating extraction data with an associated process to be used for housekeeping of this file, and
- integrating classroom assignment information from Schedule25.

You may view assignments made by Schedule25, accept or reject the assignments, and accept and/or load the accepted assignments (and those that have not been rejected) into Banner.

## Getting Started

The following steps are suggested for the initial positioning of Banner for use with the third party scheduling product.

1. Create validation table entries.
2. Define your campus.
3. Define room attributes and characteristics of your classrooms.
4. Record class location and required room characteristics at the subject level.
5. Record class location and room characteristic overrides (if any) at the course, section, or meeting time level.
6. Complete your class setup.
7. Extract data from Banner.
8. Run Schedule25.

9. Review Scheduler output.
10. Update the Work Table and review.
11. Update class records in SSRMEET.
12. Purge appropriate work table entries.

## Create your validation table entries

1. Define the scheduler number for the appropriate partition codes using the **Scheduler Sequence (Number)** field on GTVPARS.
2. Define the room attribute codes using the **Auto Schedule** and **Scheduler Number** checkboxes on STVRDEF.
3. Define which schedule types are eligible to be scheduled using the **Automatic Schedule** checkbox on STVSCHD.
4. Ensure that scheduling status codes have been loaded to GTVSCHS from seed data provided by SunGard® Higher Education.

## Define your campus

If it is not necessary to define partitions at your institution, if they do not play a role in your current classroom allocation. This step is not required. Otherwise, do the following.

1. Ensure that seed data provided by SunGard Higher Education is loaded into the Scheduling Partition Validation Form (GTVPARS). This seed data consists of a default partition code (00). Once loaded, define your partitions (physical groupings of buildings and/or rooms) at your school or campus on this form.
2. Draw a blueprint of your school or campus by assigning a partition code to those buildings containing classrooms to be used in the class assignment process. This can be accomplished by entering a partition code on the Building Definition Form (SLABLDG). All room records created after this update will automatically receive this partition code.
3. Assign a partition code to a classroom using the Room Definition Form (SLARDEF). Existing room records (i.e., rooms defined after a partition code was assigned to the building record) do not need to have this code entered unless this classroom requires an override of the building default.



## Define room attributes and characteristics for your classrooms

Again, if room allocation according to room characteristics is not required, this step is not required. Otherwise, do the following.

1. Identify those room attribute codes that will be used in the scheduling process using the **Auto Schedule** and **Scheduler Number** fields on the Building/Room Attribute Code Validation Form (STVRDEF).
2. Assign the classroom characteristics in the Room Attributes block of the Room Definition Form (SLARDEF) by selecting attribute codes defined as auto schedule in STVRDEF. For example: if the room is characterized as wheelchair accessible or has Lab or Audio Visual equipment, this information should be associated with the room. Although this step is not required, is strongly encouraged that it be used to ensure that classes requiring these attributes will be allocated to the appropriate classroom.
3. If a classroom will be unavailable for scheduling for all or part of the term, use the Room Inactivation block on SLARDEF to identify the dates, times, and/or days of the week that classes should not be booked into these rooms.

## Record class location and required room characteristics at the subject level

Partition and room attribute preferences should be assigned at the subject level using the Subject Scheduling Rules Form (SSASBSH). These preferences will be used as the basis for the meeting time records during the extract process.

These preferences should represent the base requirements and should be applicable for all sections created for this subject. These values can be overridden but not excluded in the next step if required.

### Partitions

1. Decide if you are using partitions.  
  
If partitions are being used as a determining factor in room scheduling, then do the following.
2. Define your partition preferences at the subject level using the Partition Preferences block in the main window on SSASBSH.
3. Define your partition preferences at the course level using the Partition Preferences block in the Partition and Room Attribute Preferences window on SCACRSE.
4. Define your partition preferences at the section level using the Partition Preferences block in the Section Scheduler Preferences window on SSASECT.

5. Define your partition preferences at the class level using the Partition Preferences block in the Meeting Time Preferences window on SSASECT.

For example: English classes always held in a particular building.

## Room Attributes

1. Decide if you are using room attributes.

If room attributes are being used as a determining factor in room scheduling, then do the following.

2. Define your room attribute preferences optionally at the subject level using the Room Attribute Preferences block in the main window on SSASBSH.
3. Define your room attribute preferences optionally at the course level using the Room Attribute Preferences block in the Partition and Room Attribute Preferences window on SCACRSE.
4. Define your room attribute preferences at the section level using the Room Attribute Preferences block in the Section Scheduler Preferences window on SSASECT.
5. Define your room attribute preferences at the class level using the Room Attribute Preferences block in the Meeting Time Preferences window on SSASECT.

For example: English classes always need an overhead projector.

6. Assign a scheduling status code to a class or meeting time using the **Auto Scheduler** field in the Meeting Time window on SSASECT.

## Record class location and room characteristic overrides (if any) at the course, section, or meeting time level

You can also define partition preferences at other levels, but these are viewed as overrides to the requirements set at the subject level.

- Course Preferences are set in the Partition Preferences block of the Course Catalog Form (SCACRSE) and will apply to all sections and meeting times created for this course.
- Section Preferences are set in the Section Partition Preferences block of the Schedule Form (SSASECT) and will apply to all meetings times created for this section.
- Meeting Time Preferences are set in the Meeting Time Partition Preferences block of the Schedule Form (SSASECT) and will apply to an individual meeting time only.

The extract process will first look to the meeting time preferences, then the section, and lastly the course preferences to record overrides to the subject level definitions.

For example:

If overrides were identified at the section level, no meeting time preferences would be entered causing the extract to look for section preferences. Having found those records, no further search would be conducted.

Therefore, in this example, if there were also course preferences defined, they would not be picked up for the creation of the Class Descriptor records.

## Complete the class setup

Assuming that all meeting time records have been created in the Schedule Form (SSASECT), there are a few more requirements remaining for those classes requiring classroom allocation.

1. Identify those schedule types that are eligible to be scheduled through the use of the **Automatic Scheduler** checkbox on the Schedule Type Code Validation Form (STVSCHD).
2. Ensure that the provided seed data is loaded into the Scheduling Status Code Validation Form (GTVSCHS). These codes will be attached to those meeting times requiring classroom assignment via Schedule25.
3. Assign an appropriate scheduling status code to a class and/or meeting time record using the **Auto Scheduler** field in the Meeting Time window on SSASECT. This scheduling status code should reflect the action that the scheduling tool must accomplish, such as needs a classroom assignment.
4. Ensure that the schedule type for the section has been marked as eligible by checking the **Automatic Scheduler** checkbox in STVSCHD.

## Extract data from Banner

1. Define the control records required by Schedule25 for the terms to be processed in the Scheduling Tool Interface Control Form (SSACTRL).
2. Create a subject code to be used in the creation of room inactivation “phantom class” in the Subject Code Validation Form (STVSUBJ).
3. Run the Schedule 25 and Work File Creation Process (SSRSCRM) for the required term(s) and/or campus(es).
4. Review the extract data in Scheduler Work Form (SSASCHW). Any modifications or corrections should be made in Banner, and the extract should be run.

## Review scheduler output

Schedule25 produces many valuable reports from listings of classes placed, classes not placed, placement analysis, and rooms still available for placement to process diagnostic messages (exception or error messages).

See the third party *Schedule25 Process Manual* for report descriptions and examples.

## Update work table and review

1. Run the Scheduler Work Table Update Process (SSRSCUP).
2. If necessary, review the data returned from Schedule25. Updates to a select few fields are possible but should be done with great caution. Please see the information on SSRSCUP later in this section.
3. It is possible to produce a report of what the meeting time information would likely be, prior to actually saving the information to the SSRMEET table, by running the Class Schedule Report (SSRSECT).

## Update class records in SSRMEET

1. Run the Building/Room Update Process (SSRSCMT).
2. If the update is successful, the **Update (Indicator)** will be updated on the Scheduler Work Form (SSASCHW).
3. If a record has not been updated in Banner, research will be required to determine the reason. It may be necessary to manually update the meeting time record if, for some reason, the meeting time record in Banner has been changed since the extract process was run.

## Purge appropriate work table entries

Records may be purged from the work table by running the Scheduler Work Table Purge Process (SSRSCPR) for the appropriate term and/or campus.

## Forms Used in Schedule 25 Processing

### **Scheduling Status Code Validation Form (GTVSCHS)**

This form is used to store Schedule25 status codes. These codes control whether the section is to be scheduled and listed.

The following codes are required by Schedule25 for assignment and are delivered as seed data:

<b>Code</b>	<b>Description</b>
NSM	Class needs a room assignment.
ISM	Class needs a room assignment and has a preferred first choice room indicated in the <b>Room Name</b> field. This code limits the initial pool of candidate rooms in the assignment algorithm.
WSM	Class needs a room assignment and must be assigned with the preceding NSM or ISM record to the same room at the same time (cross-listed).
RSM	Class is related to the preceding NSM or ISM record and must be assigned to the same room but not at the same days/time.
NXM	Class needs a room assignment and can share a room with another class whose times overlap with it (can be double-booked).
IXM	Class needs a room assignment, has a preferred first choice room indicated in the <b>Room Name</b> field, and can share a room with another class whose times overlap with it (can be double-booked).
RXM	Class is related to the previous NXM or IXM record and must be assigned to the same room at the same or overlapping times.

The following codes are required by Schedule25 for pre-assignment and are delivered as seed data:

<b>Code</b>	<b>Description</b>
ASM	Class has a room assignment that was made manually or in another system, such as the student information system.
AXM	Class has a room assignment that was made manually or in another system, and the class time span overlaps part of all of the time span of another class assigned to the same room (double-booking or intentional conflict).
HSM	This is a set of home cross-listed classes pre-assigned to the same room at identical days and times.

Code	Description
VSM	This is a set of visitor cross-listed classes pre-assigned to the same room at identical days and times.
5SM	Schedule25 assigned the class a room during a previous run.
5XM	Schedule25 assigned the class a room, and it is double-booked with another class.

### Partition Code Validation Form (GTVPARS)

This form is used to define partition codes (a category or grouping of rooms). These codes are optional, but can be instrumental in the scheduling process providing preferred placement of classes in a geographic area of the school.

The partition can be placed at various levels:

- on the subject (referred to in Schedule25 documentation as department)
- on the course
- on the section
- on the meeting time for the section
- on the building
- on the individual room

When a new partition code and description are entered and saved in this form, a sequence number is generated if the **Scheduler Sequence (Number)** field is null. This provides a unique identifier that will, in turn, be used in the Schedule25 algorithm. The partition code serves as a convenience for the user and is not extracted to the Scheduler software.

#### Note

You can add a campus code to a partition. ■

The Schedule25 Rooms file requires that each room have a partition. Use the seed entry of code *00* for the default partition.

### Subject Scheduling Rules Form (SSASBSH)

This form facilitates the assignment of partitions and room attribute preferences at the subject level.

### Scheduling Tool Interface Control Form (SSACTRL)

This form is used to enter and update the control file parameters necessary to run Schedule25.

## Scheduler Work Form (SSASCHW)

This form can be used to:

- View the data from Banner prior to being submitted to Schedule 25, and
- Preview the results of Schedule25 prior to its integration into Banner.

### Note

Preference records are not viewable. ■

## Schedule Type Code Validation Form (STVSCHD)

Use the **Automatic Scheduler** field to denote which sections to extract for input into the Schedule25 process when the schedule type is assigned to a CRN. When this indicator is checked, only sections with a schedule type defined to have classes automatically scheduled will be extracted.

## Building/Room Attribute Code Validation Form (STVRDEF)

Use the following fields for Schedule25 processing.

- The **Auto Schedule** checkbox is used to denote which sections to extract for input into the Schedule25 process when the schedule type is assigned to a CRN. This checkbox also controls the operation of the **Scheduler Number** field.
- If the **Auto Schedule** checkbox is checked, **Scheduler Number** field will be automatically populated with a unique one-up number, if the Schedule25 Code is null when the attribute record is saved. Or, the user can enter a unique one-up number. If the **Auto Schedule** checkbox is unchecked, the **Scheduler Number** value will be blank.
- Use the Resequence item in the Options Menu to resequence the value in the **Scheduler Number** field. This process will overwrite the existing code and replace it in sequence starting with a value of *01*.
- Although the **(Attribute) Code** is primarily for use with classroom requirements, it is also used to populate the Schedule25 files.

## Building Definition Form (SLABLDG)

Use the **Partition** field in the Building Definition block in the main window to define an appropriate partition code for the building and provide a means to group rooms for scheduling purposes. Valid values come from GTVPARS.

This partition code will default to the room when new entries are created on SLARDEF. If the partition code is changed, it will not affect existing room definitions but will be reflected in any new room records that are created.

- If all rooms in a building are considered one partition, then the partition code could be defined at the building level, rather than at the individual room level, to save data entry.
- If a building is divided into several partitions, the partition code should not be assigned to the building but should be entered for the individual rooms.
- If the majority of rooms within a building constitute one partition, you can record the partition on the building and override the applicable code for rooms not considered part of the “building” partition.
- The extract process reads the partition from the room definition. If a partition code is not established on the room record, the partition code defined on this form will be retrieved.

### **Room Definition Form (SLARDEF)**

Use the **Partition** field in the Room Definition block in the main window to define an appropriate partition code for the room and provide a means to group rooms for scheduling purposes. Valid values come from GTVPARS.

If a partition code has been defined for the corresponding building record, the building partition code will default into this field. It is possible that you may wish to deviate from the partition code that has been established for the building. In that case, you may change the displayed value.

The extract process will first read the partition from the room definition. If a partition code is not established on the room record, the partition code defined for the building will be retrieved.

#### ***Attributes, Inactive Dates, and Comments Window***

Use the **Begin Time** and **End Time** fields in the Room Inactivation block to enter the times that the room will be unavailable to schedule classes. The time is entered in military format.

The end date and end time must be greater than the start date and start time respectively. Also, start dates and times cannot be entered without end dates and times and vice versa. These checks will avoid diagnostic errors in the Schedule25 software.

Use the checkboxes for the days of the week (**Mon, Tues, Wed, Thu, Fri, Sat, Sun**) to allow you to enter the days that the room will be unavailable to schedule classes.

A room may be de-activated a number of ways:

- If the room was unavailable every day for a particular time period, you would need to enter the appropriate start and end dates.



- If the room was unavailable for a particular period of the day, the effective start and end dates would need to be entered, as well as the start and end times of the inactivation.
- If the room was unavailable on a specific day of the week for a given time period, the day of the week would be checked, and the affected start/end dates would be entered.

The room inactivation records will result in the creation of phantom classes in the Scheduler Extract with a pre-assigned status to prevent class assignments. These phantom classes will contain a CRN of 99999 and a course number of 9999.

## Basic Course Information Form (SCACRSE)

You can access the Partition and Room Attribute Preferences window from other windows in the form, using the Options Menu.

### *Partition and Room Attribute Preferences Window:*

This window has two blocks, the Partition Preferences block and the Room Attribute Preferences block.

#### *Partition Preferences Block*

Use the Partition Preferences block to inform the Scheduler software that classes for related CRNs should be assigned to a particular location on campus and to provide the option to state the room scheduling preferences for the course. The partition preferences defined on the catalog record are defaulted to the CRN when new sections are created.

If the partition preference code in the Catalog module is blank, the preferences defined for the subject are displayed. If you wish to modify this value, valid values come from STVRDEF.

The **Preference (Number)** field accepts the entry of a two digit number. Valid values are 01, 02, 03, or 04. Multiple records for the same preference number can be entered.

Use the **Copy** button or a Duplicate Record function to copy preferences from one term range to another.

#### *Room Attribute Preferences Block*

Use the Room Attribute Preferences block to define the room attributes (i.e., blackboard, projector, overhead) required to facilitate the needs of the instructor.

If the room attribute preference code in the Catalog module is blank, the preferences defined for the subject are displayed. If you wish to modify this value, valid values come from GTVPARS.

The **Preference (Number)** field accepts the entry of a two digit number. Valid values are 01, 02, 03, or 04. Multiple records for the same preference number can be entered.

Use the **Copy** button or a Duplicate Record function to copy preferences from one term range to another.

### **Schedule Form (SSASECT)**

Use the Options Menu selections to access the Section Scheduler Preferences window and the Meeting Time Preferences window.

#### ***Meeting Time Window:***

Use the following fields for Schedule 25 processing.

- The **Auto Scheduler** field is used to display the assignment code for the meeting time, whether the meeting time should be scheduled by Schedule25, and the scheduling needs of the class i.e., cross-listed. Valid values come from GTVSCHS. Meeting times with a pre-assigned status are processed without regard for blackout times in the pre-assigned room.
- The **Scheduler Preference** button is used to access the Meeting Time Preferences block to display the partition preferences and/or room attributes that are defined for an individual meeting time.
- The **Partition Details** checkbox is display only. This checkbox is checked if meeting time partition preferences have already been defined for this meeting time. Checked indicates there are preferences; unchecked indicates there are no preferences.
- The **Room Attribute Details** checkbox is display only. This checkbox is checked if meeting time room attribute preferences have already been defined for this meeting time. Checked means there are preferences; unchecked means there are no preferences.

#### ***Section Scheduler Preferences Window:***

This window has two blocks, the Partition Preferences block and the Room Attribute Preferences block.

##### ***Partition Preferences Block***

Use the Partition Preferences block to define partition preferences for scheduling purposes.

If the partition preference code in the section is blank, the Catalog preferences are displayed. If the Catalog preferences are blank, the preferences defined for the subject are displayed. If you wish to modify this value, valid values come from GTVPARS.

The **Preference Number** field accepts the entry of a two digit number. Valid values are *01, 02, 03, or 04*. Multiple records for the same preference number can be entered.

#### *Room Attribute Preferences Block*

Use the Room Attribute Preferences block to define room attributes (i.e., blackboard, projector, overhead) that are required to ensure that the proper equipment is also assigned to the room.

If the room attribute preference code in the section is blank, the Catalog preferences are displayed. If the Catalog preferences are blank, the preferences defined for the subject are displayed. If you wish to modify this value, valid values come from STVRDEF.

The **Preference Number** field accepts the entry of a two digit number. Valid values are *01, 02, 03, or 04*. Multiple records for the same preference number can be entered.

#### ***Meeting Time Preferences Window:***

This window is used to override the section preferences for an individual class. This block is displayed by selecting the **Scheduler Preference** button in the Meeting Time block for an individual meeting time.

The meeting time information displayed in this block defaults from the record where the cursor was positioned in the Meeting Time block. The start and end dates and times are displayed, as well as the days of the weeks for the class.

#### *Partition Preferences Block*

Use the Partition Preferences block to define partition preferences for scheduling purposes.

If the partition preference code in the section is blank, the Catalog preferences are displayed. If the Catalog preferences are blank, the preferences defined for the subject are displayed. If you wish to modify this value, valid values come from GTVPARS.

The **Preference Number** field accepts the entry of a two digit number. Valid values are *01, 02, 03, or 04*. Multiple records for the same preference number can be entered.

#### *Room Attribute Preferences Block*

Use the Room Attribute Preferences block to define room attributes (i.e., blackboard, projector, overhead) that are required to facilitate the needs of the instructor.

If the room attribute preference code in the section is blank, the Catalog preferences are displayed. If the Catalog preferences are blank, the preferences defined for the subject are displayed. If you wish to modify this value, valid values come from STVRDEF.

The **Preference Number** field accepts the entry of a two digit number. Valid values are *01, 02, 03, or 04*. Multiple records for the same preference number can be entered.

## Reports and Processes Used in Schedule 25 Processing

### **Room Attribute Sequence Update Process (SSRATSQ)**

This process allows you to automatically populate the sequence number of the room attribute information in the STVRDEF table. This process can be run at your discretion to populate values, resequence existing values, or delete all values and can sort the information by alpha or numeric organization.

### **Schedule25 Work File Creation Process (SSRSCRM)**

This process is used to create the building, room, partition, department (subject), class descriptor, and control files required to run the scheduling tool. It needs to be run a minimum of once for each scheduling cycle. All files have a length of 81 characters (if the default values are used in the control file).

Even though Schedule25 requires a standard naming convention for these data (in lower case), this process will permit you to change the file names. However, the files being read into Schedule25 must follow the mandated naming convention.

The following files are created by running this process.

- Room Attribute File (*phys.date*)
- Partition File (*part.dat*)
- Room File (*rooms.dat*)
- Department Subject File (*depts.dat*)
- Control File (*ctrl.dat*)
- Class Descriptor File (*datain.dat*)

These files will be written to the same directory as the job listing.

### **Room Attribute File (*phys.date*)**

This file represents all room attributes identified in STVRDEF as auto schedule. This data is not room-specific. A maximum of 96 room attributes will be accepted by Schedule25.

*Banner data exported:*

Room Attribute Code and Name	STVRDEF_CODE STVRDEF_DESC	Example: AV Audio Visual Equipment
Room Attribute Sequencer Number	STVRDEF_SCHEDULER_ NUMBER	Example: 45

### Partition File (part.dat)

This file represents all partitions codes identified in GTVPARS. If the extract process is being run for a specific campus (as defined in the Scheduling Campus Code parameter), only partition codes with a matching campus code will be selected. If no campus code has been selected at the running of this process, all GTVPARS rows will be selected. This data is not room specific. A maximum of 96 partitions will be accepted by Schedule25.

*Banner data exported:*

Partition Code and Name	GTVPARS_CODE GTVPARS_DESC	Example: Default Partition
Partition Sequencer Number	GTVPARS_SCHEDULER_ NUMBER	Example: 01

### Room File (rooms.dat)

This file represents active classrooms defined in SLARDEF based on the campus code entered in the extract parameters. If multiple terms are entered, the minimum term entered in the parameter is used in the selection of active rooms. If no campus is entered at the time the extract process is run, then all rooms will be selected.

This file contains a minimum of three different records, with the P record being optional:

- Room Name information (N record)
- Room Size information (S record)
- Location/Partition information (L record)
- Room Attribute information (P record)

The location record will contain the partition code entered on the room definition in Banner. If no partition is assigned at the room level, the partition code entered on the building definition is extracted. If the building record has not been assigned a partition code, then the default partition code (value 00) is used. The physical attributes, if any, reflect the codes entered in the Room Attributes block of SLARDEF.

*Banner data exported:*

*N (Name) Record*

Room Name	SLBRDEF_BLDG_CODE SLBRDEF_ROOM_NUMBER	Example: BIOL 101
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*S (Size) Record*

Seating Capacity	SLBRDEF_CAPACITY	Example: 50
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*L (Location) Record*

Partition Number	GTVPARS_SCHEDULER_ NUMBER	Example: 01
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Of partition assigned at room level (if any), or building level (if any) or default partition

*P (Physical Attribute) Record – Not required*

Room Attribute Number	STVRDEF_SCHEDULER_ NUMBER	Example: 37, 39
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If several attributes are defined, they will be strung together separated by a comma.

Of attributes assigned at room level (if any), or building level (if any)

**Department Subject File (depts.dat)**

This file represents information about each subject entered in STVSUBJ. Schedule25 requires that a location record be created for each department and/or subject. Preferences used for extract purposes are drawn from the locations and room attributes entered on SSASBSH. If no location preferences are defined on this form for the subject, the default partition is used. Although only four location and room attribute preferences are written to the file for each subject, multiple preferences will be concatenated on these records based on the priority assigned (Preference Number). A maximum of 500 subjects will be accepted by Schedule25.

This file contains a minimum of three different records with the P record being optional:

- Subject name information (N record)
- Subject key information (K record)
- Campus partition preferences (C record)
- Room attribute preferences (P record)

*Banner data exported:*

*N (Name) Record*

Subject Name	STVSUBJ_DESC	Example:
		Introduction to Biology

*K (Key) Record*

Subject Code	STVSUBJ_CODE	Example:
		BIOL

 **Note**

The placement and length of the subject code on this record is dependent upon the parameters specified for the Department ID in the Scheduling Tool Interface Control Form (SSACTRL). ■

*C (Campus Partition) Record (up to 4 records will be created)*

Partition Preferences	GTVPARS_SCHEDULER_NUMBER	Example:
If several partitions are defined, they will be strung together separated by a comma.	Of partition entered	01, 45

*P (Physical Attribute) Record – Not required*

Room Attribute Preference	STVRDEF_SCHEDULER_NUMBER	Example:
If several attributes are defined, they will be strung together separated by a comma.	Of attributes entered	37, 39

## Control File (ctrl.dat)

This file defines the placement of values in the Class Descriptor table for use by the extract process, as well as parameters necessary for the execution of the assignment algorithm. Input data for this file is retrieved from the Scheduling Tool Interface Control Form (SSACTRL). The selection of the term and campus are determined by values entered in the Scheduling Term Code and Scheduling Campus Code parameters.

One record will be created in this file for each of the fields contained in SSACTRL.

## Class Descriptor File (datain.dat)

This file contains information about all active classes (sections containing a status code identified as active in STVSSTS) requiring a room assignment by the Schedule25 assignment algorithms, manually assigned (pre-assigned) classes, as well as phantom classes created to implement room inactivations identified in SLARDEF. Only those classes matching the term code(s) or date ranges entered in the parameters will be selected.

The following selection criteria will be used when examining a section for extraction:

- Are meeting times defined?
- Does the section have a schedule type defined to be automatically scheduled?
- Has a Schedule25 status code been assigned to the meeting time record?

This file contains three different record types:

- Class descriptor record
- Room attribute preferences overrides (P record)
- Partition preferences overrides (L record)



### Note

Preference override records will only be created if the class descriptor record contains a scheduling status code of NSM or 1SM. ■

Cross-listed sections (identified by the cross link code assigned to the section in SSASECT) requiring room assignment will be grouped together. Only one of these sections should contain the scheduling code of NSM (needs room assignment) on the meeting time record, with the others identified as WSM.

For a more in depth explanation of the various scheduling codes, please consult your third party *Schedule25 Process Manual*.

This process will seek out preference overrides, first accessing the meeting time preferences. If no records have been created at the meeting time level, the section preferences will be examined. If no records have been identified there, the course



preference tables will be considered. If no preference overrides are defined at any of these levels, no P or L records will be generated.

*Banner data exported:*

Department ID	SSBSECT_SUBJ_CODE SSBSECT_CRN SSBSECT_TERM_CODE	Example: BIOL 10001 200110
Days of the Week	SSRMEET_SUN_DAY SSRMEET_MON_DAY SSRMEET_TUE_DAY SSRMEET_WED_DAY SSRMEET_THU_DAY SSRMEET_FRI_DAY SSRMEET_SAT_DAY	Example: UMTWRFS
Start Time (Hours & Minutes)	From SSRMEET_BEGIN_TIME	Example: 0800
Finish Time (Hours & Minutes)	From SSRMEET_END_TIME	Example: 0850
AM/PM Designator	H (military time)	
Maximum Enrollment	SSBSECT_MAX_ENRL  Or default value defined in <b>Default Enrollment</b> field in SSACTRL if none is defined at the section level.	Example: 0050
Begin Month and Day	From SSRMEET_START_DATE	Example: 1031
End Month and Day	From SSRMEET_END_DATE	Example: 1231
Room Name (pre-assigned classes only)	SSBSECT_BLDG_CODE SSBSECT_ROOM_CODE	Example: BIOL 101
Scheduling Assignment Code	SSRMEET_SCHS_CODE	Example: NSM

 **Note**

The placement and length of the fields on this record are dependent upon the parameters specified in the Scheduling Tool Interface Control Form (SSACTRL). ■

*P (Physical Attribute) Record – Overrides to those defined at the subject level, if applicable*

Room Attribute	STVRDEF_SCHEDULER_NUMBER	Example: 37, 39
If several attributes are defined, they will be strung together separated by a comma.	Of attribute assigned at meeting time level (if any), or section level (if any) or course level (if any)	

*L (Campus Partition) Record – Overrides to those defined at the subject level, if applicable*

Partition Preference	GTVPARS_SCHEDULER_NUMBER	Example: 01, 45
If several partitions are defined, they would be strung together separated by a comma.	Of partition assigned at meeting time level (if any), or section level (if any) or course level (if any)	

### **Phantom Class Records**

These records are created by the extract to reflect room inactivation periods defined in the Room Inactivation block on SLARDEF. Rooms with inactive time periods in the term code range selected in the Scheduling Term Code parameter are created as pre-assigned classes. This prevents Schedule 25 from assigning another class to that room.

*Banner data exported:*

Department ID	Subject Code defined in run parameters CRN of IR followed by a sequential number Appropriate term code from run parameters	Example: DUMN IR001 200110
Days of the Week	SLRRUSE_SUN_DAY SLRRUSE_MON_DAY SLRRUSE_TUE_DAY SLRRUSE_WED_DAY SLRRUSE_THU_DAY SLRRUSE_FRI -DAY SLRRUSE_SAT_DAY	Example: UMTWRFS
Start Time (Hours & Minutes)	From SLRRUSE_BEGIN_TIME	Example: 0001
Finish Time (Hours & Minutes)	From SLRRUSE_END_TIME	Example: 2400
AM/PM Designator	H (military time)	
Maximum Enrollment	0000	
Begin Month and Day	From SLRRUSE_START_DATE	Example: 1031
End Month and Day	From SLRRUSE_END_DATE	Example: 1231
Room Name (pre-assigned classes only)	SLRRUSE_BLDG_CODE SLRRUSE_ROOM_NUMBER	Example: BIOL 101
Scheduling Assignment Code	5SM	

### **Work File Creation**

Work file records (SSTSCHW) will be created if the Create Work Table parameter has been set to *Y*. If work file records exist when this process is run, new entries will be added to the table.

## Scheduler Work Table Update Process (SSRSCUP)

This process reads the three Schedule25 output files (`sortdp.dat`, `losers.dat`, `notposs.dat`), and updates the existing records in the Scheduler Work Table (SSTSCHW). These entries can then be previewed via the SSASCHW form.

The following fields in the Scheduler Work Table (SSTSCHW) will be updated as a result of the scheduling process:

Field	Description
Update (Indicator)	<p><i>Y</i> indicates that the class has been assigned a room (classes contained in the <code>sortdp.dat</code> file).</p> <p><i>N</i> and <i>L</i> indicate that no class assignment has taken place. (<i>N</i> represents classes contained in the <code>notposs.dat</code> file; <i>L</i> from the <code>losers.dat</code> file.)</p>
Status	If the <b>Update (Indicator)</b> has been set to <i>Y</i> , and the original scheduling status code was NSM or 1SM, this will be changed to 5SM.
Building	If the <b>Update (Indicator)</b> has been set to <i>Y</i> , the building assigned by Schedule25 will be displayed.
Room	If the <b>Update (Indicator)</b> has been set to <i>Y</i> , the room numbers assigned by Schedule25 will be displayed.

### Note

Meeting time records in SSRMEET are *not* updated at this time. See the Update Building/Room Process (SSRSCMT). ■

## Update Building/Room Process (SSRSCMT)

This process reads the Scheduler Work Table (SSTSCHW) entries (viewable on SSASCHW) and updates the SSRMEET table with the room assignments generated in Schedule25. Only those records with an Update Indicator of *Y* will be applied. The Work Table Update Indicator value will be changed to a *U* (as a result of the upload process of the scheduled sections) to indicate that the upload was successful for that record.

A possible cause for an unsuccessful upload may be attributable to a data change in SSRMEET since the running of the extract. If the begin and/or end dates and/or times or days of the week have been changed, this process will not be able to match the work table records to SSRMEET. The work table represents a snapshot of how the record looked at the time of the running of the extract.

If building and room information was previously entered in the SSRMEET record, and the scheduling status code was originally set to one that required a classroom assignment, that data will be overwritten with the new Schedule25 information.

 **Note**

This process may be run as often as necessary to incorporate changes to the work table. However, extreme caution should be exercised if overriding values in the work table. Such changes could result in double-booking of rooms, for example. ■

### **Scheduler Work Table Purge Process (SSRSCPR)**

This process will delete Work Table (SSTSCHW) data based on the term and/or campus specified in the process parameters.

### **Class Schedule Report (SSRSECT)**

The Use Scheduler Results parameter can be used to interject the work file information (for successful room assignments) giving the option to preview the report with newly scheduled information prior to updating the SSRMEET table. It also serves as an optional test phase for the schedule processing. Data from SSTSCHW is not displayed when the Update Indicator is not *Y* (successfully scheduled). Valid values for the parameter are *Y* or *N*, and the default is *N*.

### **Schedule Purge Process (SSPSCHD)**

This process will delete the partition (SSRSPRT, SSRMPRT) and room attribute preference (SSRSRDF, SRMRDF) table entries.

### **Term Roll Report (SSRROLL)**

Use the following parameters to roll partition, preference, and room attribute information.

- Roll Partition Codes (Required) - Enter *Y* to roll the partition codes or *N* to not roll the codes. The default is *Y*.
- Roll Room Attributes (Required) - Enter *Y* to roll the cross room attributes or *N* to not roll the attributes. The default is *Y*.
- Roll CRN Scheduler Stat Code (Required) - Enter *Y* to roll CRN scheduler status codes or *N* to not roll the codes. The default is *Y*.
- Roll Meeting Time Part Pref (Required) - Enter *Y* to roll meeting time partition preferences or *N* to not roll the preferences. The default is *Y*.
- Roll Meeting Time Room Attrib (Required) - Enter *Y* to roll meeting time room attribute preferences or *N* to not roll the preferences. The default is *Y*.

## Purge Process

The following purge process is part of the Schedule module.

### sspschd.pc - Schedule Purge

This process will purge the class schedule information based on the user-specified parameter of term. Schedule information will not be deleted if outstanding registration information exists for the term. A new summary section history record is created in the table SCRSECT. Columns in this table include: Subject Code, Course Number, Campus, Schedule Type, Term, Number of Sections Offered, Total Enrollment, Total Census Enrollment, and Activity Date. This history record allows institutions to review the historical course section information in summary format.

#### **Warning**

When a third party product is used for scheduling, you may need to rerun the report before you continue scheduling. Be aware that the first time SSPSCHD is run, the SCRSECT table is populated with data for the purged records. After the table has been populated, if the report is a second time, data is not purged. ■

## Class Schedule Reports

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This section contains a sample of each report in the Class Schedule module. Parameter definitions have also been provided for your convenience.

The following reports are run through the Class Schedule module:

Term Roll Report	(SSRROLL)
Class Schedule Report	(SSRSECT)
Scheduled Section Tally Report	(SSRTALY)
Schedule Purge	(SSPSCHD)
Room Attribute Sequence Update Process	(SSRATSQ)
Schedule 25 Work File Creation Process	(SSRSCRM)
Scheduler Work Table Update Process	(SSRSCUP)
Update Building/Room Process	(SSRSCMT)
Schedule Work Table Purge Process	(SSRSCPR)
Section Fee Population Process	(SSPMFEE)
Schedule Open Learning Rule Default Process	(SSPRDEF)
Available Seats to Zero Process	(SSRASTZ)

# Term Roll Report (SSRROLL)

**Description** This report is used to roll sections of one term to another term. It can be used for traditional sections or open learning sections. As a pre-requisite to running SSRROLL, the section default rules must be set up in SOAORUL. Some parameters allow you to roll data from Catalog as well as from Schedule.



## Note

When registration from and to dates from the open learning rules on SOAORUL are rolled, an error message is displayed and the process is halted if open learning rules have not been created for the new term. ■

## DegreeWorks Prerequisite Checking and CAPP Area Prerequisite Checking

Use the **Prerequisite Check Method** radio group on either the Schedule Prerequisite and Test Score Restrictions Form (SSAPREQ) or the Schedule Form (SSASECT) to select which type of prerequisite requirements will be in effect for the sections listed in the report. The choices are *Basic or None*, *CAPP*, or *DegreeWorks*. The default value is *Basic or None*.

- When the **Prerequisite Check Method** field is set to *Basic or None*, course test score and prerequisite restrictions will be listed for the sections in the report.
- When the **Prerequisite Check Method** field is set to *DegreeWorks* or *CAPP*, DegreeWorks prerequisite requirements or CAPP area prerequisite requirements will be listed for the sections in the report.
- When DegreeWorks is installed, the *CAPP* option is not available.
- When CAPP area prerequisite checking is in use, the *DegreeWorks* option is not available.

When DegreeWorks prerequisite checking is in use, the report will either roll the prerequisite checking method and or convert prerequisite checking from a CAPP method to a DegreeWorks method, according to the begin term in *PREREQCHK* rule on GTVSDAX. This allows you to create the schedule of class sections for terms where DegreeWorks will be used. SSRROLL will not allow the new sections to have a CAPP prerequisite checking method, unless a CAPP area is associated with the section per the Roll CAPP Area or DW Pre-reqs parameter.

Set the *PREREQCHK* rule to the beginning term code for which you use to use DegreeWorks. When the SSRROLL process is run and the Roll CAPP Area or DW Pre-reqs parameter is used, the process converts the prerequisite checking method for the sections from CAPP to DegreeWorks, based on the parameter setting. You can roll and convert the prerequisite checking method from Catalog or Schedule, or you can choose to not roll the data. Not rolling the data resets the **Prerequisite Check Method** radio group to *Basic or None* (SCBCRSE\_PREREQ\_CHK\_METHOD\_CDE and SSBSECT\_PREREQ\_CHK\_METHOD\_CDE set to B).

You can review the settings on GTVSDAX for the *PREREQCHK* rule after running SSRROLL. When a valid term code is stored in the **External Code** field that is less than or equal to the term code the data was rolled to, the settings should be as follows:

- For CRNs where the SSBSECT\_PREREQ\_CHK\_METHOD\_CDE is set to *C*, the setting is changed to *D*.
- For CRNs where the SSBSECT\_PREREQ\_CHK\_METHOD\_CDE is set to *B*, the setting remains as it is.

The Roll Test Restricts and Pre-reqs parameter rolls data based on the following conditions.

- When the parameter is set to *Y*, sections with SSBSECT\_CAPP\_PREREQ\_TEST\_IND column set to *B* are rolled, as well as any associated test score restrictions and prerequisites.
- When the parameter is set to *C*, courses with the SCBCRSE\_CAPP\_PREREQ\_TEST\_IND column set to *B* are rolled, as well as any associated test score restrictions and prerequisites.

The Roll CAPP Area or DW Pre-reqs parameter rolls data based on the following conditions.

- When the parameter is set to *Y*, sections with SSBSECT\_CAPP\_PREREQ\_TEST\_IND column set to *C* or *D* are rolled, as well as any associated CAPP area prerequisites.
- When the parameter is set to *C*, courses with the SCBCRSE\_CAPP\_PREREQ\_TEST\_IND column set to *C* or *D* are rolled, as well as any associated CAPP area prerequisites.
- When the parameter is set to *N*, the SSBSECT\_CAPP\_PREREQ\_TEST\_IND column is set to *B*.

The following term information is also considered:

- For from and to terms that are prior to the start term for the *PREREQCHK* rule on GTVSDAX, CAPP prerequisites are rolled.
- For from and to terms that are after the start term for the *PREREQCHK* rule on GTVSDAX, traditional prerequisites or DegreeWorks prerequisites are rolled.
- For terms that straddle the from and to term range, the setting of the SSBSECT\_CAPP\_PREREQ\_TEST\_IND column is changed from *C* to *D*, and CAPP area prerequisites are dropped from the section.



<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	Report Term	Yes	Enter the term code for which the term roll process is to be performed.	Term Code Validation Form (STVTERM)
	From Term	Yes	Enter the term code from which the section data is to be rolled.	Term Code Validation Form (STVTERM)
	To Term	Yes	Enter the term code to which the section data is to be rolled.	Term Code Validation Form (STVTERM)
	Run Mode (A=Audit, U=Update)	Yes	A or audit mode will print a report of all sections which will be rolled to the selected term. <i>U</i> or update mode will update and create the new section records for the selected term. The default run mode is <i>A</i> (audit mode).	A Audit U Update
	Roll Meeting Time	Yes	Enter <i>Y</i> if you want to roll the meeting times for the sections. This parameter also rolls the buildings and rooms associated with the meeting times, if those buildings and rooms exist. The default is <i>Y</i> .	Y Roll meeting times N Do not roll meeting times
	Roll Instructors	Yes	Enter <i>Y</i> if you want to roll the instructors for the sections. Instructors may only be rolled if meeting time information is rolled forward. The default is <i>Y</i> .	Y Roll instructors N Do not roll instructors

Parameters	Name	Required?	Description	Values
	Roll CRNs (Y = Roll, N = Oneup)	Yes	<p>Enter <i>Y</i> if you want to roll the CRNs for the sections, or <i>N</i> if you want the system to generate a oneup number. The default is <i>Y</i>.</p> <p>If <i>Y</i>, you are able to roll block schedule codes, links, cross-listed data, and corequisites. If <i>N</i>, you are not able to roll block schedule codes, links, cross-listed data, or corequisites.</p> <p>CRNs <i>must</i> be rolled in order to roll corequisites and cross-listed data. If you enter <i>N</i> for Roll CRNs but enter <i>Y</i> for the Roll Corequisites and/or the Roll Cross List Data parameters, the <i>Y</i> will be ignored, and <i>N</i> will be printed as the value for those parameters in the Report Control information.</p>	<p>Y Roll CRNs</p> <p>N Generate oneup number</p>
	Roll Links	Yes	<p>Enter <i>Y</i> if you want to roll the link information for the sections. The default is <i>Y</i>.</p>	<p>Y Roll link information</p> <p>N Do not roll link information</p>
	Roll Corequisites	Yes	<p>Enter <i>Y</i> if you want to roll the corequisite information for the sections. The default is <i>Y</i>.</p> <p>CRNs <i>must</i> be rolled in order to roll corequisites and cross-listed data. If you enter <i>N</i> for Roll CRNs but enter <i>Y</i> for the Roll Corequisites and/or the Roll Cross List Data parameters, the <i>Y</i> will be ignored, and <i>N</i> will be printed as the value for those parameters in the Report Control information.</p>	<p>Y Roll corequisite information</p> <p>N Do not roll corequisite information</p>
	Roll Fees	Yes	<p>Enter <i>Y</i> to roll the fees from Schedule, <i>C</i> to roll the fees from Catalog, or <i>N</i> to not roll the fees. The default is <i>Y</i>.</p>	<p>Y Roll fees from Schedule</p> <p>C Roll fees from Catalog</p> <p>N Do not roll fees</p>

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	Roll Degree Attributes	Yes	Enter <i>Y</i> to roll the degree attributes from Schedule, <i>C</i> to roll the degree attributes from Catalog, or <i>N</i> to not roll the degree attributes. The default is <i>Y</i> .	<p><i>Y</i> Roll degree attributes from Schedule</p> <p><i>C</i> Roll degree attributes from Catalog</p> <p><i>N</i> Do not roll attributes</p>
	Roll Text	Yes	Enter <i>Y</i> to roll the text from Schedule, <i>C</i> to roll the text from Catalog, or <i>N</i> to not roll the text. The default is <i>Y</i> .	<p><i>Y</i> Roll text from Schedule</p> <p><i>C</i> Roll text from Catalog</p> <p><i>N</i> Do not roll text</p>
	Roll Class Restrictions	Yes	Enter <i>Y</i> to roll the class restrictions from Schedule, <i>C</i> to roll the class restrictions from Catalog, or <i>N</i> to not roll the class restrictions. The default is <i>Y</i> .	<p><i>Y</i> Roll class restrictions from Schedule</p> <p><i>C</i> Roll class restrictions from Catalog</p> <p><i>N</i> Do not roll class restrictions</p>
	Roll College Restrictions	Yes	Enter <i>Y</i> to roll the college restrictions from Schedule, <i>C</i> to roll the college restrictions from Catalog, or <i>N</i> to not roll the college restrictions. The default is <i>Y</i> .	<p><i>Y</i> Roll college restrictions from Schedule</p> <p><i>C</i> Roll college restrictions from Catalog</p> <p><i>N</i> Do not roll college restrictions</p>
	Roll Fld of Study Restrictions	Yes	Enter <i>Y</i> to roll the field of study restrictions from Schedule, <i>C</i> to roll the field of study restrictions from Catalog, or <i>N</i> to not roll the field of study restrictions. The default is <i>Y</i> .	<p><i>Y</i> Roll field of study restrictions from Schedule</p> <p><i>C</i> Roll field of study restrictions from Catalog</p> <p><i>N</i> Do not roll field of study restrictions</p>

Parameters	Name	Required?	Description	Values
	Roll Level Restrictions	Yes	Enter <i>Y</i> to roll the level restrictions from Schedule, <i>C</i> to roll the level restrictions from Catalog, or <i>N</i> to not roll the level restrictions. The default is <i>Y</i> .	<p><i>Y</i> Roll level restrictions from Schedule</p> <p><i>C</i> Roll level restrictions from Catalog</p> <p><i>N</i> Do not roll level restrictions</p>
	Roll Reserved Seats	Yes	Enter <i>Y</i> if you want to roll the reserved seats for the sections. The default is <i>Y</i> .	<p><i>Y</i> Roll reserved seats</p> <p><i>N</i> Do not roll reserved seats</p>
	Roll Cross List Data	Yes	<p>Enter <i>Y</i> if you want to roll the cross list data for the sections. The default is <i>Y</i>.</p> <p>CRNs <i>must</i> be rolled in order to roll corequisites and cross-listed data. If you enter <i>N</i> for Roll CRNs but enter <i>Y</i> for the Roll Corequisites and/or the Roll Cross List Data parameters, the <i>Y</i> will be ignored, and <i>N</i> will be printed as the value for those parameters in the Report Control information.</p>	<p><i>Y</i> Roll cross list data</p> <p><i>N</i> Do not roll cross list data</p>
	Roll Campus Restrictions	Yes	Enter <i>Y</i> to roll the campus restrictions from Schedule, <i>C</i> to roll the campus restrictions from Catalog, or <i>N</i> to not roll the campus restrictions. The default is <i>Y</i> .	<p><i>Y</i> Roll campus restrictions from Schedule</p> <p><i>C</i> Roll campus restrictions from Catalog</p> <p><i>N</i> Do not roll campus restrictions</p>
	Roll Contract Information	Yes	Enter <i>Y</i> if you want to roll the contract information for the sections. The default is <i>Y</i> .	<p><i>Y</i> Roll contract information</p> <p><i>N</i> Do not roll contract information</p>
	Roll Schedule Override Info	Yes	Enter <i>Y</i> if you want to roll the schedule override for the sections. The default is <i>Y</i> .	<p><i>Y</i> Roll schedule overrides</p> <p><i>N</i> Do not roll schedule overrides</p>

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	Roll Test Restricts & Pre-reqs	Yes	Enter <i>Y</i> to roll the test score restrictions and prerequisites from Schedule, <i>C</i> to roll the test score restrictions and prerequisites from Catalog, or <i>N</i> to not roll the test score restrictions and prerequisites. The default is <i>Y</i> .	<p><i>Y</i> Roll test score restrictions and prerequisites from Schedule</p> <p><i>C</i> Roll test score restrictions and prerequisites from Catalog</p> <p><i>N</i> Do not roll test score restrictions and prerequisites</p>
	Roll Schedule Evaluation	Yes	Enter <i>Y</i> if you want to roll the schedule evaluation for the sections. The default is <i>Y</i> .	<p><i>Y</i> Roll schedule evaluation</p> <p><i>N</i> Do not roll schedule evaluation</p>
	Roll Block Schedule Codes	Yes	Enter <i>Y</i> if you want to roll the block schedule codes for the sections. The default is <i>Y</i> .	<p><i>Y</i> Roll block schedule codes</p> <p><i>N</i> Do not roll block schedule codes</p>
	Roll CAPP Area or DW Pre-reqs	Yes	Enter <i>Y</i> to roll CAPP or DegreeWorks prerequisite rules from Schedule, <i>C</i> to roll CAPP or DegreeWorks prerequisite rules from Catalog, or <i>N</i> to not roll prerequisite rules. The default is <i>Y</i> .	<p><i>Y</i> Roll prerequisite rules from Schedule</p> <p><i>C</i> Roll prerequisite rules from Catalog</p> <p><i>N</i> Do not roll prerequisite rules</p>
	Roll Degree Restrictions	Yes	Enter <i>Y</i> to roll the degree restrictions from Schedule, <i>C</i> to roll the degree restrictions from Catalog, or <i>N</i> to not roll the degree restrictions. The default is <i>Y</i> .	<p><i>Y</i> Roll degree restrictions from Schedule</p> <p><i>C</i> Roll degree restrictions from Catalog</p> <p><i>N</i> Do not roll degree restrictions</p>
	Roll Program Restrictions	Yes	Enter <i>Y</i> to roll the program restrictions from Schedule, <i>C</i> to roll the program restrictions from Catalog, or <i>N</i> to not roll the program restrictions. The default is <i>Y</i> .	<p><i>Y</i> Roll program restrictions from Schedule</p> <p><i>C</i> Roll program restrictions from Catalog</p> <p><i>N</i> Do not roll program restrictions</p>

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	Roll Gradable Components	Yes	Enter <i>Y</i> to roll gradable components for a section in one term to the same section in a new term. The default is <i>Y</i> .	Y Roll gradable components N Do not roll gradable components
	Roll Partition Codes	Yes	Enter <i>Y</i> to roll the partition codes from Schedule, <i>C</i> to roll the partition codes from Catalog, or <i>N</i> to not roll the partition codes. The default is <i>Y</i> .	Y Roll partition codes from Schedule C Roll partition codes from Catalog N Do not roll partition codes
	Roll Room Attributes	Yes	Enter <i>Y</i> to roll the cross room attributes from Schedule, <i>C</i> to roll the cross room attributes from Catalog, or <i>N</i> to not roll the cross room attributes. The default is <i>Y</i> .	Y Roll cross room attributes from Schedule C Roll cross room attributes from Catalog N Do not roll cross room attributes
	Roll CRN Scheduler Status Code	Yes	Enter <i>Y</i> to roll the CRN scheduler status code or <i>N</i> to not roll the code. The default is <i>Y</i> .	Y Roll CRN scheduler status code N Do not roll CRN scheduler status code
	Roll Meeting Time Part Pref	Yes	Enter <i>Y</i> to roll the meeting time partition preferences or <i>N</i> to not roll the preferences. The default is <i>Y</i> .	Y Roll meeting time partition preferences N Do not roll meeting time partition preferences
	Roll Meeting Time Room Attrib	Yes	Enter <i>Y</i> to roll the meeting time room attribute preferences or <i>N</i> to not roll the preferences. The default is <i>Y</i> .	Y Roll meeting time room attribute preferences N Do not roll meeting time room attribute preferences

<i>Parameters</i>	<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
	Roll Sub-Components	Yes	Enter <i>Y</i> to roll gradable sub-components for a section in one term to the same section in a new term. The default is <i>N</i> .  This parameter can only be set to <i>Y</i> when the Roll Gradable Components parameter is set to <i>Y</i> .	<i>Y</i> Roll sub-components <i>N</i> Do not roll sub-components
	Roll Section Syllabus	Yes	Enter <i>Y</i> to roll the section syllabus information from Schedule, <i>C</i> to roll the section syllabus information from Catalog, or <i>N</i> to not roll the section syllabus information. The default is <i>Y</i> .  If you enter <i>Y</i> , the records from SSASYLB will be created for the new term/CRN.	<i>Y</i> Roll section syllabus from Schedule <i>C</i> Roll section syllabus from Catalog <i>N</i> Do not roll section syllabus
	Create Section Rules	Yes	Enter <i>R</i> to roll existing rules. Enter <i>D</i> to default the existing open learning rules defined for the section to the term specified in the To Term parameter. Enter <i>N</i> to not roll or default the rules. The default is <i>R</i> .  If you enter <i>R</i> , the existing records in the SSRRSTS, SSRRFND, and SSREXTN tables are copied to the new term. If you enter <i>D</i> , section level rules are created from the existing SOAORUL entries for the new term.  <b>Note:</b> As a pre-requisite to running SSRROLL, the section default rules must be set up in SOAORUL.	<i>R</i> Roll existing rules <i>D</i> Default open learning rules <i>N</i> Do not roll or default rules
	Roll Student Web Controls	Yes	Enter <i>Y</i> to roll the student Web controls from SBSSECC for the section or <i>N</i> to not roll the controls. The default is <i>Y</i> .	<i>Y</i> Roll student Web controls <i>N</i> Do not roll Web controls
	Roll Faculty Web Controls	Yes	Enter <i>Y</i> to roll the faculty Web controls from SSBFSEC for the section or <i>N</i> to not roll the controls. The default is <i>Y</i> .	<i>Y</i> Roll faculty Web controls <i>N</i> Do not roll Web controls

Parameters	Name	Required?	Description	Values
	Roll Labor Distribution	Yes	Enter <i>Y</i> to roll the labor distribution FOAPAL elements for the section (SSACLBD) or <i>N</i> to no roll the FOAPAL elements. The default is <i>Y</i> .  <b>Note:</b> FOAPAL stands for chart of accounts code entries - Fund, Organization, Account, Program, Activity, and Location.	Y Roll FOAPAL elements for sections N Do not roll FOAPAL elements
	Roll Department Restrictions	Yes	Enter <i>Y</i> to roll department restrictions from Schedule, <i>C</i> to roll department restrictions from Catalog, or <i>N</i> to not roll department restrictions. The default is <i>Y</i> .	Y Roll department restrictions from Schedule C Roll department restrictions from Catalog N Do not roll department restrictions
	Roll Student Attr Restrictions	Yes	Enter <i>Y</i> to roll student attribute restrictions from Schedule, <i>C</i> to roll student attribute restrictions from Catalog, or <i>N</i> to not roll student attribute restrictions. The default is <i>Y</i> .	Y Roll student attribute restrictions from Schedule C Roll student attribute restrictions from Catalog N Do not roll student attribute restrictions
	Roll Cohort Restrictions	Yes	Enter <i>Y</i> to roll cohort restrictions from Schedule, <i>C</i> to roll cohort restrictions from Catalog, or <i>N</i> to not roll cohort restrictions. The default is <i>Y</i> .	Y Roll cohort restrictions from Schedule C Roll cohort restrictions from Catalog N Do not roll cohort restrictions



## Report Sample—Term Roll Report (SSRROLL)

01-SEP-2010 12:06:02 PM  
200805

SUNGARDHE University  
Term Roll / AUDIT MODE  
200802 to 200805

PAGE 1  
SSRROLL

CRN	Subject	Course	Sec	Part of Term	To Term CRN	Message
12	ENGL	101	1	1	1	SECTION ROLLED
13	BIOL	1206	0	1	2	SECTION ROLLED
14	MATH	1230	0	1	3	SECTION ROLLED
15	ANTH	2510	0	1	4	SECTION ROLLED
16	MATH	10010	0	1	5	SECTION ROLLED
18	MATH	10220	0	1	6	SECTION ROLLED
19	MATH	10010	0	1	7	SECTION ROLLED
21	ART	1100	0	1	8	SECTION ROLLED
23	BUAD	502	0	1	9	SECTION ROLLED
24	GENE	VENT	0	1	10	SECTION ROLLED
25	PSYC	1000	0	1	11	SECTION ROLLED
26	MEDC	15	1	1	12	SECTION ROLLED
27	PSYC	1000	0	1	13	SECTION ROLLED
28	PSYC	1000	0	1	14	SECTION ROLLED
29	PSYC	1000	0	1	15	SECTION ROLLED
30	PSYC	2100	0	1	16	SECTION ROLLED
31	PHYS	100	0	1	17	SECTION ROLLED
32	PHYS	100	0	1	18	SECTION ROLLED
33	MKRT	1137	0	1	19	SECTION ROLLED
35	MUSC	080	0	1		*ERROR* MUST SET UP MIDTERM AND FINAL GRADE CUTOFF DATES IN SOATERM 200805
37	ANTH	2510	0	1	20	SECTION ROLLED
41	MATH	1030	0	1	21	SECTION ROLLED
44	ART	1100	1	1	22	SECTION ROLLED
53	DUTC	100	002	1	23	SECTION ROLLED
55	HIST	102	1	1	24	SECTION ROLLED
57	ACCT	103	0	1		*ERROR* MUST SET UP MIDTERM AND FINAL GRADE CUTOFF DATES IN SOATERM 200805
58	ACCT	103	002	1		*ERROR* MUST SET UP MIDTERM AND FINAL GRADE CUTOFF DATES IN SOATERM 200805
1001	TEST	1	001	1	25	SECTION ROLLED
1002	TEST	1	002	1		*ERROR* MUST SET UP MIDTERM AND FINAL GRADE CUTOFF DATES IN SOATERM 200805
1004	TEST	3	001	1	26	SECTION ROLLED
11001	JAC	100	0	1	27	SECTION ROLLED
11002	JAC	100	0	1	28	SECTION ROLLED
11003	HIST	100	0	1	29	SECTION ROLLED
11004	REAL	1000	0	1	30	SECTION ROLLED
11005	HIST	111	0	1	31	SECTION ROLLED
11006	HIST	100	0	1	32	SECTION ROLLED
11007	HIST	100	0	1	33	SECTION ROLLED
11008	HIST	111	0	1	34	SECTION ROLLED
11009	HIST	780	777	1	35	SECTION ROLLED
11010	HIST	780	888	1	36	SECTION ROLLED
11011	HIST	100	001	1	37	SECTION ROLLED
11012	ARTH	101	0	1	38	SECTION ROLLED
11014	HIST	100	0	1	39	SECTION ROLLED
11015	HIST	104	001	1	40	SECTION ROLLED
11016	HIST	100	0	1	41	SECTION ROLLED
11017	ECON	200	ATR	1	42	SECTION ROLLED

CRN	Subject	Course	Sec	Part of Term	To Term CRN	Message
11018	ECON	200	NAT	1	43	SECTION ROLLED
11019	ENGL	101	0	1	44	SECTION ROLLED
11021	ART	1	001	1	45	SECTION ROLLED
11022	ART	1	0	1	46	SECTION ROLLED
11023	JAC	200	0	1	47	SECTION ROLLED
11024	ART	1100	20	1		*ERROR* MUST SET UP MIDTERM AND FINAL GRADE CUTOFF DATES IN SOATERM 200805
11025	ART	1100	21	1		*ERROR* MUST SET UP MIDTERM AND FINAL GRADE CUTOFF DATES IN SOATERM 200805
11027	JAC	999	0	1	48	SECTION ROLLED
11028	JAC	100	0	1	49	SECTION ROLLED
11029	ACCT	2630	0	1	50	SECTION ROLLED
11030	LIT	101	0	1	51	SECTION ROLLED
11032	REAL	1000	1	1	52	SECTION ROLLED
11034	NSCI	104	2	1	53	SECTION ROLLED
11035	ENGL	102	0	1	54	SECTION ROLLED
11036	NSCI	104	0	1	55	SECTION ROLLED
11037	ENGL	103	0	1	56	SECTION ROLLED
11038	NSCI	104	0	1	57	SECTION ROLLED
11040	VAR	101	0	1	58	SECTION ROLLED
11041	SOCI	FIELD	L	1	59	SECTION ROLLED
11042	SOCI	FIELD	N	1	60	SECTION ROLLED
11043	SOCI	400	L	1	61	SECTION ROLLED
11044	SOCI	400	N	1	62	SECTION ROLLED
11045	SOCI	405	N	1	63	SECTION ROLLED
11046	ART	66	0	1	64	SECTION ROLLED
11047	HIST	100	0	1	65	SECTION ROLLED
11048	REAL	1000	2	1	66	SECTION ROLLED
11049	MATH	100	1	1	67	SECTION ROLLED
11050	ACCT	102	1	1		*ERROR* MUST SET UP MIDTERM AND FINAL GRADE CUTOFF DATES IN SOATERM 200805
11051	CEU	202	0	1	68	SECTION ROLLED
11052	ITAL	1010	0	1	69	SECTION ROLLED
11054	BUS	222	10	1	70	SECTION ROLLED
11055	ECON	200	GAP	1	71	SECTION ROLLED
11056	WWW	100	0	1	72	SECTION ROLLED
11057	ZOOL	0410	0	1	73	SECTION ROLLED
11058	JAC	100	0	1	74	SECTION ROLLED
11059	JAC	100	0	1	75	SECTION ROLLED
11060	HIST	100	0	1	76	SECTION ROLLED
11061	BIOL	101	0	1	77	SECTION ROLLED

01-SEP-2010 12:06:02 PM  
200805

SUNGARDHE University  
Term Roll / AUDIT MODE  
200802 to 200805

PAGE 3  
SSROLL

\* \* \* REPORT CONTROL INFORMATION - SSROLL - Release 8.4.1 \* \* \*

RPTNAME: SSROLL  
TERM: 200805  
FROM TERM: 200802  
HAS BEEN ROLLED TO TERM: 200805  
AUDIT OR UPDATE: A  
ROLL MEETING TIMES: Y  
ROLL INSTRUCTORS: Y  
ROLL CRNS: N  
ROLL LINKS: Y  
ROLL CO-REQUISITES: N  
ROLL FEES: C  
ROLL ATTRIBUTES: C  
ROLL TEXT: C  
ROLL CLASS RESTRICTIONS: Y  
ROLL COLLEGE RESTRICTIONS: C  
ROLL FIELD OF STUDY RESTRICTIONS: C  
ROLL LEVEL RESTRICTIONS: Y  
ROLL RESERVED SEATS: Y  
ROLL CROSS LIST DATA: N  
ROLL CAMPUS RESTRICTIONS: C  
ROLL CONTRACT INFORMATION: Y  
ROLL SCHEDULE OVERRIDE: Y  
ROLL TEST SCORE RESTRICTIONS AND PRE-REQUISITE: Y  
ROLL SCHEDULE EVALUATION: Y  
ROLL BLOCK SCHEDULE CODES: N  
ROLL CAPP AREA OR DW PRE-REQS: C  
ROLL DEGREE RESTRICTIONS: Y  
ROLL PROGRAM RESTRICTIONS: Y  
ROLL GRADABLE COMPONENTS: Y  
ROLL GRADABLE SUB-COMPONENTS: Y  
ROLL PARTITIONS: C  
ROLL ROOM ATTRIBUTES: Y  
ROLL SCHEDULER STATUS CODE: Y  
ROLL MEETING TIME PARTITIONS: Y  
ROLL MEETING TIME ROOM ATTRIBUTES: Y  
ROLL SECTION SYLLABUS: C  
CREATE SECTION OL RULES(R, D, N): R  
ROLL DEPARTMENT RESTRICTIONS: C  
ROLL STUDENT ATTRIBUTE RESTRICTIONS: C  
ROLL COHORT RESTRICTIONS: C  
ROLL STUDENT WEB CONTROLS: Y  
ROLL FACULTY WEB CONTROLS: Y  
ROLL LABOR DISTRIBUTION ELEMENTS: Y

SECTIONS ROLLED: 77

## Class Schedule Report (SSRSECT)

**Description** This report is used to print the schedule of classes for a term.

The report displays and rolls the following information for use with open learning sections:

- schedule type code description for the section
- instructional method code description assigned to the section
- long course title from the syllabus (if designated)
- meeting type for the meeting time information
- long section title from the syllabus (if designated)

If no meeting time records have been defined for an open learning section, *N/A* is printed on the report, instead of *TBD*.

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	Schedule Term	Yes	Enter the term for which you want the class schedule to be printed.	Term Code Validation Form (STVTERM)
	Part of Term (% for all)	Yes	Enter the part of term code for which the schedule of classes is to be printed. Multiple parts of term can be entered, or a % can be used to indicate that all parts of term within the selected term are to be printed.	Part of Term Code Validation Form (STVPTRM)
	Order 1-Subj-Course, 2-Coll, Div, Dept	Yes	Enter 1 to print the schedule of classes in subject, course number order, or enter 2 to print in college, division, department order. All sort options create page breaks by campus and part of term.	1 Subject, Course order 2 College, Division, Department order
	Campus (% for all)	Yes	Enter the campus code representing the campus for which the schedule is to be printed.	Campus Code Validation Form (STVCAMP)
	Course Status (% for all)	Yes	Enter the course status code(s) for the class schedule for which information is to be printed.	Section Status Code Validation Form (STVSSTS)

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	User Scheduler Results	No	Enter the <i>Y</i> to retrieve meeting time data using the scheduler work data on SSTSCHW or <i>N</i> to retrieve the scheduled data from SSRMEET. The default is <i>N</i> .  The scheduler work data is used in place of the schedule data.	<i>Y</i> Data from SSTSCHW - scheduler <i>N</i> Data from SSRMEET - schedule
	Schedule Type (% for all)	Yes	Enter % for all schedule types, or enter the schedule type for the section.	Schedule Type Code Validation Form (STVSCHD)
	Instructional Method (% = all)	No	Enter the instructional method for the courses, or enter % for all sections. You may enter multiple values.  This parameter is used to report all sections with the same instructional method (i.e., Web-based).	Instructional Method Validation Form (GTVINSM)
	Print Long Course Title	Yes	Enter <i>Y</i> to print the existing course title from the course record (SCBCRSE) or the long course title from the course syllabus (SCRSYLN).  Enter <i>N</i> to not print the long course title. The default is <i>N</i> .	<i>Y</i> Print existing course title or long syllabus course title (if any) <i>N</i> Do not print the long course title
	Print Long Section Title	Yes	Enter <i>Y</i> to print the existing section title from the section record (SSBSECT) or the long section title from the syllabus record (SSRSYLN). If these are null, the title from the course record (SCBCRSE) will be used.  Enter <i>N</i> to not print the long section title. The default is <i>N</i> .	<i>Y</i> Print existing section title or long syllabus section title (if any) <i>N</i> Do not print the long section title

## Report Sample—Class Schedule Report (SSRSECT)

25-APR-2003 13:44:19  
200310

BANNER University  
Class Schedule

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SSRSECT

Fall 2002 (200310) /  
Main

<u>SUBJ</u>	<u>CRSE</u>	<u>TITLE</u>	<u>COLLEGE</u>	<u>DIVISION</u>	<u>DEPARTMENT</u>			
ACCT 200		Accounting	College of Business		Department of BFA			
	<u>CRN</u>	<u>SEC S TITLE</u>	<u>CREDITS</u>	<u>DAYS</u>	<u>TIME</u>	<u>BLDG</u>	<u>ROOM</u>	<u>INSTRUCTOR(S)</u>
	10052 2	A Accounting	3.000	N/A	N/A	N/A	N/A	STAFF
			Lecture			Web Based		
	10111 0	A Accounting	3.000	N/A	N/A	N/A	N/A	STAFF
			Lecture			Web Based		
	10127 122	A Accounting	1.000	TO 6.000	N/A	N/A	N/A	STAFF
			Lecture			Web Based		
	10129 111	A Accounting	1.000	TO 6.000	N/A	N/A	N/A	STAFF
			Lecture			Web Based		
	10134 177	A Accounting	1.000	TO 6.000	N/A	N/A	N/A	STAFF
			Lecture			Web Based		
ACCT 200		Accounting	College of Business		Department of BFA			
	<u>CRN</u>	<u>SEC S TITLE</u>	<u>CREDITS</u>	<u>DAYS</u>	<u>TIME</u>	<u>BLDG</u>	<u>ROOM</u>	<u>INSTRUCTOR(S)</u>
	10052 2	A Accounting	3.000	N/A	N/A	N/A	N/A	STAFF
			Distance Learning			Web Based		
	10111 0	A Accounting	3.000	N/A	N/A	N/A	N/A	STAFF
			Distance Learning			Web Based		
	10127 122	A Accounting	1.000	TO 6.000	N/A	N/A	N/A	STAFF
			Distance Learning			Web Based		
	10129 111	A Accounting	1.000	TO 6.000	N/A	N/A	N/A	STAFF
			Distance Learning			Web Based		
	10134 177	A Accounting	1.000	TO 6.000	N/A	N/A	N/A	STAFF
			Distance Learning			Web Based		
ACCT 200		Accounting	College of Business		Department of BFA			
	<u>CRN</u>	<u>SEC S TITLE</u>	<u>CREDITS</u>	<u>DAYS</u>	<u>TIME</u>	<u>BLDG</u>	<u>ROOM</u>	<u>INSTRUCTOR(S)</u>
	10052 2	A Accounting	3.000	N/A	N/A	N/A	N/A	STAFF
			Distance Learning			Distance Learning		
	10111 0	A Accounting	3.000	N/A	N/A	N/A	N/A	STAFF
			Distance Learning			Distance Learning		
	10127 122	A Accounting	1.000	TO 6.000	N/A	N/A	N/A	STAFF
			Distance Learning			Distance Learning		
	10129 111	A Accounting	1.000	TO 6.000	N/A	N/A	N/A	STAFF
			Distance Learning			Distance Learning		
	10134 177	A Accounting	1.000	TO 6.000	N/A	N/A	N/A	STAFF
			Distance Learning			Distance Learning		
ACCT 250		Accounting	College of Business		Department of BFA			
	<u>CRN</u>	<u>SEC S TITLE</u>	<u>CREDITS</u>	<u>DAYS</u>	<u>TIME</u>	<u>BLDG</u>	<u>ROOM</u>	<u>INSTRUCTOR(S)</u>
	10054 2	A Accounting	3.000	N/A	N/A	N/A	N/A	STAFF
			Distance Learning			Distance Learning		

Fall 2002 (200310) /  
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<u>SUBJ</u>	<u>CRSE</u>	<u>TITLE</u>	<u>COLLEGE</u>	<u>DIVISION</u>	<u>DEPARTMENT</u>			
ACCT	250	Accounting *** CONTINUED ***	College of Business		Department of BFA			
<u>CRN</u>	<u>SEC</u>	<u>S TITLE</u>	<u>CREDITS</u>	<u>DAYS</u>	<u>TIME</u>	<u>BLDG</u>	<u>ROOM</u>	<u>INSTRUCTOR(S)</u>
10113	0	A Accounting	3.000	N/A	N/A	N/A	N/A	STAFF
		Distance Learning				Distance Learning		
ACCT	2310	Intermediate Accounting I	College of Business		Accounting			
<u>CRN</u>	<u>SEC</u>	<u>S TITLE</u>	<u>CREDITS</u>	<u>DAYS</u>	<u>TIME</u>	<u>BLDG</u>	<u>ROOM</u>	<u>INSTRUCTOR(S)</u>
10039	0	A Intermediate Accounting I	3.000	N/A	N/A	N/A	N/A	STAFF
		Distance Learning				Distance Learning		
10046	0	A Intermediate Accounting I	3.000	N/A	N/A	N/A	N/A	STAFF
		Distance Learning				Distance Learning		
10047	0	A Intermediate Accounting I	3.000	N/A	N/A	N/A	N/A	STAFF
		Distance Learning				Distance Learning		
10048	0	A Intermediate Accounting I	3.000	N/A	N/A	N/A	N/A	STAFF
		Distance Learning				Distance Learning		
ANTH	10	Anthropology	College of Arts & Sciences		Department of BFA			
<u>CRN</u>	<u>SEC</u>	<u>S TITLE</u>	<u>CREDITS</u>	<u>DAYS</u>	<u>TIME</u>	<u>BLDG</u>	<u>ROOM</u>	<u>INSTRUCTOR(S)</u>
10056	2	A Anthropology	3.000	N/A	N/A	N/A	N/A	STAFF
		Distance Learning				Distance Learning		
10115	0	A Anthropology	3.000	N/A	N/A	N/A	N/A	STAFF
		Distance Learning				Distance Learning		
BIOL	1010	Biology	College of Arts & Sciences		Biology			
<u>CRN</u>	<u>SEC</u>	<u>S TITLE</u>	<u>CREDITS</u>	<u>DAYS</u>	<u>TIME</u>	<u>BLDG</u>	<u>ROOM</u>	<u>INSTRUCTOR(S)</u>
10044	02	A Biology	3.000	N/A	N/A	N/A	N/A	STAFF
		Independent Study				Web Based		
COMP	300	Computers	College of Business		Department of BFA			
<u>CRN</u>	<u>SEC</u>	<u>S TITLE</u>	<u>CREDITS</u>	<u>DAYS</u>	<u>TIME</u>	<u>BLDG</u>	<u>ROOM</u>	<u>INSTRUCTOR(S)</u>
10058	2	A Computers	3.000	N/A	N/A	N/A	N/A	STAFF
		Distance Learning				Distance Learning		
10117	0	A Computers	3.000	N/A	N/A	N/A	N/A	STAFF
		Distance Learning				Distance Learning		
COMP	301	Computers	College of Business		Department of BFA			
<u>CRN</u>	<u>SEC</u>	<u>S TITLE</u>	<u>CREDITS</u>	<u>DAYS</u>	<u>TIME</u>	<u>BLDG</u>	<u>ROOM</u>	<u>INSTRUCTOR(S)</u>
10060	2	A Computers	3.000	N/A	N/A	N/A	N/A	STAFF
		Distance Learning				Distance Learning		

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200310

BANNER University  
Class Schedule  
\* \* \* REPORT CONTROL INFORMATION - SSRSECT - Release 6.0 \* \* \*

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SSRSECT

TERM: 200310  
PART OF TERM: %  
CAMPUS: %  
ORDER: 1  
USE SCHD TOOL WORKFILE DATA: N  
INCLUDED SECTION STATUS(S): %  
SCHEDULE TYPE: %  
INSTRUCTIONAL METHOD: %  
PRINT LONG COURSE TITLE: Y  
PRINT LONG SECTION TITLE: Y  
  
RECORD COUNT: 175



# Scheduled Section Tally Report (SSRTALY)

**Description** This report is used to list all sections for a term, with enrollment counts and seats remaining. It can be used for traditional sections or open learning sections. The output for the sections can be sorted in several ways: by subject and course order; by college, division, and department order; or by department, college, and division order.

The report displays the following types of information for the scheduled sections:

- term
- parts of term
- campus
- schedule type
- instructional method
- long course title from the syllabus (if designated)
- meeting type for the meeting time information
- long section title from the syllabus (if designated)



**Note**

If no meeting time records have been defined for an open learning section, *N/A* is printed on the report, instead of *TBD*. ■

Parameters	Name	Required?	Description	Values
	Term	Yes	Enter the term for which you want the scheduled sections to be printed.	Term Code Validation Form (STVTERM)
	Part of Term (% for all)	No	<p>Enter the part of term code for which the scheduled sections are to be printed. Multiple parts of term can be entered, or a % can be used to indicate that all parts of term within the selected term are to be printed.</p> <p>Leave this parameter blank (null) to select open learning sections when you do not wish to print all parts of term (%). If the report is run from the host, rather than from job submission, enter the word <i>NULL</i> at the parameter prompt to print open learning sections.</p>	Part of Term Code Validation Form (STVPTRM)
	Order of Report (VALUES 1, 2, 3)	Yes	Enter 1 to print the scheduled sections in subject, course order, or 2 to print in college, division, department order, or enter 3 to list the scheduled sections in department, college, division order. All sort options break first on the page by campus and part of term.	1 Subject, Course order 2 College, Division, Department order 3 Department, College, Division order
	Campus (% for all)	Yes	Enter the campus code representing the campus for which the scheduled sections are to be printed.	Campus Code Validation Form (STVCAMP)
	Instructional Method	Yes	Enter the instructional method for the sections, or enter % for all instructional methods. You may enter multiple values. This parameter is used to report all sections with the same instructional method (i.e., Web-based).	Instructional Method Validation Form (GTVINSM)

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	Print Long Course Title	Yes	Enter <i>Y</i> to print the existing course title from the course record (SCBCRSE) or the long course title from the course syllabus (SCRSYLN). Enter <i>N</i> to not print the long course title. The default is <i>N</i> .	Y Print existing course title or long syllabus course title (if any) N Do not print the long course title
	Print Long Section Title	Yes	Enter <i>Y</i> to print the existing section title from the section record (SSBSECT) or the long section title from the syllabus record (SSRSYLN). If these are null, the title from the course record (SCBCRSE) will be used. Enter <i>N</i> to not print the long section title. The default is <i>N</i> .	Y Print existing section title or long syllabus section title (if any) N Do not print the long section title

# Report Sample—Schedule Section Tally Report (SSRTALY)

26-MAR-2007 17:06:23  
200591

BANNER University  
Scheduled Section Tally

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SSRTALY

Fall 2005 (200591) / Full Term  
Main

SUBJ	CRSE	TITLE	COLLEGE	DIVISION	DEPARTMENT															
ENGL 101	English		College of Arts & Sciences																	
CRN	SEC	CREDITS	DAYS	TIME	BUILD	ROOM	PRIOR	PROJ	CN1	CN2	ENRL-CRED	MAX	ENRL	REM	CL	ST	WMAX	WACT	WREM	
11019	0	3.000	N/A	N/A	N/A	N/A	2	0	0	0	0.000	30	0	30	A	0	0	0	0	
			SCHEDULE TYPE: Lecture		INSTRUCTIONAL METHOD:															
ENGL 102	Literature 101		College of Arts & Sciences																	
CRN	SEC	CREDITS	DAYS	TIME	BUILD	ROOM	PRIOR	PROJ	CN1	CN2	ENRL-CRED	MAX	ENRL	REM	CL	ST	WMAX	WACT	WREM	
11035	0	3.000	N/A	N/A	N/A	N/A	4	0	0	0	0.000		0	0	A	0	0	0	0	
			SCHEDULE TYPE: Lecture		INSTRUCTIONAL METHOD:															
ENGL 103	20th Century American Lit		College of Arts & Sciences		English															
CRN	SEC	CREDITS	DAYS	TIME	BUILD	ROOM	PRIOR	PROJ	CN1	CN2	ENRL-CRED	MAX	ENRL	REM	CL	ST	WMAX	WACT	WREM	
11037	0	3.000	N/A	N/A	N/A	N/A	1	0	0	0	0.000		0	0	A	0	0	0	0	
			SCHEDULE TYPE: Lecture		INSTRUCTIONAL METHOD: Traditional															
ENGL 103	20th Century American Lit		College of Arts & Sciences		English															
CRN	SEC	CREDITS	DAYS	TIME	BUILD	ROOM	PRIOR	PROJ	CN1	CN2	ENRL-CRED	MAX	ENRL	REM	CL	ST	WMAX	WACT	WREM	
11124	002	3.000	M W F	0900-0950am			0	0	0	0	3.000		1	-1	A	0	0	0	0	
			SCHEDULE TYPE: Lecture		INSTRUCTIONAL METHOD: Non-traditional															
MATH 10010	Calculus for Freshman Biology		School of Behavioral Sciences	Division Undeclared	Mathematics															
CRN	SEC	CREDITS	DAYS	TIME	BUILD	ROOM	PRIOR	PROJ	CN1	CN2	ENRL-CRED	MAX	ENRL	REM	CL	ST	WMAX	WACT	WREM	
16	0	3.000	N/A	N/A	N/A	N/A	36	0	0	0	0.000	25	0	25	A	0	0	0	0	
			SCHEDULE TYPE: Lecture		INSTRUCTIONAL METHOD: Distance Learning Online Instr															
19	0	3.000	N/A	N/A	N/A	N/A	8	0	0	0	0.000	25	0	25	A	0	0	0	0	
			SCHEDULE TYPE: Lecture		INSTRUCTIONAL METHOD: Distance Learning Online Instr=															

Fall 2005 (200591) / Full Term  
Main

SUBJ	CRSE	TITLE	COLLEGE	DIVISION	DEPARTMENT														
ANTH	102	Ethnography of New Zealand	College of Arts & Sciences																
CRN	SEC	CREDITS	DAYS	TIME	BUILD	ROOM	PRIOR	PROJ	CN1	CN2	ENRL-CRED	MAX	ENRL	REM	CL	ST	WMAX	WACT	WREM
11071	0	6.000	N/A	N/A	N/A	N/A	0	0	0	0	0.000	30	0	30	A	0	0	0	0
		SCHEDULE TYPE:		Lecture		INSTRUCTIONAL METHOD:		Traditional											
ANTH	190	American Indian Heritage	College of Arts & Sciences																
CRN	SEC	CREDITS	DAYS	TIME	BUILD	ROOM	PRIOR	PROJ	CN1	CN2	ENRL-CRED	MAX	ENRL	REM	CL	ST	WMAX	WACT	WREM
11054	10	2.000	M	0200-0350pm			2	0	0	0	0.000	100	0	100	A	0	0	0	0
		SCHEDULE TYPE:		Lecture		INSTRUCTIONAL METHOD:		Traditional											
ANTH	2510	Folk Technology	College of Arts & Sciences																
CRN	SEC	CREDITS	DAYS	TIME	BUILD	ROOM	PRIOR	PROJ	CN1	CN2	ENRL-CRED	MAX	ENRL	REM	CL	ST	WMAX	WACT	WREM
15	0	3.000	T	0700-0830pm			35	0	0	0	0.000		0	0	A	0	0	0	0
		SCHEDULE TYPE:		Lecture		INSTRUCTIONAL METHOD:		Non-traditional											
CRN	SEC	CREDITS	DAYS	TIME	BUILD	ROOM	PRIOR	PROJ	CN1	CN2	ENRL-CRED	MAX	ENRL	REM	CL	ST	WMAX	WACT	WREM
37	0	3.000	N/A	N/A	N/A	N/A	2	0	0	0	0.000		0	0	A	0	0	0	0
		SCHEDULE TYPE:		WebCT Based Online Instruction		INSTRUCTIONAL METHOD:		Distance Learning Online Instr											
		BLOCK(S)		BLKTEST001															
ART	1	Art 1 is a req for Art 5	College of Arts & Sciences																
CRN	SEC	CREDITS	DAYS	TIME	BUILD	ROOM	PRIOR	PROJ	CN1	CN2	ENRL-CRED	MAX	ENRL	REM	CL	ST	WMAX	WACT	WREM
11021	001	1.000	N/A	N/A	N/A	N/A	22	0	0	0	0.000	10	0	10	A	0	0	0	0
		SCHEDULE TYPE:		Lecture		INSTRUCTIONAL METHOD:		Traditional											
ART	1100	Introduction to Art	College of Arts & Sciences																
CRN	SEC	CREDITS	DAYS	TIME	BUILD	ROOM	PRIOR	PROJ	CN1	CN2	ENRL-CRED	MAX	ENRL	REM	CL	ST	WMAX	WACT	WREM
11024	20	3.000 OR 6.000	M W F	0800-0850am			2	0	0	0	0.000	20	0	20	A	0	0	0	0
		SCHEDULE TYPE:		Lecture		INSTRUCTIONAL METHOD:		Traditional											

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200591

BANNER University  
Scheduled Section Tally  
\* \* \* REPORT CONTROL INFORMATION - SSRTALY - Release 7.3.3\* \* \*

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SSRTALY

TERM: 200591  
PART OF TERM LIST: %  
ORDER: 1  
CAMPUS: %  
INSTRUCTIONAL METHOD: %  
PRINT LONG COURSE TITLE: N  
PRINT LONG SECTION TITLE: N  
  
RECORD COUNT: 190

## Schedule Purge (SSPSCHD)

**Description** This report is used to purge class schedule information, as well as all associated section information, based on term. Schedule information will not be deleted if outstanding registration information exists for the term. It is recommended that the Registration Purge (SFPREGS) be run prior to running SSPSCHD.

A new summary section history record is created in the table SCRSECT. Columns in this table include: Subject Code, Course Number, Campus, Schedule Type, Term, Number of Sections Offered, Total Enrollment, Total Census Enrollment, and Activity Date. This history record allows institutions to review the historical course section information in summary format.

 **Warning**

When a third party product is used for scheduling, you may need to rerun the report before you continue scheduling. Be aware that the first time SSPSCHD is run, the SCRSECT table is populated with data for the purged records. After the table has been populated, if the report is a second time, data is not purged. ■

Parameters	Name	Required?	Description	Values
	Process Term	Yes	Enter the term for which you want the schedule information to be purged. All terms less than or equal to the input process term will be purged if no registration exists.	Term Code Validation Form (STVTERM)
	Run Mode	Yes	Enter <i>A</i> to print a report of all schedule information that will be purged for the selected term. Enter <i>U</i> to update the database and purge the schedule information for the selected term.	A Audit U Update

## Report Sample—Schedule Purge (SSPSCHD)

25-APR-2003 14:24:46  
199657

BANNER University  
Schedule Purge

PAGE 1  
SSPSCHD

TERM	CRN NO	SUBJECT	COURSE NO	CAMPUS	SCHEDULE TYPE	INSTRUCTIONAL METHOD	TOTAL ENROLLMENT
199630	10002	EXCR	003	CEN	L		0
	10004		004				0
	10003		10000				0
	10001		99998				0
199657	10005	ACCT	2310	M	L		0
	10006		2340				0
	10007		2430				0
	10097		2460			WEB	0
	10091	ANTH	1001	M	L	TR	0
	10008		2010				0
	10010		2510				0
	10067		3020				0
	10009		3030				0
	10011		3040				0
	10095	BIOL	1001	M	C	TR	0
	10001		1010		L		0
	10002		1011		B		0
	10003						0
	10014		1205				0
	10013				L		0
	10012		1401		B		0
	10004				L		0
	10018	BUAD	2185	M	L		0
	10020	CHEM	1103	M	B		0
	10021						0



TERM	CRN NO	SUBJECT	COURSE NO	CAMPUS	SCHEDULE TYPE	INSTRUCTIONAL METHOD	TOTAL ENROLLMENT
199657	10019	CHEM	1131	M	L		0
	10022	CHSM	1000	M	L		0
	10080						0
	10089						0
	10023	ECON	1101	M	L		0
	10024		2110				0
	10068	ELET	101	M	C		0
	10069		121				0
	10070		150		B		0
	10071		210		C		0
	10072		220				0
	10073		225				0
	10074		243				0
	10075		291		S		0
	10092	ENGL	1001	M	L	CLASS	0
	10016		1005				0
	10088						0
	10015		101				0
	10017		1201				0
	10025	FINA	1113	M	L		0
	10026	FNAR	1040	M	L		0
	10028	FREN	1010	M	L		0
	10094					TR	0
	10027		2010				0
	10029	GEOL	1030	M	L		0

TERM	CRN NO	SUBJECT	COURSE NO	CAMPUS	SCHEDULE TYPE	INSTRUCTIONAL METHOD	TOTAL ENROLLMENT
199657	10030	GEOL	1031	M	B		0
	10087	HP	CPR1	M	C		0
	10031	MATH	1030	M	L		0
	10093					TR	0
	10096					WEB	0
	10032		1230				0
	10053	MGMT	1006	M	L		0
	10054		1102				0
	10055		3301				0
	10056	MKRT	1137	M	L		0
	10057	NURS	1100	M	L		0
	10058		2104				0
	10059		2105		B		0
	10062		3030		L		0
	10060		3100				0
	10061		3105		B		0
	10063		4100		L		0
	10064		4105		B		0
	10065		4130		L		0
	10066	NUTR	2120	M	L		0
	10033	POLS	1100	M	L		0
	10035	PSYC	2100	M	L		0
	10034		2200				0
	10090						0
	10036	RELS	1050	M	L		0

25-APR-2003 14:24:46  
199657

BANNER University  
Schedule Purge

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SSPSCHD

TERM	CRN NO	SUBJECT	COURSE NO	CAMPUS	SCHEDULE TYPE	INSTRUCTIONAL METHOD	TOTAL ENROLLMENT
199657	10037	RELS	2000	M	L		0
	10038		2100				0
	10040	SOCI	1000	M	L		0
	10039		201				0
	10041		2020				0
	10042	STAT	2107	M	L		0
	10076	TMTH	101	M	L		0
	10077		105		C		0
	10078		201		L		0
	10079		202				0

25-APR-2003 14:24:46  
199657

BANNER University  
Schedule Purge

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SSPSCHD

\* \* \* REPORT CONTROL INFORMATION - SSPSCHD - Release 6.0 \* \* \*

PROCESS TERM: 199657  
PURGE MODE: U

NUMBER OF SECTION PURGED: 85

## Room Attribute Sequence Update Process (SSRATSQ)

**Description** This process is used to automatically populate the sequence number of the room attribute information in the STVRDEF table. This process can be run at your discretion to populate values, resequence existing values, or delete all values.

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	Run Mode	Yes	Enter <i>A</i> to add sequence numbers for attributes, <i>D</i> to delete all existing sequence numbers, or <i>R</i> to resequence the existing sequence numbers. The default is <i>R</i> .	A Add D Delete R Resequence
	Sort Code	Yes	Enter <i>A</i> for alpha sort or <i>N</i> for numeric sort. The default is <i>N</i> .	A Alpha N Numeric

## Report Sample—Room Attribute Sequence Update Process (SSRATSQ)

20-JUN-2001 11:27:14                      Banner University  
 SSRATSQ                                      Room Attribute Sequence Update

ATTRIBUTE	DESCRIPTION	Seq No -	Auto Ind
2BR	2 Bedrooms	1	Y
3BR	3 Bedrooms	2	Y
1BR	1 Bedroom	3	Y
AUD	Auditorium	4	Y
LAB	Laboratory	5	Y
GYM	Gymnasium	6	Y
GCL	General Classroom	7	Y
LEC	Tiered Lecture Room	8	Y
MUS	Music Room	9	Y
LAN	Language Lab	10	Y
CPL	Computer Lab	11	Y
FBF	Football Field		N
BBF	Baseball Field		N
GMN	Gymnastics Equipment		N
BBC	Basketball Court		N
GCA	Gen Class w/Audiovisual Equip		N
IPL	Indoor Pool		N
LIB	Library		N
LRC	Learning Resource Center		N
MMT	Multi-Media/Tiered Room		N
CLAB	Chemistry Lab		N
BLAB	Biology Lab		N
TBL1	Round Table		N
FOOD	Food Service Facility		N
WBD	White Board		N
DATA	Data Show Equipped		N
AV	Audio/Visual Equipped		N
OFF	Office space		N
CONF	Conference Room		N
SOCC	Soccer Pitch		N
SMOK	Smoking Room		N
TTT	Help		N
HMOF	Home Office		N
TBL2	Head Table		N
AQUA	Aquatics lab		N
HNDI	Handicap Accessible		N
AQU2	Aquatics lab 2		N
RECI	Recital Room		N

RBC	Racquetball Court	N
SUIT	Suites	N
CHAP	Chapel	N
UNF	Unfurnished	N
APRT	Apartment	N
TRML	Equipped/Computer Terminals	N
NLAB	Nursing Lab	N
GLAB	Geology Lab	N
ELAB	Electronics Lab	N
NOAC	No Air Conditioning	N
NHC	Not Handicap Accessible	N
MMR	Multi-Media Room	N
MPP	Music Practice Room w/Piano	N
MPR	Music Practice Room	N
PLB	Physics Lab	N
STU	Art Studio	N
WTR	Weight Training Room	N
TCT	Tennis Court	N
TRK	Track	N
DORM	Dorm Room	N
NSMK	Non-smoking Room	N
SMKG	Smoking Room	N
QUIE	Quiet Room	N
PRVT	Private Room	N

20-JUN-2001 11:27:14 Banner University  
SSRATSQ Room Attribute Sequence Update  
\*\*\* REPORT CONTROL INFORMATION - SSRATSQ - Release 5.2 \*\*\*

RUN MODE: A  
SORT ORDER: N  
RECORD UPDATE COUNT: 11

## Schedule25 Work File Creation Process (SSRSCRM)

**Description** This process is used to create the building, room, partition, department (subject), class descriptor, and control files required to run the scheduling tool. This process needs to be run a minimum of once for each scheduling cycle.



### Note

Due to the layout constraints of the `datain.dat` file, the duplicate meeting time scenario (handling CRNs with two identical SSRMEET records that do not have a building or room assignment) needs to be considered when this report is run. If the meeting times are adjusted by one minute, a unique meeting time record is created and will be scheduled by Schedule25. Use the exception report produced by SSRSCRM to highlight potential duplication issues and provide notification that adjustments to the meeting records are required. ■



### Note

The term in the section controls (SSACTRL) is treated as an effective term. If a campus code is not entered in the parameters when SSRSCRM or SSRSCUP are run, then the control record for the applicable effective term with no campus code is used as a valid control record. When SSRSCUP is run, it is especially important to use the same control record as was used for SSRSCRM processing if section control values are different from effective term to effective term. ■

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	Scheduling Term Code	Yes	Enter the extract term code for the file.	Term Code Validation Form (STVTERM)
	Scheduling Campus Code	No	Enter the extract campus code for the file.	Campus Code Validation Form (STVCAMP)
	Start Date	No	Enter the start date in format MMM-DD-YYYY for the date range to extract meeting times.	
	End Date	No	Enter the end date in format MMM-DD-YYYY for the date range to extract meeting times.	
	Room Attribute Def Filename	Yes	Enter the room attribute definition filename. The default filename is <code>phys.dat</code> .	

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	Partition Definition Filename	Yes	Enter the partition definition filename. The default filename is <code>part.dat</code> .	
	Subject Definition Filename	Yes	Enter the subject definition filename. The default filename is <code>depts.dat</code> .	
	Room Definition Filename	Yes	Enter the room definition filename. The default filename is <code>rooms.dat</code> .	
	Control Parameters Filename	Yes	Enter the control parameters filename. The default filename is <code>ctrl.dat</code> .	
	Class Descriptor Filename	Yes	Enter the class descriptor filename. The default filename is <code>datain.dat</code> .	
	Create Work Table	Yes	Enter <i>Y</i> to create the Work table viewable on SSASCHW or <i>N</i> to not create the table. The default is <i>Y</i> .	Y Create Work table N Do not create Work table
	Control Term Code	Yes	Enter the effective term code for the control record from SSACTRL.	Term Code Validation Form (STVTERM)
	Control Campus Code	No	Enter the control campus code from SSACTRL.	Campus Code Validation Form (STVCAMP)
	Subject for Inactive Rooms	Yes	Enter the subject code to be used for the creation of inactive room periods.	Subject Code Validation Form (STVSUBJ)



## Report Sample—Schedule25 and Work File Process (SSRSCRM)

```
16-OCT-2003 09:33:16 TESTING Banner University
SSRSCRM Schedule 25 Work File Creation
*** Duplicate Meeting Time Report -SSRSCRM - Release 6.1 ***
```

CRN	CAMP	TERM	BEGIN TIME	END TIME	START DATE	END DATE	SCHS
71033	M	200371	0800	0850	01-JAN-2003	08-AUG-2003	NSM

```
16-OCT-2003 09:33:16 TESTING Banner University
SSRSCRM Schedule 25 Work File Creation
*** REPORT CONTROL INFORMATION - SSRSCRM - Release 6.1 ***
```

```
SCHEDULING TERM CODES-----: 200371
SCHEDULING CAMPUS CODES-----: ALL
```

```
START DATE-----:
END DATE-----:
```

```
FILENAME FOR BLDG/ROOM FILE-----: rooms.dat
FILENAME FOR PARTITIONS FILE -----: part.dat
FILENAME FOR DEPARTMENTS(SUBJECTS) FILE---: depts.dat
FILENAME FOR ROOM ATTRIBUTES FILE-----: phys.dat
FILENAME FOR CLASS DESCRIPTOR FILE-----: datain.dat
UPDATE WORK TABLE-----: Y
CONTROL FILE EFF. TERM-----: 200357
CONTROL FILE CAMPUS CODES-----: ALL
FILENAME FOR CONTROL FILE-----: ctrl.dat
SUBJECT CODE FOR INACTIVE ROOMS-----: DUMN
```

```
Records written to bldg/room file      :      271
Records written to partition file      :         5
Records written to department(subject) :      396
Records written to room attributes file:         5
Records written to class file          :         4
  Cross listed sections written        :         0
  Non cross-listed sections written    :         1
  Inactive rooms written                :         3
  Partition/Attribute prefs written    :         0
Records written to work table          :         4
  Meeting Time Records written         :         1
  Duplicate Meeting Time Records found:         1
  Partition/Attribute prefs written    : n/a
  Inactive rooms records written       :         3
Records written to control file        :         42
```

## Scheduler Work Table Update Process (SSRSCUP)

**Description** This process reads the three Schedule25 export files (`sortdp.dat`, `losers.dat`, `notposs.dat`), updating the existing records in the Scheduler Work Table (SSTSCHW). These entries can then be previewed using SSASCHW.



### Note

The term in the section controls (SSACTRL) is treated as an effective term. If a campus code is not entered in the parameters when SSRSCR or SSRSCUP are run, then the control record for the applicable effective term with no campus code is used as a valid control record. When SSRSCUP is run, it is especially important to use the same control record as was used for SSRSCR processing if section control values are different from effective term to effective term. ■

Parameters	Name	Required?	Description	Values
	Control Record Term Code	Yes	Enter the term code for the Work table records to be updated based on the control record entered on SSACTRL.	Term Code Validation Form (STVTERM)
	Control Record Campus Code	No	Enter the campus code for the work table records to be updated based on the control record entered on SSACTRL.	Campus Code Validation Form (STVCAMP)
	Filename for Schedule Updates	Yes	Enter the directory/filename for the schedule updates file. The default filename is <code>sortdp.dat</code> .	
	Filename for Not Scheduled	Yes	Enter the directory/filename for the not scheduled courses file. The default filename is <code>losers.dat</code> .	
	Filename for Schedule Errors	Yes	Enter the directory/filename for the schedule errors file. The default filename is <code>notposs.dat</code> .	
	Audit or Update	Yes	Enter <i>A</i> to run the report in audit mode or <i>U</i> to update the database. The default value is <i>A</i> .	A Audit U Update
	Print Detail	Yes	Enter <i>Y</i> to print report detail or <i>N</i> to not print report detail. The default value is <i>N</i> .	Y Print detail N Do not print detail

## Report Sample—Scheduler Work Table Update Process (SSRSCUP)

30-APR-2001 10:32:43  
000000

Banner University  
Scheduler Work Table Update

PAGE 1  
SSRSCUP

200030	IR001	DUMN	9999	Meet Indicator updated with Y
200030	10003	ENGL	111	Meet Indicator updated with Y
200030	IR002	DUMN	9999	Meet Indicator updated with Y
200030	10001	MATH	100	Meet Indicator updated with Y
200030	10003	ENGL	111	Meet Indicator updated with N
				Meet Indicator not updated
				Meet Indicator not updated
200030	10002	MATH	900	Meet Indicator updated with N

30-APR-2001 10:32:43  
000000

Banner University  
Scheduler Work Table Update

PAGE 2  
SSRSCUP

\* \* \* REPORT CONTROL INFORMATION - SSRSCUP - Release 5.2 \* \* \*

RPTNAME: SSRSCUP

Audit or Update: U

Print Detail: Y

Updates Filename: /tmp/sortrm.dat  
Number of Updates in file: 4  
Number of Updates: 4

Not Scheduled Filename: /tmp/losers.dat  
Number Not Updated in File: 0  
Number Not Updated: 0

Errors Filename: /tmp/notposs.dat  
Number of Errors in File: 4  
Number of Errors: 2

## Update Building/Room Process (SSRSCMT)

**Description** This process reads the Scheduler Work Table (SSTSCHW) entries (viewable on SSASCHW) and updates the SSRMEET table with the room assignments generated in Schedule25. Only those records with an Update Indicator of *Y* will be applied. The Work Table Update Indicator value will be changed to a *U* as a result of the upload process of the scheduled sections to indicate that the upload was successful for that record.

Parameters	Name	Required?	Description	Values
	Term Code	Yes	Enter the term code(s) for the room assignments.	Term Code Validation Form (STVTERM)
	Audit/Update Mode	Yes	Enter <i>A</i> to run the process in audit mode or <i>U</i> to update the database. The default is <i>A</i> .	A Audit U Update

### Report Sample—Update Building/Room in Meeting Times Table Process (SSRSCMT)

```

SSRSCMT                Update Building/Room Process
*** REPORT CONTROL INFORMATION - SSRSCMT - Release 5.2 ***

TERM-----: 200010,200020,200030
UPDATE/AUDIT MODE: U
NUMBER OF UPDATES: 3
    
```

## Scheduler Work Table Purge Process (SSRSCPR)

**Description** This process is used to delete Scheduler Work Table (SSTSCHW) data based on the term and/or campus specified in the parameters.

Parameters	Name	Required?	Description	Values
	Term Code	Yes	Enter the term code for the data to be deleted.	Term Code Validation Form (STVTERM)
	Campus Code	No	Enter the campus code for the data to be deleted.	Campus Code Validation Form (STVCAMP)
	Update (U), Audit (A), Mode	Yes	Enter <i>A</i> to run the process in audit mode or <i>U</i> to update the database. The default is <i>U</i> .	U Update A Audit

### Report Sample—Schedule Work Table Purge Process (SSRSCPR)

```

24-MAY-2001 19:10:14          Banner University          SSRSCPR
                          Scheduler Work Table Purge
*** REPORT CONTROL INFORMATION - SSRSCPR - Release 5.2 ***

INPUT JOB PARAMETERS:
TERM CODE                : 200610
CAMPUS CODE              :
UPDATE(U),AUDIT(A)      : U
NUMBER OF RECORDS DELETED: 27
    
```

## Section Fee Population Process (SSPMFEE)

**Description** This process examines the course/section characteristics defined in SSADFEE, determines the applicable sections based on those characteristics, and inserts the appropriate records in the SSRFEES table.

It is important to note that record insertions will only occur if no section level fees have already been defined. In the case where fee entries already exist in the SSRFEES table, no insertion of new or update of existing records will be made.

The report output displays the CRNs that were updated, the section characteristics from the fee used to create the SSRFEES records, and the total number of records inserted into the SSRFEES table. The section characteristics include department, college, campus schedule type, and instructional method. The fee information includes level, detail code, amount, and fee type. When the appropriate section is determined, the fee definition contained in SSADFEE is used to create a new fee record in the SSRFEES table. The report control information shows the term and run mode, as well as the count of sections that were updated.

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	Term	Yes	Enter the term for which the section records are to be checked for incomplete registrations.	Term Code Validation Form (STVTERM)
	Run Mode	Yes	Enter <i>A</i> for an audit report or <i>U</i> to update the database. The default is <i>A</i> .	A Audit U Update

## Report Sample—Section Fee Population Process (SSPMFEE)

----- Section -----		----- Fee -----								
Coll	Dept	Camp	Schd Type	Instruct Method	CRN	Inserted	Level	Detail Code	Amount	Fee Type
AS	HIST	MZ	L	TR	1003	1				
							UG	GFEE	122.00	FLAT
AS		MZ	L	TR	1007	1				
							UG	GFEE	122.00	FLAT
AS		MZ	L	TR	1008	1				
							UG	GFEE	122.00	FLAT
BS		M	D	ONLIN	1015	0				
BS		M	D	ONLIN	1017	0				
BS		O	D	ONLIN	1012	2				
							UG	FEE1	13.99	FLAT
							UG	GFEE	154.50	FLAT
BU		O	D	ONLIN	1018	2				
							UG	FEE1	13.99	FLAT
							UG	GFEE	154.50	FLAT
MZ		MZ	L	TR	1001	0				
MZ		MZ	L	TR	1004	0				

06-DEC-2007 03:20:08 PM 200822		SUNGARDHE University Section Fee Population / UPDATE MODE							PAGE 2 SSPMFEE	
* * * REPORT CONTROL INFORMATION - SSPMFEE - Release 8.0 * * *										
RPTNAME: SSPMFEE										
TERM: 200822										
AUDIT OR UPDATE: U										
SECTIONS PROCESSED: 9 SECTIONS UPDATED: 5										

## Schedule Open Learning Rule Default Process (SSPRDEF)

**Description** This process defaults open learning rules for sections, as defined on SOAORUL, for CRNs that have been created after the rules have been established. Only those open learning sections where no corresponding rules have been defaulted to or entered in SSARULE (the SSRRSTS, SSRRFND, and/or SSREXTN tables) are updated by this process. This batch job uses the same rule defaulting criteria as the processing that occurs when a new section is created.

The report output displays the CRNs that were updated, the section characteristics from the rule used to create the SSARULE records, and the total number of records inserted into the SSRRSTS, SSRRFND, and SSREXTN tables. The report control information shows the term and run mode, as well as the count of sections that were updated.

Parameters	Name	Required?	Description	Values
	Term	Yes	Enter the term for which the section records are to be checked for missing open learning section level rules.	Term Code Validation Form (STVTERM)
	Run Mode	Yes	Enter <i>A</i> for an audit report or <i>U</i> to update the database. The default is <i>A</i> .	A Audit U Update

### Report Sample—Schedule Open Learning Rule Default Process (SSPRDEF)

Section		Rule	
<u>Coll</u>	<u>Dept</u>	<u>Schd</u>	<u>Instruct</u>
00	0000	A	I
AR	0000	A	L
AS	ACCT	M	L
BU		M	C

<u>Coll</u>	<u>Dept</u>	<u>Camp</u>	<u>Type</u>	<u>Method</u>	<u>CRN</u>	<u>Inserted</u>	<u>Coll</u>	<u>Dept</u>	<u>Camp</u>	<u>Type</u>	<u>Method</u>
				TUTOR	10003	0					
				TR	10019	0				L	TR
				WEB	10021	4				L	WEB
				TR	10017	0					TR

08-FEB-2003 16:14:14  
200370

BANNER University  
Schedule Rule Default Process / UPDATE MODE

PAGE 1  
SSPRDEF



08-FEB-2003 16:14:14  
200370

BANNER University  
Schedule Rule Default Process / UPDATE MODE

PAGE 2  
SSPRDEF

\* \* \* REPORT CONTROL INFORMATION - SSPRDEF - Release 6.0 \* \* \*

RPTNAME: SSPRDEF  
TERM: 200370  
AUDIT OR UPDATE: U

SECTIONS PROCESSED: 4 SECTIONS UPDATED: 1

## Available Seats to Zero Process (SSRASTZ)

**Description** This process is used to modify the available seats for a CRN by setting the number of available seats to zero. This process can be run in Audit or Update Mode for a term or part-of-term and can specify CRNs by campus, subject, and course number. The process will change the maximum enrollment for a section (SSBSECT) to the same value as the number of students that are registered in the section. If reserved seats exist (SSRRESV), that capacity is also reduced for each rule.

Parameters	Name	Required?	Description	Values
	Term	Yes	Enter the term for the CRNs for which available seats are to be set to zero.	Term Code Validation Form (STVTERM)
	Part of Term	No	Enter the part of term for which specific CRNs are to be processed, or enter % for all parts of term.	Part of Term Code Validation Form (STVPTRM)
	Campus	No	Enter the campus for which CRNs are to be processed, or enter % for all campuses.	Campus Code Validation Form (STVCAMP)
	CRN	No	Enter one or more CRNs to be processed, or enter % for all CRNs.	
	Subject	No	Enter the subject for which CRNs are to be processed, or enter % for all subjects.	Subject Code Validation Form (STVSUBJ)
	Course	No	Enter the course number for which CRNs are to be processed. If a value has been entered in the Subject parameter, the Course parameter is required.	
	Run Mode	Yes	Enter <i>A</i> to produce an audit report or <i>U</i> to update the database. The default is <i>A</i> .	A Audit mode U Update mode

# Report Sample—Available Seats to Zero Process (SSRASTZ)

SSRASTZ 8.0  
200811

BANNER System Test  
Available Seats to Zero  
Audit Report Only

PAGE 1  
RUN DATE 25-MAR-2008  
RUN TIME 03:51 PM

CRN	TERM	SUBJ	CRSE	SEQ		--- PREVIOUS ---			----- NEW -----		
						MAX	ENRL	AVAIL	MAX	ENRL	AVAIL
10	200811	BUS	RESTR	WL1	Business Course Restriction	0	0	0	0	0	0
100	200811	AUST	901	0	Capacity 2/1	2	1	1	1	1	0
101	200811	AUST	901	0	Capacity 1/0	1	0	1	0	0	0
102	200811	AUST	901	0	Capacity	2	0	2	0	0	0
103	200811	BUS	NTFY1	WL1	Notification	5	0	5	0	0	0
104	200811	BUS	NTFY1	WL2	Notification	5	0	5	0	0	0
105	200811	BUS	NTFY1	WL3	Notification	5	3	2	3	3	0
106	200811	AUST	901	0	approval - advisor	1	1	0	1	1	0
107	200811	AUST	901	0	approval - advisor ssaw sc Yes	1	1	0	1	1	0
108	200811	AUST	901	0	approval - advisor ssaw sc No	1	1	0	1	1	0
109	200811	BUS	XLST1	WL2	Business Xlist 1	2	0	2	0	0	0
110	200811	BUS	XLST2	WL2	Business Xlist 2	1	0	1	0	0	0
111	200811	BUS	XLST3	WL2	Business Xlist 3	0	0	0	0	0	0
112	200811	BUS	XLJM1	WL1	CROSS LIST 1	1	0	1	0	0	0
113	200811	BUS	XLJM2	WL1	CROSS LIST 2	2	0	2	0	0	0
114	200811	BUS	XLJM3	WL1	CROSS LIST 3	3	0	3	0	0	0
115	200811	BUS	XLJM1	WL2	CROSS LIST 1	0	0	0	0	0	0
116	200811	BUS	XLJM2	WL2	CROSS LIST 2	0	0	0	0	0	0
117	200811	BUS	GEN45	WL1	notification status	10	0	10	0	0	0
118	200811	BUS	JAN1	WL1	reserved seat	3	1	2	1	1	0
119	200811	BUS	GEN66	WL1	General Business 66	4	0	4	0	0	0
12	200811	AUST	901	0	Cross list group	1	0	1	0	0	0
120	200811	BUS	GEN66	WL2	General Business 66	4	0	4	0	0	0
121	200811	BUS	GEN66	WL5	General Business 66	1	1	0	1	1	0
122	200811	BUS	RS100	WL3	Business 100	4	0	4	0	0	0
123	200811	BUS	RS100	WL4	Business100	7	1	6	1	1	0
125	200811	AUST	901	0	Reserved 3/3: null 2/2; UG 1/1	3	3	0	3	3	0
126	200811	AUST	901	0	Reserved 4/4: null2/2 UG-GR1/1	4	3	1	3	3	0
127	200811	BUS	GEN32	WL2	Notification	11	0	11	0	0	0
128	200811	BUS	RS100	WL5	Business Reserved Seats 100	3	0	3	0	0	0
129	200811	BUS	XLST1	WL3	Business Xlist 1	4	0	4	0	0	0
13	200811	AUST	901	0	Cross list group	2	2	0	2	2	0
130	200811	BUS	XLST2	WL3	Business Xlist 2	4	0	4	0	0	0
131	200811	BUS	XLST3	WL3	Business Xlist 3	4	0	4	0	0	0
132	200811	BUS	RS150	WL1	reserved seats	2	0	2	0	0	0
133	200811	BUS	120	WL5	Business for Course 2	5	0	5	0	0	0
134	200811	BUS	115	WL5	Business Crs 1	2	0	2	0	0	0
135	200811	BUS	115	WL6	Business Crs 1	1	0	1	0	0	0
136	200811	BUS	115	WL7	Business Crs 1	0	0	0	0	0	0
137	200811	BUS	115	WL8	Business Crs 1	1	0	1	0	0	0
138	200811	BUS	115	WL9	Business Crs 1	1	0	1	0	0	0
139	200811	BUS	120	WL6	Business Course 2	1	0	1	0	0	0

CRN	TERM	SUBJ	CRSE	SEQ		--- PREVIOUS ---			----- NEW -----		
						MAX	ENRL	AVAIL	MAX	ENRL	AVAIL
150	200811	HIST	211	0	AMERICAN HISTORY	15	2	13	2	2	0
151	200811	BUS	GEN20	WL4	General Business 20	3	0	3	0	0	0
168	200811	BUS	110	ST1	Business Ethics	4	0	4	0	0	0
169	200811	BUS	110	ST2	Business Ethics	4	0	4	0	0	0
177	200811	BUS	TL100	TG1	Intro to Business Tax Law	5	2	3	2	2	0
178	200811	BUS	TL200	TG1	Business Acquisition Tax Law	5	3	2	3	3	0
179	200811	BUS	TL300	TG1	Business Merger Tax Law	6	6	0	6	6	0
180	200811	BUS	TL110	TG1	Advanced Business Tax Law	2	0	2	0	0	0
181	200811	BUS	TL210	TG1	Advanced Acquisition Tax Law	3	0	3	0	0	0
182	200811	BUS	TL310	TG1	Advanced Merger Tax Law	4	0	4	0	0	0
188	200811	BUS	110	011	Business Ethics	3	0	3	0	0	0
197	200811	BUS	TL300	JM1	Business Merger Tax Law	3	0	3	0	0	0
198	200811	BUS	TL300	JM2	Business Merger Tax Law	3	0	3	0	0	0
199	200811	BUS	TL300	JX1	Business Merger Tax Law	3	0	3	0	0	0
2	200811	BUS	115	RS1	Business Beta Test Crs 1	8	1	7	1	1	0
200	200811	BUS	TL100	JX1	Intro to Business Tax Law	3	0	3	0	0	0
22	200811	AUST	201	0	Time cnflt POT1 MWF 0800-0900	1	0	1	0	0	0
23	200811	AUST	901	0	Time cnflt POT1 W 0900-1000	1	0	1	0	0	0
24	200811	AUST	102	0	Time cnflt 1/23/08 0700-1400	1	0	1	0	0	0
25	200811	AUST	102	0	Time cnflt POT2 W 0830-0930	1	0	1	0	0	0
26	200811	AUST	901	0	WL RESTRICTIONS (excl default)	0	0	0	0	0	0
27	200811	AUST	901	0	WL RESTRICTIONS (incl default)	0	0	0	0	0	0
28	200811	AUST	901	0	WL RESTRICTIONS (excl other)	0	0	0	0	0	0
29	200811	AUST	901	0	WL RESTRICTIONS (incl other)	0	0	0	0	0	0
45	200811	BUS	GEN10	WL1	General Business 10	3	0	3	0	0	0
46	200811	BUS	GEN20	WL1	General Business 20	0	0	0	0	0	0
47	200811	BUS	GEN30	WL1	General Business 30	0	0	0	0	0	0
48	200811	BUS	GEN10	WL2	General Business 10	5	0	5	0	0	0
93	200811	ACCT	101	99	JW Accounting	20	0	20	0	0	0
94	200811	HIST	100	WL1	History of Civilizations I	0	0	0	0	0	0
52	200811	BUS	PR300	WL1	Business with Priority 300	0	0	0	0	0	0
53	200811	BUS	PR400	WL1	Business Priority 400	0	0	0	0	0	0
54	200811	BUS	PR500	WL1	Business Priority 500	0	0	0	0	0	0
55	200811	BUS	PR600	WL1	Business Priority 600	4	0	4	0	0	0
56	200811	BUS	XL100	WL1	Business Cross Listing 100	0	0	0	0	0	0
57	200811	BUS	XL110	WL1	Business Cross Listing 110	5	0	5	0	0	0
58	200811	BUS	XL120	WL1	Business Cross Listing 120	10	1	9	1	1	0
66	200811	BUS	GEN15	WL1	Business General Course 15	9	0	9	0	0	0
67	200811	BUS	GEN25	WL1	Business General Course 25	9	0	9	0	0	0

SSRASTZ 8.0  
200811

BANNER System Test  
Available Seats to Zero  
Audit Report Only

PAGE 6  
RUN DATE 25-MAR-2008  
RUN TIME 03:51 PM

\* \* \* REPORT CONTROL INFORMATION \* \* \*  
Parameters have been entered via Job Submission.

Parameter Name	Value
Parameter Seq No:	36435
Term:	200811
Part of Term:	
Campus:	
CRN:	
Subject:	
Course Number:	
Mode:	A



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## General Person Procedures

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### Establish Person

Before a person can become a recruit, applicant, student, instructor, advisor, or have an account, the person must first be identified to the system with an identification number and a name. A person is initially added to the system using the General Person Identification Form (SPAIDEN) which maintains a person's identification number, name, and address information. In addition to persons, the General Person Identification Form (SPAIDEN) is also used to enter non-persons, such as companies for billing third-party accounts.

### Common Matching Processing

Common Matching processing is used to prevent the creation of multiple PIDs for a single person or non-person in Banner®. Basic person APIs are used to provide common logic for how all PIDs are created. These APIs include: identification information (SPRIDEN), biographic and demographic information (SPBPERS), address information (SPRADDR), telephone information (SPRTELE), email information (GOREMAL), and emergency contact information (SPREMRG). You can turn Common Matching on and off as needed, either for the institution or for a specific user.

Common Matching uses a central, rule-based algorithm to check for possible database matches *before* a new person or non-person record is inserted into the SPRIDEN table. The same algorithm is used for new records created by data loaded via batch processes and data entered in online forms (such as SPAIDEN). A match package is used to perform the matching algorithm.

You can still perform searches from SPAIDEN before new records are inserted into the database. If a person or non-person record already exists, you can update it with new information from the current source, such as a new address type or a new email type. The existing record will not be overwritten. Alias tables in Banner General are used to store aliases (nicknames) for first and middle names, as well as non-person names. These aliases are used by the matching algorithm.

Forms in Banner General are used to set up Common Matching. You can enable the matching process at your institution using the **Online Matching Process Enabled (Indicator)** on the Installation Controls Form (GUAINST). If the matching process is

enabled on GUAINST, all users are required to perform matching. The Common Matching Entry Form (GOAMTCH) is used with SPAIDEN and other forms in Banner Student to enter information for a new ID and then execute the matching process before a new PIDM is created in Banner.

You can exempt selected users from the matching process on the Common Matching User Setup Form (GORCMUS). You can also set up user online matching source defaults on GORCMUS. You can build multiple rules on the Common Matching Rules Form (GORCMRL) for matching persons or non-persons, using fields and field lengths from a data dictionary. Special matching procedures can also be attached to rules allowing the algorithm to match on fields that are not common (i.e., high school data).

Common Matching specifically affects the SPAIDEN, SRAQUIK, SAAQUIK, SRIPREL, SAAEAPS, and SHAEDIS forms in Banner Student. The Common Matching Entry Form (GOAMTCH) is used with these forms as follows:

- Users who are not excluded on GORCMUS will see GOAMTCH automatically from SPAIDEN, SRAQUIK, and SAAQUIK. If they are excluded, data entry will remain the same as in previous Banner releases.
- GOAMTCH can be turned off when a new person is created on SPAIDEN, SRAQUIK, and SAAQUIK. It cannot be turned off when a new person is created on SRIPREL, SAAEAPS, or SHAEDIS.
- Data in the temporary tables behind SRIPREL, SAAEAPS, and SHAEDIS is copied to the GOAMTCH temporary table. If changes to that data are made on GOAMTCH, the changed data is copied back to the temporary tables for the calling forms and will be used by the calling forms (SRIPREL, SAAEAPS, or SHAEDIS) when a new record is loaded.
- For SRIPREL, SAAEAPS, and SHAEDIS, GOAMTCH is used to attempt to match data for a person in a temporary table to data for a person already created in Banner, before the person is loaded into Banner.
- The interface codes on STVINFC are associated with Common Matching rules using the **Common Matching Source** field. If the interface codes are not tied to a Common Matching source code, they will not be used in the matching process.

Please refer to the *Banner General User Guide* for more information on the Banner General forms used with this processing.

## Setting Up Common Matching

In order to use Common Matching at your institution, you *must* enable it using the **Online Matching Process Enabled (Indicator)** on the Installation Controls Form (GUAINST).

Use the following steps to set up Common Matching processing.

1. Create source codes.

Use the Common Matching Source Codes Validation Form (GTVCMSC) to create the various source codes that may be used in Common Matching. These are similar to the interface codes that exist in pre-7.0 Banner Student. Rules will be assigned to these source codes to be used with the matching algorithm.

2. Set up defaults for the source codes.

Use the Common Matching Source Code Form (GORCMSC) to set up the defaults to be used with a particular source code.

Be sure that you set up your matching source code on GORCMSC prior to setting up the rules associated with it on GORCMRL.

For example, you can assign default address, telephone, and email types to the source code which will default into GOAMTCH if the source code is used from there. GORCMSC is also used to identify whether the source code will be used to perform matching against person data and/or non-person data and whether the source code can be used with online matching. Optionally, you can designate other specific forms a user can navigate to in order to see more detailed information about possible matched records by using the **Details** button on GOAMTCH.

3. Assign default online matching source codes to a user ID.

Use the Common Matching User Setup Form (GORCMUS) to assign a default online matching source code to a specific Oracle user ID. In addition, you can specify whether a specific user ID is allowed to choose from other matching source codes, or if they are restricted to using just the default source code. You can also indicate if a specific user ID is excluded from having to use online Common Matching.

For example, if a user is a “super-user” who never creates duplicate PIDM records, they may be exempted from having the GOAMTCH form appear from SPAIDEN by checking the **Exclude User (Indicator)**.

4. Set up the matching rules associated with the source codes.

The Common Matching Rules Form (GORCMRL) is used to set up the actual matching rules associated with the source codes.

Use this form to create each rule, assign a priority to it, and then assign the specific database fields to each rule which will be used by the matching algorithm. You can also copy previously created rules, as well as add specific procedures for matching components that are not contained within Banner General (i.e, matching on high school data for Banner Student). If a field is to be included in a rule but is not required, the field is specified as *Exists* on GORCMRL.

## How the Matching Process Works

When you enter an ID on SPAIDEN that does not exist in Banner and then execute the matching process, you can receive a match status of “New”, “Match”, or “Potential Match”.

### New Records

Records are matched with a status of “New” if no records match, based on the rules that have been set up. When a record is identified as being new, the General Person APIs are used to insert the data into SPRIDEN, SPRADDR, SPRTELE, SPBPERS, and/or GOREMAL. Once the record is made new, you are returned to SPAIDEN.

### Matched Records

Records are matched with a status of “Match” if one, and only one, record in Banner matches the incoming person based on the rules that have been set up.

Data for the matched PIDM is displayed for review by the user. You can select the matched record and return to the main window of SPAIDEN, or you can update the matched person with data entered in the Data Entry block on GOAMTCH before returning to SPAIDEN.

### Potentially Matched Records

Records are matched with a status of “Potential Match” (or “Suspense”) if some, but not all, fields match someone in Banner based on the rules that have been set up. For example, the first and last names for the record match, but the date of birth does not match.

You can create the person as “New”, or you can select one of the potentially matched records as the “Match”.

### Rule Examples

Here is one set of rules that can be used in Banner Student.

Priority	Column Name	Data Element	Length	Required/Exists
1	SPRIDEN_SEARCH_LAST_NAME	LAST NAME/NON-PERSON NAME	10	Required
	SPRIDEN_SEARCH_FIRST_NAME	FIRST NAME	10	Required
	SPBPERS_SSN	SSN/SIN/TIN	9	Required
	SPBPERS_BIRTH_DAY	DATE OF BIRTH DAY	2	Exists
	SPBPERS_BIRTH_MON	DATE OF BIRTH MONTH	2	Exists

Priority	Column Name	Data Element	Length	Required/Exists
	SPBPERS_BIRTH_YEAR	DATE OF BIRTH YEAR	4	Exists
	SPRADDR_ZIP	ZIP/POSTAL CODE	5	Exists
2	SPRIDEN_SEARCH_LAST_NAME	LAST NAME/NON-PERSON NAME	10	Required
	SPRIDEN_SEARCH_FIRST_NAME	FIRST NAME	10	Required
	SPBPERS_SSN	SSN/SIN/TIN	9	Exists
	SPBPERS_BIRTH_DAY	DATE OF BIRTH DAY	2	Exists
	SPBPERS_BIRTH_MON	DATE OF BIRTH MONTH	2	Exists
	SPBPERS_BIRTH_YEAR	DATE OF BIRTH YEAR	4	Exists
	SPRADDR_CITY	CITY	10	Exists
	SPRADDR_ZIP	ZIP/POSTAL CODE	5	Exists
3	SPRIDEN_SEARCH_LAST_NAME	LAST NAME/NON-PERSON NAME	10	Required
	SPRIDEN_SEARCH_FIRST_NAME	FIRST NAME	10	Required
	SPBPERS_BIRTH_DAY	DATE OF BIRTH DAY	2	Exists
	SPBPERS_BIRTH_MON	DATE OF BIRTH MONTH	2	Exists
	SPBPERS_BIRTH_YEAR	DATE OF BIRTH YEAR	4	Exists
	SPRADDR_CITY	CITY	10	Exists
	SPRADDR_ZIP	ZIP/POSTAL CODE	5	Exists

## Matching Algorithm

The matching algorithm used with Common Matching processing is composed of two matches - primary and secondary. The primary match selects a pool of Banner records that may match based on first, middle, and last name, and/or SSN and ID. If a record is selected as part of the primary match, then at a minimum it will be a potential match. The secondary match then looks at all the records from the primary match pool and uses the rest of the fields in the matching rule to see if only one record matches exactly. If only one record matches exactly, that record is a match. If more than one record matches, then all those records that match or partially match become the potential matches.

An exception to this process is if an incoming record has passed the primary match, but all of the other non-name elements included in the matching rule do not match (and none of the fields are null), then the person is made new.

For example, a rule could be set up as follows:

Element	Required	Length
Last Name	Required	10
First Name	Exists	8
City	Exists	8
ZIP	Exists	5
Date of Birth	Exists	

Banner contains a SPRIDEN record for Joseph Smith in Tampa, FL, born on April 11, 1982. The incoming record is also for a Joseph Smith who lives in Boston, MA, and who was born on August 18, 1981. Assuming there were no other Joseph Smiths in the Banner database, the incoming record would be marked *New*. It would normally have been marked as *Suspended*, because the first and last names matched, but as the rest of the elements in the rule (City, ZIP, Date of Birth) specifically did not match, the person was made new.

## How the Algorithm Works

The Common Matching algorithm allows for the processing of multiple rules. Priority numbers must be defined for each rule indicating the sequence in which they are to be processed. The strictest rule should be assigned the first priority (i.e., #1). The algorithm will process each rule in order, separately and completely.

- The first step performed by the algorithm is primary matching for the rule. This step defines the population on which the rest of the processing (secondary match) will be performed. If no match occurs during the primary match, then the external record is considered to be new.
- The second step performed by the algorithm is secondary matching processing against the results of the primary match. If the secondary match determines an exact match on only one record, the external source record is considered to be a match.

If more than one record is matched to the criteria, the external source record is considered to be in suspense. The external source record will be considered to be in suspense if data matches part of the criteria of the rules but does not match all the criteria. If the results of the rule are new or matched, the results are returned to the calling process. No other rules are processed.

When all the rules have been processed, the algorithm will interrogate the results and return the results to the calling process. The match status (new, matched, or suspense) will be returned, as well as a results message providing the elements that were matched, not matched, or missing as a result of processing the rule.

When processing online, if a record is determined to be a match using one rule but to be in suspense using one or more additional rules, the record's match status will be set to match, but the user will still be able to view the potentially matched records.

## Rule Indicators

The **Data Required** field on GORCMRL can be set to *Exists* or *Required*.

- A value of *Required* indicates that the data field associated with the indicator is required and must be present on the external source and in Banner. If the field on either the external source or in Banner is null for a data element with the **Data Required** field set to *Required*, then the data element is considered to be not matched. If all data elements are required, but all of the data elements in the secondary match are null either in Banner or the external source, the record will be suspended for review.
- A value of *Exists* indicates that either the external source or the Banner value can be null. If either or both values are null, the field is considered to be a match.

## Rule Priorities

The algorithm processes each rule that has been defined for the data source separately based on the priority given in the Rule Priorities block. If the priority rule determines that the input record is either *New* or *Matched*, that status is the overall status that is returned for the record.

### Note

For online processing, the potential matches that result from processing the rules may be viewed online from the Potential Matches block on the Common Matching Entry Form (GOAMTCH). Potential matches are listed in order by rule priority. ■

## Field Length Values

Whenever a length is specified for a rule on the Common Matching Rules Form (GORCMRL), the comparison is made using the rule length of the fields. For example, using the last name, the comparison would be between the rule lengths of the last name on the external source to the rule length of the last name in Banner. If the rule length is five, then the first five characters of the external source last name are compared to the first five characters of the Banner last name.

A negative length may be entered for the ID and SSN/SIN/TFN to reverse the order from last to first. For example, if -5 is entered for the length of the SSN/SIN/TIN, the last five

characters of the external source SSN will be compared to the last five characters of the Banner SSN/SIN/TIN.

For example, for the rule below:

Last Name length = 4

First Name length = 3

SSN/SIN/TFN length = -4

Patricia Longnecker, SSN/SIN/TFN #555116789

The results would be:

The first four characters of the last name would be used: LONG

The first three characters of the first name would be used: PAT

The last four characters of the SSN/SIN/TFN would be used: 6789

 **Note**

For performance reasons, SunGard® Higher Education recommends that you not use negative lengths for SSN/SIN/TIN. ■

## Primary Matching Logic

The primary matching process uses Last Name/Non-Person name (SPRIDEN\_SEARCH\_LAST\_NAME), which is a required data element for Common Matching. If First Name (SPRIDEN\_SEARCH\_FIRST\_NAME) or Middle Name (SPRIDEN\_SEARCH\_MI) are specified data elements in a rule, these will also be used as part of the primary match for the name. In addition, if ID (SPRIDEN\_ID) and/or SSN/SIN/TFN (SPBPERS\_SSN) are specified data elements in a rule, they will be used as part of the primary match.

The Common Matching process will use the **Match Type (Indicator)** setting that has been established for the matching source on the Common Matching Source Code Rules Form (GORCMSC) to determine which records are to be selected in Banner.

- When the **Match Type (Indicator)** is set to *Person*, person records will be selected. When GORCMSC\_ENTITY\_CDE is set to *P*, records will be selected from SPRIDEN where SPRIDEN\_ENTITY\_IND is set to *P*.
- When the **Match Type (Indicator)** is set to *Non-Person*, non-person records will be selected. When GORCMSC\_ENTITY\_CDE is set to *C*, records will be selected from SPRIDEN where SPRIDEN\_ENTITY\_IND is set to *C*.
- When the **Match Type (Indicator)** is set to *Both*, person and non-person records will be selected. When GORCMSC\_ENTITY\_CDE is set to *B*, records will be selected from SPRIDEN where SPRIDEN\_ENTITY\_IND is set to *P* or *C*.



The following steps are used in the primary matching process:

*Either Step 1 or Step 2 below must be true for a record to pass the primary match. If the external record fails the primary match, then the match status will be marked as new.*

1. If the SSN/SIN/TFN is defined for the matching source and rule priority number, retrieve all records from Banner with a matching SSN/SIN/TFN.

The SSN/SIN/TFN data element is defined as part of the rule, and the SPBPERS\_SSN is equal to the external source SSN/SIN/TFN.

2. If First Name and/or Middle Name are defined for the matching source and rule priority number, combine them with the Last Name criteria, and retrieve all records from Banner with a matching name.

 **Note**

When matching non-person records, the First and Middle Names should not be included as part of the rule. ■

- 2.1. The following must be true:

SPRIDEN\_SEARCH\_LAST\_NAME must equal the last name on the external source for the specified length.

 **Note**

If the matching source is defined to match non-person records, and SPRIDEN\_SEARCH\_LAST\_NAME is not like the non-person name from the external Source, the matching algorithm will check to see if a matching record exists on the GORPNM alias table. ■

- 2.2. One of the following must be true:

First Name data element is not defined.

*or*

First Name data element is defined for the rule, and SPRIDEN\_SEARCH\_FIRST\_NAME is equal to the external source first name for the specified length.

 **Note**

If the SPRIDEN\_SEARCH\_FIRST\_NAME is not like the first name from the external source, the matching algorithm will check to see if a matching record exists on the GORNAME alias table (if the matching source is defined to match person records). ■

2.3. One of the following must be true:

Middle Name data element is not defined.

*or*

Middle Name data element is defined for the rule, and `SPRIDEN_SEARCH_MI` is equal to the external source middle name for the specified length.

 **Note**

If the `SPRIDEN_SEARCH_MI` is not like the middle name from the external source, the matching algorithm will check to see if a matching record exists on the `GORNAME` alias table (if the matching source is defined to match person records). ■

3. If ID is defined for the matching source and rule priority number, retrieve all records from Banner with a `SPRIDEN_ID` that is equal to the external source ID.

### Secondary Matching Logic

The secondary matching process compares the data elements defined for the matching source and rule priority number for all records returned by the primary matching process. The goal of the secondary match is to find an exact match between the external source record and a Banner record.

When comparing a data field that has the **Data Required (Indicator)** set to *Exists*, a null value may exist either in Banner or the external source. If a null value exists either in Banner or the external source for the data element, the data element is considered to be matched.

When the **Data Required (Indicator)** is set to *Required*, if a null value exists either in Banner or the external source for the data element, the data element is considered to be not matched.

This step is repeated for each of the data elements for the rule, and one condition must be true for each for an external source record to be considered to be a match.

- Data element is not defined.
  - Data element **Data Required (Indicator)** is set to *Exists* or *Required*, and the Banner value is equal to the external source value for the specified length.
- or*
- Data element **Data Required (Indicator)** is set to *Exists*, and the Banner value is null.
- or*
- Data element **Data Required (Indicator)** is set to *Exists*, and the external source value is null.

When the data being matched is part of a logical unit (such as an address), the logical unit is matched separately and completely. For example, when matching on city and ZIP code, the city and ZIP code must be associated with one address.

 **Note**

There is an *exception* to be aware of. For an external source record to be considered as new when the record has already passed the primary match, all non-name data elements must be determined as not being a match, and none of the non-name elements may be null. ■

## Examples of Matching Algorithm Process and Results

Here are some examples of how the matching algorithm works.

### **Example 1:**

If all required data elements are missing, the record will be suspended.

Last Name = Required

First Name = Required

Date of Birth Day = Required

Date of Birth Month = Required

Date of Birth Year = Required

City = Required

*Banner values:* Mildred Jones, Date of Birth = 08/17/1957, City = Topeka

*External values:* Mildred Jones

The external record will pass the primary match, because the first and last names match. However, since all other data elements are missing (i.e., null) from the external source (not matched but are null), the record will be suspended.

### **Example 2:**

The external record passes the primary match as the first and last name matches against two Banner records. These two records are then used in the secondary match.

#### **Rule 1**

Last Name = R

First Name = Y

SSN = Y

#### **Rule 2**

Last Name = R

First Name = Y

Date of Birth = Y

**Rule 1**

Date of Birth = Y

City = Y

ZIP Code = Y

**Rule 2**

City = Y

ZIP Code = Y

The value *R* stands for *Required*. The value *Y* stands for *Exists*.

*Banner values:*

Record 1 - Alberta Rockville, 330229101, Largesse, 06259, 05/01/1985

Record 2 - Alberta Rockville, no SSN, Pomfret, 19355, no Date of Birth

*External values:* Alberta Rockville, 330229101, Largesse, 06259, no Date of Birth

The external record will pass the primary match, because the first and last names match at least one Banner record with the same first and last names.

- Using Rule 1 and the matching algorithm, the external record will be matched against Banner record 1. It will be suspended against Banner record 2.
- Using Rule 2, the external record would be matched against Banner record 1, since the Date of Birth is missing and the City and ZIP match.

**Example 3:**

The external record passes the primary match, which usually means that the match status will be *Suspense* at a minimum. However, in this case, because none of the non-name/SSN fields match, the external record has a match status of *New*.

**Rule 1**

Last Name = R

First Name = R

SSN = Y

Date of Birth = Y

City = Y

ZIP Code = Y

**Rule 2**

Last Name = R

First Name = R

Date of Birth = Y

City = Y

ZIP Code = Y

The value *R* stands for *Required*. The value *Y* stands for *Exists*.

*Banner values:* Tomasso Dalimonte, SSN = null, Date of Birth = 06/02/78, City = Marikesh, ZIP = 11233

*External values:* Tomasso Dalimonte, SSN = null, Date of Birth = 09/07/59, City = Woodstock, ZIP = 06281

The external record will pass the primary match, because the first and last names match. Normally, this would mean that the record would be suspended at a minimum. However, because the Date of Birth, City, and ZIP Code fields specifically do not match (i.e., none of them are null), then the record's match status is set to *New*. This is the only exception to the basic matching algorithm.

## Forms Used with Matching Process

### Common Matching Entry Form (GOAMTCH)

Use this form to prevent the creation of multiple PIDMs for a single person or non-person in Banner. It is used with SPAIDEN and other forms in Banner Student to enter information for a new ID and then execute the matching process before a new PIDM is created in Banner.

If Common Matching is turned on (on GUAINST), and the user is not excluded from Common Matching on GORCMUS, GOAMTCH is called automatically from the Key Block of SPAIDEN, SRAQUIK, SAAQUIK when an ID is generated or entered, and the ID does not already exist in Banner. Whether or not Common Matching is turned on, the user will access GOAMTCH from SRIPREL, SAAEAPS, and SHAEDIS as part of the matching process for data loads.

You can enter information for name, address, telephone, date of birth, SSN, etc., in the Data Entry block. The data entered can be used to assist with matching if the matching rule contains the field being entered. Regardless, the data entered in the Data Entry block will be stored in Banner if the person is found to be new.

The matching process is called when you perform a Next Block from the Data Entry block or select the **Duplicate Check** button. Use the **Duplicate Check** button to execute the matching process at any time during the entry of person information. Only those data elements in this form can be used for online matching rules.

#### **Note**

If GOAMTCH is called from another form where you can create identification records, the **GENERATE ID** button does not appear in the Key Block. ■

### **Wildcards and Special Characters**

You can use this form to search for identification records, and you do not need to use wildcard characters (%). You can enter partial information without using a wildcard character.

The programming logic treats *searching* and *creating* data differently:

- If you enter % in the **First Name** field, for example, and create a new record, % will be stored as the person's first name.
- If you use a wildcard to search for a record, the Common Matching process will strip it out. The process removes special characters and forces the data to be uppercase.

For example, if you search for *Jon%s*, the Common Matching process will search for *JONS*, and *Jones* will not be considered a match.

First name is required for all searches for person records. If you want to search on last name only, you can enter the last name, and enter a special character for the first name.

### **Button Detail**

The following buttons are used on GOAMTCH:

- **Duplicate Check**

Select this button to trigger the Common Matching process without performing a Next Block function.

- **Select ID**

Select this button if Common Matching has found an existing record that is a match for the one you are entering. This populates the form on which you were entering data with the existing Banner data for that person or non-person. You are automatically taken back to the original form, and a new PIDM is not added to the database.

- **Details**

Select this button if Common Matching has found potential matches and you need to do additional research to see if any of them match the record you are adding. A list of forms will appear, from which you can select the form you wish to access.

### **Note**

The list of research forms displayed by selecting the **Details** button is determined by how the matching source code is set up on the Common Matching Source Code Rules Form (GORCMSC). If you do not set up any forms to be called, the **Details** button will be disabled. ■

- **Update ID**

Select this button if Common Matching has found a record that matches the one you're entering, and you have entered information in GOAMTCH that should be added to the existing record. Only null fields on the existing Banner record will be updated. The record is changed, but a new PIDM is not added to the database.

For example, if Common Matching finds the person's record but there is no billing address, and you have added the billing address in the Data Entry block, selecting this button will add a billing address record to the existing address records.

- **View Comments**

Select this button to view non-technical details about the matching source and related rule sets from GTVCMSC to better understand the type of data that should be entered in GOAMTCH and the matching results that are produced.

- **Create New**

Select this button if the Common Matching process does not return a record that matches the one you are entering, or if none of the potential matches that was returned matches the record you are entering. This creates a new PIDM in Banner. If biographical data, email address, telephone number, or complete address information has been entered in the Data Entry block, the corresponding records will be created in Banner.

You can restrict whether a new ID is created or not if any APIs fail due to missing or incomplete information, and an error message is generated. When the **Create New** button is used, the system checks to see if any APIs have failed. If the new **Prevent ID Creation on API Failure** checkbox on GORCMSC is checked, the appropriate error message will be displayed, and you will be prompted to enter the missing or incomplete information to complete the creation of the new ID. (The default value is unchecked on GORCMSC).



**Note**

This functionality can only be used online. It is not available in batch processing. ■

The following results will occur when the **Duplicate Check** button is used:

1. The record is *new*. No match has been found in the database. The record can be created without any additional processing, and Banner will assign a new PIDM to it.
2. A *match* is found for the record. Common Matching has found one, and only one, Banner record that matches the record based on the rules. The Common Matching Entry Form (GOAMTCH) appears with the Match tab highlighted. The user must review the displayed data to see if the matched Banner record is the same as the one they are trying to enter.
  - 2.1. If the record found in the database is the same as the one being entered, you can select the person or non-person as a match, or update the record with additional information, but Banner will not assign a new PIDM.



**Note**

You can only update fields on an existing Banner record if they are null in the Banner database. If data already exists for those fields, it will not be overwritten. ■

- 2.2. If the record found in the database is not the same as the one being entered, you can create a new record. Banner will assign a new PIDM to the record when it is saved.

3. A *potential match* is found. Common Matching has found at least one record where some of the fields identified in the rule match the record being entered, but not all.

For example, the first name and last name are the same, and the mailing address is the same, but the date of birth is different. GOAMTCH then appears with the Potential Matches tab highlighted. You can review each potential match to determine if one is, in fact, a match. If multiple records meet the matching criteria, they are all displayed in the Potential Matches block.

- 3.1. If one of the potential matches is the same as the one being entered, you can select the record as a match, or update it with additional information. Banner will not assign a new PIDM. If the record is updated, existing data will not be overwritten.
- 3.2. If none of the potential matches is the same as the one being entered, you can create a new record. Banner will assign a new PIDM to the record.

### **Key Block**

Use this block to enter the ID to be matched and the matching source code for the match rules to be used in the search.

Two buttons are used in this block.

- The **Generate ID** button is used to generate a new one-up Banner ID.
- The **View Comments** button is used to view matching source and rule details.

### **Data Entry Block**

Use this block to enter the information for the person or non-person, unless it has been populated automatically from the original form where you were working (i.e., SRIPREL). You can enter either the SSN or the last name/non-person name for matching. The last name is not required. (You should only use the SSN without last name in matching rules sets for online matching. It should not be used in batch processing.) The Common Matching algorithm will use the rules for the matching source to see if an identification record already exists in the database for that person or non-person.

You have the option of displaying potential matches using the data entered on GOAMTCH, even if the number of characters entered is less than the length specified in the matching rule on GORCMRL. Use the **Allow Length Override** checkbox on GORCMSC to capture any matches up to and including the specified length on for the rule. For example, if you enter a last name with four characters, and the **Length** field on GORCMRL has been set to 5 for the rule, the system would display any records where the last name begins with the four characters entered on GOAMTCH.



Records are held in suspense, as partially matched, and you can use the following buttons to continue processing.

- The **Duplicate Check** button is used to execute the match algorithm from the Data Entry block and run it as needed until the match is satisfactory.
- The **Select ID** button is used to match the ID in the Data Entry block to the ID in the Match block.
- The **Details** button is used to display a list of forms for additional match research.
- The **Update ID** button is used to match the ID in the Data Entry block to the ID in the Match block and insert data into null fields in the SPBPERS, SPRADDR, and/or GOREMAL tables.
- The **View Comments** button is used to view matching source and rule set details.
- The **Create New** button is used to reject all matches and create the record as new.

### **Match Block**

The Match block is automatically displayed after the matching process is completed if a match is found. This block is accessed using Next Block or the Match tab. The data entered remains in the Data Entry block. You can choose to clear the match information using the **Clear and Return to Data Entry** button. You will then be returned to the Data Entry block where you can add or change the data for the match. The address information in the Match block displays the address type and address data, if the address was matched as part of the matching algorithm.

If the record found by the matching process is a match for the record being entered, use the **Select ID** button to bring the information back to the form on which you were entering data, or use the **Update ID** button if you have added information to the Data Entry block that does not exist in the database record. If you have a large number of potential matches, you may want to select the **Clear** button to erase the information in this block and enter more restrictive criteria in the Data Entry block.

You can enter additional information to reduce the number of potential matches found by the Common Matching process. To see the new list of potential matches, you must execute the process again by performing a Next Block function or selecting the **Duplicate Check** button.

#### **Note**

The Common Matching process uses the rules defined for the **Matching Source** in the Key Block to determine if the identification record being entered already exists on the Banner database. If you do not receive the results you expect after the Common Matching process has been executed, review the rules for the **Matching Source** on GORCMRL. ■

## Potential Matches Block

The Potential Matches block displays the potential matches (formerly known as suspense records) found during the search. The number of PIDM records found is displayed in parentheses in the tab, i.e., “Potential Matches (42)”. You can scroll through the potential match records to see the information in each that potentially matches the information in the Data Entry block. Only one row per record is displayed in this block. You can choose to clear the match information using the **Clear and Return to Data Entry** button. This clears the data in the Potential Matches block so you can add or change the data for the potential match.

Logical sort order processing can be used to sort the matching results dynamically by ID or name in ascending or descending order using the **Sort** up and down arrow buttons for the **ID** and **Name** fields. The default sort order is by ID and priority (in descending order).

When you click on the **Sort** up arrow, the sort organizes the results in alpha order (A - Z). When you click on the **Sort** down arrow, the sort organizes the results in reverse alpha order (Z - A). Once you have clicked on an up or down arrow, you can mouse over the arrow to see the tool switch hint message, click on the arrow again, reverse its direction, and perform a new sort. For example, after you have sorted on ID or name in A - Z order (using the **Sort** up arrow), you can then click on the arrow again to change it to a **Sort** down arrow, and resort the data in Z - A order.

If any address fields are included in the matching rules being used, and a match exists on the address of a potential match, then that address will be displayed for that record. To see all address records for a selected potential match, select the **All Addresses** pulldown list.

### Note

If you use GOAMTCH by itself to match a person to an existing person in Banner, and the existing person in Banner has an address of the same address type (where the addresses themselves do not match), the existing Banner address will be inactivated, and the address that was entered on GOAMTCH will be inserted.

If you use SAAEAPS or SRIPREL to match a person via GOAMTCH and the same scenario exists, SRIPREL and SAAEAPS will put an end date on the existing Banner address and then insert the new address. ■

If the matching rule contains a row for telephone number and/or email address, and a match exists on the telephone number or email address of a potential match, then the phone number and/or email address will be displayed. The date of birth and gender will be displayed for any potential match if they exist in Banner for the potentially matched record, regardless of whether date of birth or gender are used in the matching rule.

You can define a hierarchy for the display of addresses, telephone numbers, and email addresses. This hierarchy will be used for two conditions: 1) when no address fields are used in the rule set, and/or 2) when address rules are used in the rule set, but the potential match record does not have an address that matches.

- If address information has been included in a matching source rule set, and the potential match record has an address which matches, that address will be displayed in the Potential Matches block.
- If address information has been included in a matching source rule set, and the potential match record has no address which matches, and a hierarchy has been established for the matching source, and the potential match record has an address type listed in the hierarchy, that address will be displayed in the Potential Matches block.
- If address has been included in a matching source rule set, and the potential match record has no address which matches, and a display hierarchy has been established for the matching source, and the potential match record has no address types listed on the hierarchy, the message *No Matching or Hierarchy Found* will be displayed in the **Matching or Hierarchical Address** field.
- This same logic is true for the telephone and email address information. If there is no match or hierarchical type associated with the record, the message *No Matches* will be displayed in the **Telephone** and **E-mail** fields. (This message is shorter, as these field lengths are smaller.)
- The address source code data is passed from GOAMTCH to the GOTCMME table. The value in the GOTCMME\_ASRC\_CODE column is loaded to the SPRADDR\_ASRC\_CODE column in GOAMTCH using the gb\_address API.

The **Matching Rule Sets** field displays the result of the matching algorithm for each field included in the matching rule. This allows a user to know what data elements the matching rule was using, even if they do not have access to the Common Matching Rules Form (GORCMRL).

For example, you could view how the data for specific fields is displayed for all potential matches, even though those fields do not exist in the matching rules. You could also view the fields included in the matching rule, such as: *Name Match, Address Match, Email Match*. In addition, you could view all the Banner addresses for the selected potential match using the **All Addresses** field pulldown list. A record could show an email match, even though none exists. That occurs if the matching rule on GORCMRL has the **Element** field set to *Email* and the **Data Required** field set to *Exists*. A null email address on either the Banner record or the incoming record is still considered to be a match.

To find more information about a record, select it and then select the **Details** button in the Data Entry block. A list of forms will be displayed, and you can select the form you wish to access.

## General Person Identification Form (SPAIDEN)

You can access the Common Matching Entry Form (GOAMTCH) from SPAIDEN. To do this, turn on Common Matching for the institution using the **Online Matching Process Enabled (Indicator)** on GUAINST. In addition, the user attempting to access GOAMTCH must not have been excluded from using it on GORCMUS. However, even if a user has been excluded from Common Matching on GORCMUS, they can still access

GOAMTCH through the Banner General Common Matching Menu (\*GENMATCH) or through the Options Menu.

To open GOAMTCH from SPAIDEN: type *GENERATED* in the **ID** field, select the **Generate ID** button, or enter an ID in the **ID** field that does not exist in Banner. The GOAMTCH form will automatically appear. If a person record is created using only the GOAMTCH form, the **Origin** field (on SPAIDEN and SPRIDEN) will be set to *GOAMTCH*. If the person record is created using SRRSRIN or SRIPREL, then the **Origin** field will be set to *SRKPREL*.

### Quick Recruit Form (SRAQUIK)

GOAMTCH will be called automatically from SRAQUIK if Common Matching has been turned on in GUAINST and if the user has not been excluded from Common Matching on GORCMUS. To open GOAMTCH from SRAQUIK: enter *GENERATED* in the **ID** field, select the **Generate ID** button, or enter an ID in the **ID** field that does not exist in Banner.

If the user has been excluded from Common Matching, and they enter *GENERATED* in the **ID** field, select the **Generate ID** button, or enter an ID in the **ID** field that does not exist in Banner, the Current Identification window will be displayed, allowing the user to enter a new person's first, middle, and last name.

### Quick Entry Form (SAAQUIK)

GOAMTCH will be called automatically from SAAQUIK if Common Matching has been turned on in GUAINST and if the user has not been excluded from Common Matching on GORCMUS. To open GOAMTCH from SAAQUIK: enter *GENERATED* in the **ID** field, select the **Generate ID** button, or enter an ID in the **ID** field that does not exist in Banner.

If the user has been excluded from Common Matching, and they enter *GENERATED* in the **ID** field, select the **Generate ID** button, or enter an ID in the **ID** field that does not exist in Banner, the Current Identification window will be displayed, allowing the user to enter a new person's first, middle, and last name.

## Data Loads Used with Matching Process

### Electronic Prospect Inquiry Form (SRIPREL)

SRIPREL uses the GOAMTCH form and the Common Matching algorithm for data load processing to determine if the incoming record matches an existing Banner record.

Use the following steps to resolve suspended records or to match and load new records from SRIPREL.

1. Query for prospect records (where the **Match Status** is *S* for “suspended”), or by other parameters.

2. If you want to view details about the selected record, choose the Details (SRAPREL) item from the Options Menu. If you want to use the matching algorithm against the selected record, then choose the Match (GOAMTCH) item from the Options Menu.
3. Before you can access GOAMTCH, you will be asked to assign an ID to the new user, either a generated ID or the person's SSN. When the data is saved, you will be taken to GOAMTCH.
4. When you enter GOAMTCH, the **ID** field will contain either the word *GENERATED* or the selected record's SSN. The **Matching Source** field will contain the matching source code that has been assigned to the interface code, which is also assigned to the electronic prospect code of the selected record on STVPREL.

If no matching source code has been assigned to the interface code, then the **Matching Source** field will contain the default matching source code that has been assigned to the user ID on GORCMUS. If no default source code has been assigned on GORCMUS, then you will be able to select any matching source code from the List of Values.

5. Perform a Next Block to populate the Data Entry block with all of the data for the incoming prospect record that is present in the temporary tables.
6. You can update or adjust the data in the Data Entry block if it does not meet your institution's data standards. These updates will be copied back to the temporary tables and used when the prospect's record is created.
7. Perform a Next Block to run the matching algorithm. The algorithm will determine if the incoming record is new, matched, or a potential match.
8. Determine if the record is to be new or matched, and select the appropriate button.
9. The user will be automatically returned to SRIPREL. The match status will *always* be *Matched*, as the person has now been created in Banner via GOAMTCH. Continue with regular SRIPREL load processing.

### **Electronic Prospect Match (SRRSRIN) and Migrate Electronic Prospects Process (SRRPREL)**

Users should review how Common Matching works with electronic prospect processing when using SRRSRIN and SRRPREL.

SRRSRIN will not load recruits to Banner when the Auto Load (Skip Dup Chk) parameter is set to *Y* and data does not conform to API restrictions. When records with a matched (*M*) or new (*N*) status are flagged, the records will not be loaded to Banner when the Auto Load (Skip Dup Chk) parameter is set to *Y* if information required to create the record (such as an address) is incomplete.

SRRSRIN will flag records with incomplete addresses or other incomplete information as having a status of suspense (*S*), and these suspended records will need to be fixed manually on SRIPREL and/or GOAMTCH. It is very important to fix the incorrect and/or missing information at this point, prior to continuing with the matching process. If the incomplete data is not corrected, SRRSRIN will fail.

 **Note**

SRRSRIN is the only process that generates records with a match status of *N*. All records that are processed manually on SRIPREL using GOAMTCH will have a match status of *M*, even when you choose to create a new record. This is due to the fact that when you return to SRIPREL, the person's record will have been created in Banner by GOAMTCH. ■

Here is an example of SRRSRIN output when incomplete addresses are found after the process is run with the Auto Load (Skip Dup Chk) parameter set to *Y*.

ID	Name	Status	Term	Level	Major	High School	Result
P00002378	Adams, Adam	S	199510	UG	ARTS	UNKNHS	Prospect not loaded
A00024505	Adams, Alison	M	199510	UG	ARTS	UNKNHS	Loaded 29-NOV-2004
P00002429	Adebowale, Morayo	S	199510	UG	ARTS	UNKNHS	Prospect not loaded
A00027348	Albert, Dawn	M	199510	UG	ARTS	UNKNHS	Loaded 29-NOV-2004

When SRRSRIN is run with the Auto Load (Skip Dup Chk) parameter set to *N*, there is no address check, so records will be flagged as matched (*M*) or new (*N*), whether they have complete address information or not.

Since records on a tape with incomplete data such as incomplete addresses will not be loaded to Banner, SRRPREL works so that records that were flagged *N* or *M* and also have incomplete data will have the match status changed to *S*. Again, these suspended records will need to be fixed manually on SRIPREL and/or GOAMTCH. It is very important to fix the incorrect and/or missing information at this point, prior to continuing the matching process. If the incomplete data is not corrected, SRRSRIN will fail.

Here is an example of SRRPREL output when incomplete addresses are found after SRRSRIN is run with the Auto Load (Skip Dup Chk) parameter set to *N*.

ID	Name	Status	Term	Level	Major	High School	Result
A00023291	Abrams, Anthony	S	199510	UG	ARTS	UNKNHS	Prospect not loaded
A00024505	Adams, Alison	M	199510	UG	ARTS	UNKNHS	Loaded 30-NOV-2004
A00027662	Martinez, Robert	S	199510	UG	ARTS	UNKNHS	Prospect not loaded

When using SRIPREL, if an attempt is made to load a matched (*M*) or new (*N*) record (the Create Recruit item is selected from the Options Menu), and data is incomplete, an error is displayed in the autohint: *Error: Data Error. Prospect has been put into suspense.* At this point the match status for the record is changed back to *S*. You can then navigate to GOAMTCH to update the incomplete data (such as missing address information) and match the record appropriately.

When records are matched through batch processing, SRTLOAD loads the address source from the temporary tables to the SPRADDR table. SRRSRIN then calls SRKPREL to push the address data, and therefore loads the SRTADDR\_ASRC\_CODE value to the SPRADDR\_ASRC\_CODE field.

When matching is performed manually using SRIPREL and GOAMTCH, SRIPREL saves the prospect's address to the GOTCMME table. GOAMTCH then creates the address for the new person record from the GOTCMME table, including the ASRC\_CODE data.

### Electronic Application Process Form (SAAEAPS)

SAAEAPS uses the GOAMTCH form and Common Matching algorithm to assist in matching incoming Web and EDI application records to existing Banner records.

Use the following steps to resolve suspended records or to match and load new records from SAAEAPS.

1. Query for the admissions records that have been suspended (where the **Application Status** is *U* for “suspended”), or by any of the other fields.
2. Set the **Accepted Indicator** to *Y* if it is still set to *U*.
3. Select the Verification Steps tab or the Manual Verification Steps option from the Options Menu to access the Verification Steps window.
4. Mark any of the person or application steps complete, except for the *IDVR* step, and then save the changes.
5. Select the *IDVR* step, and then choose the Associate Person with ID item from the Options Menu.
6. This opens the Associate Person with ID window, where you can choose which type of Banner ID to assign to the selected record.
7. After choosing the appropriate ID type, either save the changes or select the **Associate Person with an ID** button. This will display GOAMTCH.
8. The ID displayed on GOAMTCH should match the option chosen in the Associate Person with ID window. The **Matching Source** field should contain the source code that has been assigned to the interface code on SAAWADF for the application type of the selected Web application. This source code can be changed if desired.

If no interface code has been specified for the application type on SAAWADF, then the **Matching Source** field will contain the default source code assigned to the user ID on GORCMUS. If no default source code has been assigned on GORCMUS, you will be able to select a source code from the List of Values.

Perform a Next Block to populate the Data Entry block with all of the data for the incoming electronic applicant record that is present in the temporary tables.

9. You can update or adjust the data in the Data Entry block if it does not meet your institution's data standards. These updates will be copied back to the temporary tables and used when the applicant's record is created.
10. Once the data has been "cleaned up", use a Next Block function to call the matching algorithm, or select the **Duplicate Check** button.
11. The incoming electronic application can be a match, a potential match, or a new record:
  - 11.1. If the incoming electronic application is found to be a match to someone in Banner, the Banner record will be displayed in the Match block.
  - 11.2. If the incoming electronic application is found to be a potential match against more than one existing Banner record, then all of the possible matches will be displayed in the Potential Matches window.
  - 11.3. If the electronic application is found to be a new record, an Alert Box will be displayed with a message asking if you want to create the new person.
12. If the person is found to be an exact match, you can do one of three things:
  - 12.1. Match the incoming record to the Banner record but not update any null fields that exist for the person in Banner by selecting the **Select ID** button.
  - 12.2. Match the incoming record to the Banner record and choose to update any null fields that exist for the person in Banner with data on the incoming record by selecting the **Update ID** button.
  - 12.3. Choose to ignore the matched status, and create the person as new by selecting the **Create New** button.
13. After selecting one of the options above, the user will be returned to the Verification Steps window, and the *IDVR* step will be marked as complete. Continue processing the electronic applicant as needed.

### Online Transcripts Activity List Form (SHAEDIS)

SHAEDIS uses the GOAMTCH form and the Common Matching algorithm to assist in matching incoming records to existing Banner records. In addition, you can create a new person record from GOAMTCH for the person on SHAEDIS.



Use the following steps to determine if a person on SHAEDIS matches an existing Banner record or if the person can be created as a new record.

1. Query for those records where the **Status** is *VERF* and the **Pending or Complete Indicator** is set to *P*.
2. Select the record to be matched. Perform either a Next Block function, or select Verify ID from the Options Menu to call GOAMTCH.
3. The form will display the ID of the record from SHAEDIS. If this ID already exists in Banner, then you must replace the ID with the word *GENERATED*. This will allow GOAMTCH to use a generated ID if the person selected on SHAEDIS is new to Banner.
4. The value in the **Matching Source** field will be defaulted from the **Online Matching Source** field on GORCMUS for the user ID. If the user ID is allowed to use other matching source codes (based on the setting of the **Allow Other Matching Sources** checkbox on GORCMUS), then you can change the value on the **Matching Source** field on GOAMTCH.
5. Use a Next Block to populate the Data Entry block with all of the data for the incoming transcript record that is present in the temporary tables.
6. You can update or adjust the data in the Data Entry block if it does not meet your institution's data standards. These updates will be copied back to the temporary tables and used when the prospect's record is created.
7. The incoming person's transcript record can be a match, a potential match, or a new record:
  - 7.1. If the incoming transcript is found to be a match to someone in Banner, the Banner record will be displayed in the Match block.
  - 7.2. If the incoming transcript is found to be a possible match against more than one existing Banner record, then all of the possible matches will be displayed in the Potential Matches window.
  - 7.3. If the transcript is found to be a new record, an Alert Box will be displayed with a message asking if you want to create the new person.
8. If the person is found to be an exact match, you can do one of three things:
  - 8.1. Match the incoming record to the Banner record but not update any null fields that exist for the person in Banner by selecting the **Select ID** button.
  - 8.2. Match the incoming record to the Banner record and choose to update any null fields that exist for the person in Banner with data on the incoming record by selecting the **Update ID** button.

- 8.3. Choose to ignore the matched status, and create the person as new by selecting the **Create New** button.
9. After selecting one of the options above, the user will be returned to SHAEDIS where they can continue processing the record. The asterisk (\*) that had appeared in the unlabeled field to the left of the **Last Name** field to indicate the person had not been verified will no longer be displayed.

## Maintaining Multiple Telephone Numbers

Since a person may have more than one telephone number associated with an address, multiple types of phone numbers may be maintained on the General Person Telephone Form (SPATELE). This form may be accessed directly from any form where a phone type and number are entered or maintained, such as the General Person Identification Form (SPAIDEN). Only one phone number associated with an address type and address sequence number may be flagged as primary, and it is this primary phone number which will be displayed with the address on various forms in Banner Student. If no primary number exists, then no phone number is displayed with an address. Phone numbers may also be inactivated via the **Inactivate (Indicator)**.

To associate a phone number with an address, you must enter an address type and sequence number. The Address Summary Form (SOADDRQ) may be queried to view all of the addresses which exist for a person.

When an address is inactivated, all phone numbers associated with that address type and sequence number are also inactivated. Inactivating phone numbers will uncheck the **Primary (Indicator)**, if present. Phone numbers can be reactivated on an individual basis and are automatically reactivated if the associated address is reactivated.

A telephone type can be associated with an address type. For example, address types of BI, BU, MA, and PA exist on the Address Type Code Validation Form (STVATYP). Phone types of BI, BU, MA, and PA could then exist on the Telephone Type Validation Form (STVTELE), and STVATYP would then contain with these phone types. The following shows how the Address Type Code and Telephone Type Validation Forms could be organized.

### STVATYP

Address Type	Description	Telephone Type	Description
BI	Billing	BI	Billing
BU	Business	BU	Business
MA	Mailing	MA	Mailing
PA	Parents	PA	Parents

## **STVTELE**

<b>Telephone Type</b>	<b>Description</b>
BI	Billing
BU	Business
MA	Mailing
PA	Parents

## Enter Biographic Information

After a person is established on the database, the General Person Form (SPAPERS) is used to enter biographic information about a person. It captures information such as birth date, sex, and marital status.

## Maintain Comments

After a person is established on the database, any comments relating to the person are entered using the Person Comment Form (SPACMNT).

## Enter Emergency Contacts

Emergency contact information including name, address, phone number, and relationship can be entered on the Emergency Contact Information Form (SPAEMRG) after a person has been added to the database.

## Enter Medical Information

The Medical Information Form (GOAMEDI) is used to capture medical data necessary to accommodate any special needs a person may require or disabilities a person may have that affect their enrollment at the institution.

## Maintain International Information

The International Information Form (GOAINTL) is used to add and update international and visa information, including nation of citizenship and I-20 information.

## Add/Remove Holds

The Hold Information Form (SOAHOLD) is used to assign, track, and remove holds for a person on the system. Holds may prevent registration, graduation, or the production of enrollment verification documents, transcripts and grade mailers. If a person has a hold, a message is displayed in the appropriate area.

## Schedule Appointments/Track Contacts

The Person Appointments/Contacts Form (SOAAPPT) is used to schedule appointments for a person and to track any contact with the person.

## Support Services Processing

After a person has been established on the database, they may begin to have information associated with their goals and needs requirements, as well as any services which are provided to them and are maintained. Examples of goals may be a two year degree, a word processing certificate, or a reading certificate. Examples of needs may be academic assistance or child care. Examples of services may be counseling, day care, and tutoring. The Support Services information may be maintained for any person existing on the system. The person does not need to be a student.

Goals, needs, and services may be maintained separately or may be grouped together to create a service group. A *service group* is a combination of goals, needs, and services which may be assigned together. A person may also be associated with a service group or with multiple service groups. These service groups consist of a specified set of goals, needs, and services. The service groups may then be assigned to persons existing on the database either online or via population selection and a batch load process.

An example of a service group may be an Adult Literacy Program where all of the participants have the same goal, a reading certificate; the same needs, remedial reading and academic monitoring; and the same services are provided, tutoring, counseling, and skills assessment.

This service group example would be defined on the Service Group Rules Form (SEASSGP). Individuals in the Adult Literacy Program could then be assigned to the service group via the Service Group Assignment Form (SEAASGN). Service groups may also be assigned in batch using a user-defined population selection and the Support Services Load Process (SERLOAD). The detail information about each individual's progress can be reviewed or modified on the Support Services Detail Form (SEADTL) for those persons who may have additional goals, needs, and services. The Support Services Query Form (SEAQNS) may be used to see which people have any combination of goals, needs, and services.

The Support Services Load Process (SERLOAD) may be used to create the data for the Service Group Assignment Form (SEAASGN) and the Support Service Detail Form (SEADTL).

Once a goal, need, or service has been assigned to a person, they may be further enhanced by creating information in the form of attributes or comments about the goal, need, or service. These attributes or comments specific to a goal for a person may be defined using the Goal Attributes and Comment Form (SEAGDTL). Attributes and comments specific to a need for a person may be maintained on the Need Attributes and Comment Form

(SEANDTL). Attributes and comments specific to a service for a person may be maintained on the Service Attributes and Comment Form (SEASDTL).

Three methods may be used to add support service data for an individual. They are as follows:

1. When large volume processing is required, create a set of individuals via population selection, then run the Support Services Load Process (SERLOAD) which assigns that set of goals, needs, and services associated with the service group.
2. When working with individuals, use the Service Group Assignment Form (SEASSGP) to create goals, needs and services based on service groups, then go to the Support Service Detail Form (SEADETL) to view and modify the details.
3. Go directly to the Support Service Detail Form (SEADETL) to enter any combination of goals, needs, and services. These may be associated with a service group or may be independent of a service group.

Service groups are optional. A person may be associated with a single service such as Study Skills Service or Matriculation Service without having a service group. Goals, needs, and services are all independent of each other. A person may have a goal without a need, or have a need without a goal, or have a service without a need or a goal. The successful completion of goals and needs met, and the provision of services can be tracked.

## Produce List of Persons

The Person Directory (SPRPDIR) provides a list of persons, addresses, and phone numbers in the system by type of person: recruit, applicant, student, and faculty.

## Purge Process

The following purge process may be used to purge information in the General Person Module.

### `gppaddr.pc` - Address Purge

This process will purge address information for a person. The user may choose either of two options:

1. Address expiration date (date must exist to be purged)
2. Inactive address (regardless of date)

Please see the *Banner General User Guide* for further information.

# Banner Student Interface to Banner Human Resources

Please refer to the *Interfaces* chapter for information on the interface between General Person data and Banner Human Resources.

## General Person Reports

---

This section contains a sample of each report in the General Person module. Parameter definitions are also provided for your convenience.

The following reports and processes are run through the General Person module:

Person Directory	(SPRPDIR)
Support Services Load Process	(SERLOAD)

## Creating a Population Selection

To perform population selection, the application you will be working with must first be defined on the Application Definition Rules Form (GLRAPPL).

The second step is to enter the Population Selection Definition Rules Form (GLRSLCT), enter the **Application (Code)**, and create a **Selection ID (Identifier)** with a description.

In the Selection Definition section, define the **Select** and **From** portions of the SQL statement that the selection represents.

**Example:**

```
Select:      SARADAP_PIDM
From:        SARADAP
```

Next, enter the Selection Rules for the population of records you would like to see.

**Example:**

```
SARADAP_TERM_CODE_ENTRY    =    '200010'        AND
SARADAP_LEVL_CODE          =    'UG'
```

Save your data and exit. Your population selection rules will be compiled. If any errors are issued during the compilation process, resolve the errors before continuing. If you do not resolve all errors given during the compile process, you will not be able to use the population selection rules to extract a population.

You are now ready to extract the population of people. The Population Selection Extract (GLBDATA) is run from the Process Submission Control Form (GJAPCTL). At minimum, you will need to supply the parameters for Selection Identifier 1, Application, and Creator ID, which are the values that were in the Key Information of the Population Selection Definition Rules Form (GLRSLCT).

After extracting the population, you can use the Population Selection Extract Data Form (GLAEXTR) to view and/or modify the people in the population. You can add or delete people from the population using this form. The keys to the form are **Application**, **Selection ID**, and **Creator ID**. (**User ID** is also displayed in the Key Information.) You will be able to add or delete people only from populations that you selected.

After extracting the population, and modifying the people in it if necessary, you can use the population for a variety of purposes. Letters can be produced using Letter Generation, based upon a population, and many Banner reports and processes also can accept a population for processing.

For additional details on population selection, refer to the *Banner General User Guide*.





## Person Directory (SPRPDIR)

**Description** This report is used to produce a list of persons, addresses, and primary phone numbers in the system by type of person. You can run this report for recruits, applicants, students, and/or faculty members. If you choose faculty members you can specify instructors, advisors, both, or all faculty members. You can also create a population selection.

Parameters	Name	Required?	Description	Values
	Term	Yes	Enter the term code representing the term for which the list is to be printed.	Term Code Validation Form (STVTERM)
	Person Type List	Yes	Enter <i>R</i> to run the list of recruits, <i>A</i> to run the list of applicants, <i>S</i> to run the list of students, and enter <i>F</i> to run the list of faculty members. Multiple values are permitted.	R Recruits A Applicants S Students F Faculty
	Confidential Person Print Ind	Yes	Enter <i>N</i> to restrict printing of confidential persons; enter <i>Y</i> to print confidential person's information.	Y Print confidential information N Do not print confidential information
	Address Selection Date	No	Which address, effective on this date, do you want to print on the report. Leave blank for today; enter in date format DD-MON-YYYY.	
	Address Type	Yes	Enter the address type to be printed on the report; multiple requests are permitted and must be entered in priority sequence.  For example, <i>IMA 2PR</i> will first print the mailing address, and if none is found, will print the permanent address.  Enter each parameter then hit return for the next prompt. Returning with a null value will move you on to the next parameter.	Address Type Code Validation Form (STVATYP)

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	Print ID	No	Enter <i>Y</i> to print the IDs for the persons on the list. Enter <i>N</i> if you don't want the IDs printed.	Y Print IDs N Do not print IDs
	Faculty Type	No	Enter <i>A</i> to print the faculty members who are advisors; enter <i>I</i> to print the faculty members who are instructors; enter <i>B</i> to print faculty members who are advisors and instructors; leave null to print all faculty members regardless of type.	A Faculty Advisors I Faculty Instructors B Both
	Selection Identifier	No	Enter the code that identifies the population with which you wish to work. The selection identifier must be defined on the Population Selection Definition Rules Form (GLRSLCT). All or none of the population selection parameters must be entered.	Population Selection Inquiry Form (GLISLCT)
	Application Code	No	Enter the code that identifies the general area for which the selection identifier was defined. All or none of the population selection parameters must be entered.  The Population Selection Extract Inquiry Form (GLIEXTR) may be used to review the people who will be processed in the load from the selection identifier and application code entered.	Application Inquiry Form (GLIAPPL)
	Creator ID	No	Enter the user ID of the person who created the population rules. All or none of the population selection parameters must be entered.	

## Report Sample—Person Directory (SPRPDIR)

*This sample shows the Faculty Directory.*

11-MAR-2009 01:28:01 PM  
200710

SUNGARDHE University  
Person Directory

PAGE 1  
SPRPDIR

Faculty Directory  
(Advisor and Instructor)

FLCTF0046 Von Ackerly, Charlie  
Permanent  
1294 10th St  
Washington, DC 20052  
--- No Phone Number ---

A00074213 Anderson, Dan T.  
--- No Address --- --- No Phone Number ---

KJ0000019 Bailey, Miranda  
Permanent  
4056 Seton Ln  
Malvern, PA 19355  
(484) 334-5687

202407001 Barkland, Linda M.  
Permanent  
1447  
3 South Street  
2nd Floor  
Suite 1001  
Apt B-12  
Malvern, PA 19355  
United States of America  
2200 (610) 431 2665 X 1092

710000031 Beaver, Candace  
Permanent  
111 High Street  
Fayette, AR 56984  
(219) 602-4562

216483728 Block, Charles  
Permanent  
15 Clark Street  
King of Prussia, PA 19401  
(610) 222-9182

219483726 Bullet, Peter  
Permanent  
19238 Route 30  
King of Prussia, PA 19401  
(610) 293-8172

Faculty Directory  
(Advisor and Instructor)

FLCTF0018 Buster, Ruth  
Permanent  
294 Grant Rd  
Malvern, PA 19355  
(610) 554-7841

105499000 Butler, William C.  
Permanent  
23 Maple Glen  
Rural Route 3  
POBox 8  
Downingtown, PA 19335  
United States of America  
--- No Phone Number ---

214192837 Butlis, Martha  
Permanent  
1 Country Square  
Exton, PA 19345  
(610) 222-9191

A00073171 La Caberon, Lisa  
--- No Address --- --- No Phone Number ---

202508050 Cameron, Stella  
Permanent  
614 SE 6th Court  
Mewtown Square, PA 19073  
(610) 484-5550

215630492 Charter, Clifford  
Permanent  
101 South Elm Street  
Broomall, PA 19065  
--- No Phone Number ---

A00142503 Davis, Michael  
--- No Address --- --- No Phone Number ---

219382721 Dexter, Suzette  
--- No Address --- --- No Phone Number ---

A00052887 Dunlop, Peter  
Permanent  
63 Maple Avenue  
Norton, MA 02766  
--- No Phone Number ---

11-MAR-2009 01:28:01 PM  
200710

SUNGARDHE University  
Person Directory

PAGE 11  
SPRPDIR

(Advisor and Instructor)

\* \* \* REPORT CONTROL INFORMATION - SPRPDIR - Release 8.2

SELECTION IDENTIFIER:  
APPLICATION CODE:  
CREATOR ID:  
TERM: 200710  
PERSON TYPE LIST: F  
PERSON FACULTY TYPE: B  
PRINT CONFIDENTIAL PERSONS?: N  
ADDRESS TYPE LIST: 1PR  
SELECTION DATE: 11-MAR-2009  
PRINT ID INDICATOR: Y

RECORD COUNT: 125

## Support Services Load Process (SERLOAD)

**Description** This process is used to automatically create needs, goals, and services for a group of people based on a user-defined service group. This process accepts an input file from the Population Selection process to create the support services information. Refer to the *Banner General User Guide* to review the method used to create a population selection.

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	Selection Identifier	No	Enter the code that identifies the population with which you wish to work. The selection identifier must be defined on the Population Selection Definition Rules Form (GLRSLCT). All or none of the population selection parameters must be entered.	Population Selection Inquiry Form (GLISLCT)
	Application Code	No	Enter the code that identifies the general area for which the selection identifier was defined. All or none of the population selection parameters must be entered.  The Population Selection Extract Inquiry Form (GLIEXTR) may be used to review the people who will be processed in the load from the selection identifier and application code entered.	Application Inquiry Form (GLIAPPL)
	Creator ID	No	Enter the user ID of the person who created the population rules. All or none of the population selection parameters must be entered.	
	Report Term	Yes	Enter the code representing the term for which the report is to be run.	Term Code Validation Form (STVTERM)

Parameters	Name	Required?	Description	Values
	Effective Term	Yes	Enter the term code representing the effective term for which the support service detail is to be loaded. This term will also control which service group rules are to be used when creating the goals, needs, and services detail.	Term Code Validation Form (STVTERM)
	Service Group Code	Yes	Enter the service group for which the population is being loaded. All persons in the file will be loaded with this service group code. Multiple service group codes may be entered.	Service Group Validation Form (STVSSGP)

### Report Sample—Support Services Load Process (SERLOAD)

06-JAN-1992 10:02:16	Banner University	PAGE 1 SERLOAD
<u>ID</u>	<u>PERSON NAME</u>	
207000001	Jansen, Barbara	
111111111	Goddard, Stuart	
X00000002	Adams, John	
212580001	Casey, Jan R	
212000002	Sully, Fran I	
202508070	Jones, Bryan J	
202508071	Jones, Jennifer C	

06-JAN-1992 10:02:16	Banner University	PAGE 2 SERLOAD
* * * REPORT CONTROL INFORMATION - SERLOAD - Release 2.1.5 * * *		
RPTNAME: SERLOAD SELECTION IDENTIFIER: FIRST-TRY APPLICATION CODE: TRACKING CREATOR ID: SAISMNT  REPORT TERM: 199301 EFFECTIVE TERM: 199301 SERVICE GROUP CODE(S) SELECTED: ENGT NUMBER OF PERSONS SELECTED FOR PROCESSING: 7 NUMBER OF GROUPS ADDED: 7 NUMBER OF GOALS ADDED: 35 NUMBER OF NEEDS ADDED: 0 NUMBER OF SERVICES ADDED: 0		





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# 7 Faculty Load



## Faculty Load Procedures

### Faculty Workload Rules Creation

The Faculty Load Term Control Form (SIATERM) must be established for each term for which faculty assignments are created. The FTE (full time equivalency) factor is used as the denominator to calculate the term FTE. For example, the faculty members workload for the term is 12.00. To reach the full time equivalent the FTE factor of 15 is specified on SIATERM, hence the faculty members term FTE is:

$$\frac{\text{Workload}}{\text{Term FTE factor}} = \text{Term FTE}$$
$$\frac{12}{15} = .80$$

The Faculty Workload Contract FTE Form (SIACFTE) must then be used to establish the contract FTE factor. The keys to this form are **Contract (Type Code)** and **(Effective) Term**. The contract FTE factor may be maintained and will be used when performing contract term analysis (contract term FTE) or contract analysis (contract FTE) on the Faculty Contract Analysis Form (SIACONA).

All assignments with a like contract type are grouped together, and a contract term FTE and contract FTE are calculated as follows:

A contract term FTE is calculated as:

$$\frac{\text{Term Workload for the Contract}}{\text{Contract FTE factor}} = \text{Contract Term FTE}$$

A contract FTE is calculated as:

$$\frac{\text{Sum of all Term Workload associated with the Contract}}{\text{Contract FTE factor}} = \text{Contract FTE}$$

The Faculty Contract Rules Form (SIAFCTR) is used to specify the terms included in a contract type for an effective term. Contract types are established on the Faculty Contract

Type Code Validation Form (STVFCNT). For example, a Fall/Spring contract effective in 199901, Fall of 1999 can include the terms:

199901	Fall 1999
199902	Spring 2000

A Summer One/Summer Two contract effective in 199203 will include the terms:

199903	Summer One 2000
199904	Summer Two 2000

 **Note**

Contract types may be defined for either semester or quarter term structures. These rules must be created prior to performing contract analysis either online or in batch. ■

The Faculty Workload Term Rules Form (SIAFLRT) is used to create the workload rules to be used when performing term analysis. Workload rules may be inactivated by unchecking the **Active (Workload Status)** checkbox. Multiple rules may be created for a workload rule code. When multiples exist all term rules will be used in the analysis. Each workload rule can specify credit hour ranges, contact hour ranges, workload ranges, and a FTE range. For example, a workload rule code for a full time professor in the college of Arts and Science is created as follows:

Workload Rule Code: FTTPR01 Full Time College 01

Credit Hour Range		Contact Hour Range		Workload Range	
Total:	12 to 15	Weekly:	Inst:	12.00	
Generated:		Total:	Non-Inst:	3.00	5.00
			Total:	15.00	18.00
			FTE Range:	.80	1.00

This rule specifies that the instructor should be teaching between 12 to 15 credit hours per term with 12 instructional workload units, 3 to 5 non-instructional workload units for a total workload of between 15 to 18. His overall FTE should also be in the 0.8 to 1.0 range.

Term rules may be rolled forward to a future term via the **Default Term** field in the Key Information of the Faculty Workload Term Rules Form (SIAFLRT).

The Faculty Contract Term Rules Form (SIAFLCT) is used to create the rules which are to be used when performing a contract analysis on a term-by-term basis.

The Faculty Workload Contract Rules Form (SIAFLRC) is used to create the workload rules to be used when performing the contract analysis. This form works in the same fashion as the Faculty Workload Term Rules Form (SIAFLRT) except that these rules are effective term oriented.

In summary, there are three methods of faculty load analysis:

**1. Faculty Workload Analysis**

Performed on the Faculty Assignment Form (SIAASGN) using the rules established on the Faculty Workload Term Rules Form (SIAFLRT).

**2. Faculty Contract Term Analysis**

Performed on the Faculty Contract Analysis Form (SIACONA) using the rules created on the Faculty Contract Term Rules Form (SIAFLRT), the Faculty Workload Contract FTE Form (SIACFTR), and the Faculty Load Term Control Form (SIATERM).

**3. Faculty Contract Analysis**

Performed on the Faculty Contract Analysis Form (SIACONA) using the rules created on the Faculty Workload Contract Rules Form (SIAFLRC) and the Faculty Workload Contract FTE Form (SIACFTE).

The batch Faculty Load Contract Analysis Report (SIRCTAL) handles multiple faculty contract types and performs contract term analysis.

## Faculty Information

The Faculty Load Module contains three different forms for maintaining faculty information. They are:

1. The *Faculty Personnel Form* (SIAFPER) is used to maintain the tenure and sabbatical information, as well as AAUP membership and years of teaching experience. This form contains no required data elements and is not essential to processing.

 **Note**

The information entered on this form is shared with the Banner® Human Resources System. If your institution has the Banner Human Resources System, then information is maintained on the Faculty Action Tracking Form (PEAFAC) in that system. ■

 **Note**

The Tenure Code Rule Form (PTRTENR) must be established prior to entering or maintaining any tenure information on a faculty member. This is a Banner Human Resources System form which will be delivered with the Banner Student System for those institutions which do not have the Banner Human Resources System. This form is documented in the “Validation Forms” chapter of the *Banner Student User Guide*. ■

2. The *Faculty/Advisor Information Form* (SIAINST) must be created for faculty members prior to them being available to teach a section or be assigned as an advisor. This form is effective term oriented to maintain the information as it changes over time.

The Faculty Data information maintains the faculty status information (inactive faculty members may not be assigned to sections), which indicates whether the persons are faculty members or advisors as well as their category and staff time. The **Workload Rule (Code)** maintained on this form is important in the term analysis process. This code will determine the set of rules to be used to analyze the faculty members term assignments.

The Faculty Contract information allows for an instructor or advisor to be associated with multiple contracts and contract rules. One contract should be designated as the default contract via the **Default Indicator**. The user-specified default contract will be automatically placed on assignments when the instructor is assigned to the CRN on the Faculty Assignment Form (SIAASGN) or the Schedule Form (SSASECT). If no contract type is specified, then no contract analysis may be performed.

The Faculty College and Department information is used to specify the faculty member's home administrative college and department. It may also be used to specify the percentage breakdown if the faculty member is assigned to multiple departments and/or colleges.

The Faculty Attributes information may be used to specify certain criteria about faculty members, such as whether they have been certified to teach specific courses.

The Faculty Comments information may be used to record any additional information about the faculty members.

3. The *Faculty Degree Information Form* (SIAFDEG) is used to maintain the degree information associated with the faculty member. This form is not essential to processing. Multiple degrees may be associated with a single prior college and each degree may have major, minor, and concentration information associated with it. The dates the transcript was received and reviewed are also available on this form.

 **Note**

Information entered on the Prior College Form (SOAPCOL) or on the General Information Form (PPAGENL) in the Banner Human Resources System will be displayed on this form. ■

## Faculty Assignments

Prior to assigning faculty members to classes, you should establish the instructional workload. This process is done via the Basic Course Information Form (SCACRSE). The Schedule Type information on SCACRSE allows the instructional workload to be assigned for each schedule type. For example, the schedule type of lecture for BIOL 101 may have a workload value of 3.00, the lab for BIOL 101 may have a workload value of 1.00.

Adjusted workload may also be established in the Schedule Type information. Adjusted workload is based on over-enrollment of a section. For example, if more than 32 students enroll for the lecture section of BIOL 101, then the instructor receives a workload of 3.25 instead of 3.00. This adjustment will occur automatically based on the section enrollment.

If workloads are not maintained at the catalog, then they may be entered when each instructional assignment is entered.

Instructional assignments may be entered on either the Schedule Form (SSASECT) or the Faculty Assignment Form (SIAASGN). Assignments entered on the Schedule Form are made in the Instructor information.

Faculty members may be assigned to sessions of a section or to the overall section. Here are examples of how assignments can be made:

- One faculty member to one section which has multiple sessions
- One faculty member to one session
- Multiple faculty members to one section with multiple sessions
- Multiple faculty members to one session

When assigning instructors on the Schedule Form (SSASECT), the only fields which may be modified are the **Percent Responsibility** and the **Percent of Session**. Updates to the instruction workload must be performed on the Faculty Assignment Form (SIAASGN).

If an instructor's assignment conflicts with another assignment for the term, a message is generated, and the conflict override must be entered to permit the time conflict in assignments.

Inactive instructors may not be assigned to instructional or non-instructional assignments. If an instructor has been inactivated on the Faculty/Advisor Information Form (SIAINST), then the message *Instructor is not active for this term* is displayed when the instructor ID is entered in the Key Information of SIAASGN.

The user will not be able to change the instructor's status to "inactive" on the Faculty/Advisor Information Form (SIAINST), if assignments exist for the term being updated.

The Available Faculty Query Form (SIAFAVL), which may be used to find a faculty member with the right attributes to teach the section, is accessed from the Instructor window on the Schedule Form (SSASECT) using a Help function. The Faculty Schedule Query Form (SIAASGQ) which may be used to view the faculty member's schedule for the term comes from the same window, using a Count Query Hits function. This is a query only form. Assignments entered on SSASECT will be displayed on the Faculty Assignment Form (SIAASGN). The Faculty Course Query Form (SIQSECM), used to display course section information associated with an instructor's existing schedule, is query only and is accessed from SIAASGN.

The instructional and non-instructional assignments are entered and maintained on the Faculty Assignment Form (SIAASGN). Instructional assignments entered here can have the instructional workload adjusted. For example, if a full Professor has been required to teach a remedial English course but will be given additional workload credit for doing so, then the **Override Workload** field would be used. All instructional and non-instructional

assignments may be associated with a contract so that contract analysis may include only the appropriate assignments for the contract.

The following are the definitions of some of the calculations performed in the Faculty Load module. The legend below explains the examples for the calculations.

<b>Letter</b>	<b>Definition</b>
A	Total meeting period days for the term
B	Excluded meeting days from Schedule Exclusion Rules Form (SSAEXCL)
C	Number of minutes in a meeting period
D	Duration factor from Faculty Load Term Control Form (SIATERM)
E	% RES
F	% SES

*Calculated Workload*—This is calculated as follows:

$$\begin{aligned} & \text{Workload or Adjusted Workload} * \% \text{ of Responsibility} \\ & 3.00 * 50\% = 1.5 \text{ Calculated Workload} \end{aligned}$$

*Instructor Credit*—This is calculated as follows:

$$\begin{aligned} & \text{Session Credits} * \% \text{ of Responsibility} \\ & 4.00 * 50\% = 2.0 \text{ Instructor Credits} \end{aligned}$$

*Weekly Contact Hours*—This is the weekly contact hours associated with the session. This calculation uses the duration factor and percentage of session assigned to the faculty member. The following is an example of weekly contact hours:

#### **Hours Per Meeting Per Week**

$$\frac{A - B * C}{D}$$

$$\begin{aligned} & \text{Hours Per Meeting Per Week} * \% \text{ Responsibility} * \% \text{ of Session} \\ & 3 * 50\% * 100 = 1.5 \text{ Weekly Contact Hours} \end{aligned}$$

*Total Contact Hours*—This is the total contact hours for the session for the term. This calculation uses the percentage of responsibility and percentage of session.



### Total Contact Hours

$$\frac{A - B * C}{D * F * E}$$

$$\text{Total Contact Hours} = \frac{(\# \text{ of Meetings} * \text{Hours Per Meeting}) * \%}{\text{Responsibility} * \% \text{ Session}}$$

The total contact hour calculation on the Faculty Assignment Form (SIAASGN) uses the override value, should one exist, for contact hours per week from the Schedule Form (SSASECT).

If a section has multiple day and time combinations, the total contact hours are calculated by determining the contact hours for each combination, and then calculating the sum of these values, which will be the total contact hours.

#### **Meeting Combination 1:**

$$\text{Contact Hours for Meeting 1} = \frac{\text{Hours/Week from SSASECT}}{\text{Number of Meeting Days/Week}} \times \text{Total Meeting Days}$$

#### **Meeting Combination 2:**

$$\text{Contact Hours for Meeting 2} = \frac{\text{Hours/Week from SSASECT}}{\text{Number of Meeting Days/Week}} \times \text{Total Meeting Days}$$

#### **Total Contact Hours:**

$$= \text{Contact Hours for Meeting Combination 1} + \text{Contact Hours for Meeting Combination 2}$$

An example is as follows:

For 199901, Anthropology 101, CRN 10030, meets with the following day and time combinations:

#### **Meeting 1:**

29-AUG-1999 to 13-DEC-1999      M, W, F      8:00 - 8:50      3 hours/week

#### **Meeting 2:**

29-AUG-1999 to 13-DEC-1999      R      12:00 - 1:50      2 hours/week

 **Note**

In this example, the hours/week values are overridden, but this calculation will work the same should you leave the default values in place. ■

**Meeting 1:**

$$\begin{aligned} &= \frac{\text{Hours/week from SSASECT}}{\text{Number of Meetings/Week}} = 3 \quad \times \quad \text{Total Meeting Days} = 46 \\ &= 3 \\ &= 1 \times 46 \\ &= 46 \end{aligned}$$

**Meeting 2:**

$$\begin{aligned} &= \frac{\text{Hours/week from SSASECT}}{\text{Number of Meetings/Week}} = 2 \quad \times \quad \text{Total Meeting Days} = 16 \\ &= 1 \\ &= 2 \times 16 \\ &= 32 \end{aligned}$$

**Total Contact Hours = 78.00**

*Generated Credit Hours (GCH)*—This calculation uses the percentage of responsibility and session credit hour value.

$$\text{GCH} = \# \text{ Credits Per Session} * \% \text{ Responsibility} * \# \text{ students in section}$$

*Assignment FTE*—A full time equivalent will be calculated for each assignment. This value is calculated using the adjusted instructional workload and the term FTE factor from the Faculty Load Term Control Form (SIATERM). The following example uses a Term FTE factor of 15.

$$\frac{3}{15} = .20 \text{ FTE}$$

The non-instructional assignments are maintained in the Faculty Non-Instructional Assignment information on SIAASGN. The workload may be entered here or it can default from the information on the Faculty Non-Instructional Type Code Validation Form (STVNIST). Non-Instructional assignments may also be associated with a college, department and a TOPS code (Taxonomy of Programs and Services). An assignment FTE similar to the one calculated for instructional assignments is also included for each non-instructional assignment.

A position number may be entered for further integration with the Banner Human Resources System.

The Faculty Workload Summary window on the Faculty Assignment Form contains the Faculty Workload Summary information and the Faculty Workload Rules and Analysis

information. The Summary information displays the summary results for the term including credit hours, generated credit hours, weekly contact hours, term contact hours, instructional workload, non-instructional workload, total workload, and term FTE.

A Next Block function from the Summary information performs the term analysis for the faculty member. If no workload rules rule code has been established or no workload rules are created, then no analysis can be performed. The term analysis will display the rule associated with the workload rule code and indicate whether the faculty member is in an underload or overload situation. A *U* is displayed next to the workload rule code value for underloads, an *O* is displayed for overloads.

For example, a faculty member with workload rule code 000001 should teach between 12 and 15 credits. The faculty member is only assigned to 10 for the term so the form would display as follows:

	Low	High
Credit Hours	12.00	15.00U

A message is displayed on the bottom of the form to indicate that the workload rules have *not* been satisfied by the instructor.

## Faculty Contract Analysis

The Faculty Contract Analysis Form (SIACONA) is used to perform the contract analysis for the faculty member on a term basis and on an overall contract basis. This process works in the same fashion as the term analysis which is performed on the Faculty Assignment Form (SIAASGN). Contract analysis will summarize the terms associated with the contract in the first section on the form. For example, if Fall and Spring are both included in the contract, then the instructional workload for both Fall and Spring will be summarized into one total. The Contract Term Analysis information will perform the analysis and display an overload or underload indicator for those rules which are not satisfied by the instructor's assignments. Only those assignments associated with a contract will be used in the contract analysis.

## Multiple Contracts

An instructor may be assigned to multiple contracts via the Faculty Contract information on the Faculty/Advisor Information Form (SIAINST). This allows for an instructor to be associated with an unlimited number of contracts within the effective terms specified. An example where this may be useful is for a full-time professor who also has a secondary contract to teach an evening course in the Continuing Education Division, which should not impact his full-time contract. Each assignment, either instructional or non-instructional, can now be associated with a specific contract code.

The **Default Indicator** must be specified when creating contract information. This default contract code will be used when assignments are created on either the Schedule Form (SSASECT) or on the Faculty Assignment Form (SIAASGN).

Faculty load analysis examines only the assignments associated with a contract when performing contract analysis.

Two methods of contract analysis exist, contract term analysis and contract analysis. Contract term analysis is supported using the Faculty Contract Term Rules Form (SIAFLCT). This rules form allows for rules to be established by term and contract type. There are two sections on the Faculty Contract Analysis Form (SIACONA), Contract Term Workload and Contract Term Analysis, which display the contract term and workload rules, and perform the contract term analysis.

An example where contract term analysis might be used is when a faculty member's contract spans two terms, and the Dean needs analysis on the instructor's workload for a single term within the contract.

## Automatic PIN Creation

PINS can be added to Banner manually for an individual, by batch process using a population selection, or automatically by database trigger.

You have the option to automatically create PINs when a general student record or faculty record is inserted. Triggers on the SGBSTDN and SIBINST tables will create PINs when a student or faculty record is inserted into either table, if the triggers are set up to do so. This automatic creation allows the PIN to be available for use as soon as the person becomes eligible to access the self-service processing. The triggers will fire when the record is inserted, based upon the institution's PIN preferences and table selections on the PIN Preference Form (GUAPPRF).

Please note that performance issues may arise when the PIN triggers are used. You may need to turn this functionality off if batch processing is involved. Student and faculty records are generally processed individually and should not be affected. However, if you assign decisions which create student records using the Admit Decision Calc Report (SARBDSN), you may want to disable automatic PIN creation during batch decision runs.

Please refer to the *Banner General User Guide* for more information on PIN functionality and the PIN Preference Form (GUAPPRF).

# Automated Faculty Load and Compensation Processing

This processing automatically calculates faculty load payroll compensation in Banner Human Resources, based on faculty course load data from Banner Student. The matching faculty assignment is then automatically created in Banner Human Resources in the Faculty Load and Compensation module.

Please refer to the *Banner Human Resources User Guide* for more information.

## Overview

Forms and reports in Banner Human Resources allow a faculty member's assigned workload (course assignments and non-instructional assignments in Banner Student) to be used to automatically generate a compensation/job assignment record in Banner Human Resources.

- The Faculty/Advisor Information Form (SIAINST) and the Faculty Assignment Form (SIAASGN) provide the necessary data. SIAASGN uses the position and suffix numbers for the faculty assignment.
- The Faculty Non-Instructional Type Validation Form (STVNIST) is used to maintain faculty non-instructional type codes.
- The Course Labor Distribution Form (SCACLBD) and the Schedule Labor Distribution Form (SSACLBD) are used to maintain labor distribution data for adjunct faculty assignments.

You can calculate faculty compensation based on institution-specific rules. The calculation results populate the employee's job record, and payment is made during the payroll process. Banner Human Resources provides the rules and security controls needed to compile the core compensation records. Data is also used in the Faculty Compensation area of Employee Self-Service.

### Note

The Banner Human Resources Faculty Load and Compensation module does not affect the Banner Student Faculty Load module and is not dependent on the Banner Student faculty workload rules. ■

## Building Job Labor Distribution Data for Courses

The Course Labor Distribution Form (SCACLBD) is used to build and maintain job labor distribution data at the course catalog level for adjunct faculty assignments. This information can be used for scheduling as well on the Schedule Labor Distribution Form (SSACLBD). (Labor distribution data is entered in Banner Human Resources.) The use of labor distribution information is optional. If this information is not entered on SCACLBD, the FOAPAL (fund, organization, account, program, activity, location) distribution for the associated position is used. The data on SCACLBD is used to override the budget factors

associated with the funding of a specific position in Banner Human Resources that has been assigned to the employee on SIAASGN.

The form displays one of two windows, one if Banner Finance is installed and the other if Banner Finance is not installed. When Banner Finance is installed, FOAPAL data is validated by part-of-term or the effective term end date on STVTERM if no part-of-term exists. This ensures that the FOAPAL elements are valid until that date. If Banner Finance is not installed, the **External Account Code** field must be entered, and no validation takes place. You can use the **Maintenance** button to copy and end the labor distribution information by term.

 **Note**

Banner Finance requires a timestamp. A midnight timestamp will be associated with the end date when the date is submitted for validation. ■

You can use the Options Menu to access SIAASGN and view faculty assignments, to access SSASECT and view term section details, and to access SSACLBD and view schedule labor distribution information.

## Building Job Labor Distribution Data for Sections

The Schedule Labor Distribution Form (SSACLBD) is used to build and maintain job labor distribution data at the section level (CRN) for adjunct faculty assignments. (Labor distribution data is entered in Banner Human Resources.) The use of labor distribution information is optional. If this information is not entered on SSACLBD, the FOAPAL (fund, organization, account, program, activity, location) distribution for the associated position is used. The data on SSACLBD is used to override the budget factors associated with the funding of a specific position in Banner Human Resources that has been assigned to the employee on SIAASGN.

 **Note**

The class section must first have been created using the Schedule Form (SSASECT), before using the Schedule Labor Distribution Form (SSACLBD). ■

Schedule labor distribution data defaults into the Class Schedule module (SSACLBD) based on the course labor distribution information defined in the Course Catalog module (SCACLBD). The defaulted information can be overridden to create section specific labor distribution records. Overrides take place when FOAPAL information exists on SSACLBD, and the **Use Schedule Labor Distributions** checkbox is checked on the Faculty Load Contract Type Control Rules Form (PTRFLCT) in Banner Human Resources. When this checkbox is checked to use overrides with course-based faculty, a unit method is used to determine the appropriate FOAPAL distribution. However, unit method processing is *not* advised for job labor distribution overrides. FOAPAL overrides do not apply to non-instructional assignments.

Processing takes place as follows:

- If the FOAPAL exists on SSACLBD for the CRN, and the **Use Schedule Labor Distributions** checkbox is checked (*Y*), the Faculty Load Extract Process (PEPFLAC) will use the FOAPAL for the CRN, and it will be defaulted to the job.
- If the FOAPAL exists on SSACLBD for the CRN, but the **Use Schedule Labor Distributions** checkbox is unchecked (*N*), the Faculty Load Extract Process (PEPFLAC) will use the FOAPAL for the position, and it will be defaulted to the job.
- If the FOAPAL does not exist on SSACLBD for the CRN, but the **Use Schedule Labor Distributions** checkbox is checked (*Y*), the Faculty Load Extract Process (PEPFLAC) will use the FOAPAL for the position, and it will be defaulted to the job.
- If Banner Finance is not installed, the positions are funded through external account codes.

The form displays one of two windows, one if Banner Finance is installed and the other if Banner Finance is not installed. When Banner Finance is installed, FOAPAL data is validated by part-of-term or the effective term end date on STVTERM if no part-of-term exists. This ensures that the FOAPAL elements are valid until that date. If Banner Finance is not installed, the **External Account Code** field must be entered, and no validation takes place.

 **Note**

Banner Finance requires a timestamp. A midnight timestamp will be associated with the end date when the date is submitted for validation. ■

You can use the Options Menu to access SIAASGN and view faculty assignments, to access SSASECT and view term section details, and to access SSACLBD and view course labor distribution information.

## Tracking Compensation for Faculty Assignment Records

Instructional and non-instructional data elements on the Faculty Assignment Form (SIAASGN) are used with the Banner Human Resources processing to build the faculty assignment record and track compensation based on term start and end dates.

 **Note**

Faculty members are created on the Faculty Advisor Information Form (SIAINST) and must have the **Status** set to *Active* and the **Faculty (Indicator)** checked to be associated with assignments on SIAASGN. ■

The instructional elements used by the automated faculty load and compensation processing are: **CRN, Subject, Course, Section, Session Credit, Workload, Override Workload, Calculated Workload, Weekly Contact, Contract Type, Position Number, and Position Number Suffix.**

The non-instructional elements used are: **(Non-Instructional) Type, Workload, Weekly Contact, College, Department, Contract (Type), Position Number, and Position Suffix.**

The **Position Number** field is used to enter a position number for the faculty assignment. It is used to tie the faculty member's assignment to a position defined in the Banner Human Resources system. This is used when Position Control is installed.

- Use a List function to access the Position List Form (NBQPOSN) and view a list of all positions for the organization in position number order. You can query to narrow the results.
- Use a Count Query Hits function to access the Employee Job Inquiry Form (NBIJLST) and view all jobs that are in effect as of the query date in the Key Block. You can query to narrow the results.

When Position Control is not installed, the Count Query Hits and List functions are not available.

The **Position Number Suffix** field is used to display a position number suffix from Banner Human Resources. This is used when Position Control is installed.

 **Note**

Banner Student users will need access to the NBQPOSN and NBIJLST forms in Position Control to use the position number data. These forms do not invoke Banner Human Resources Security. You can evaluate who at your institution should be able to access these forms. ■

The **Compensation Extracted** checkbox is enabled when the assignment has been extracted into the Faculty Compensation module or has been applied to Banner Human Resources from that module. This field cannot be changed. This checkbox is dynamically set when Banner Human Resources is installed, where the faculty assignment exists in the PERFASG table (instructional assignment) and the PERFNIS table (non-instructional assignment).

The **Compensation Applied** checkbox is enabled when the assignment has been extracted into the Faculty Compensation module or has been applied to Banner Human Resources from that module. This field cannot be changed. This checkbox is dynamically set when Banner Human Resources is installed, where the position and suffix for the existing, active assignment have been applied to the NBRJOBS table and then mapped from SIRASGN and SIRNIST to PERFASG and PERFNIS.

 **Note**

When the **Compensation Extracted** checkbox is checked and the **Compensation Applied** checkbox is unchecked, you can continue to make adjustments to the faculty member's assignment and components. Records will need to be unlocked in the Faculty Compensation module before the changes will be apparent in Banner Employee Self-Service.

When the **Compensation Applied** checkbox is checked, you can continue to make changes in Banner Student. However, manual



adjustments must be made to the faculty member's job assignment in Banner Human Resources to ensure that compensation is correct. ■

SIAASGN checks if the job assignment exists (NBRJOBS), when Banner Human Resources is installed. It also checks if the position number is valid and active, when the job assignment does not exist in Banner Human Resources. This will allow the new job assignment to be created in Banner Human Resources. Prior invalid data in SIRASGN displays a message based on the setting of the **Position Validation on Faculty Assignments** checkbox on the Installation Rules Form (PTRINST). When the checkbox is checked (Y), an error is displayed. When the checkbox is unchecked (N), a warning message is displayed.

When a position number is entered for a course assignment and the record is saved, the following validation occurs:

1. The system checks that the position number exists in Position Control.
2. The system checks that the position has an active status.
3. If the position number does not exist, an error message is displayed.
4. If the position is not active, an error message is displayed.
5. If the position and suffix are selected, but the ID is for an employee, a warning message is displayed.

 **Note**

Use the **Position Validation on Faculty Assignments** checkbox on the Installation Rules Form (PTRINST) to allow validation of Position Control numbers to take place. This indicator must be checked (Y) before the validation can occur. If you wish to use the warning message for invalid position numbers, leave the indicator unchecked (N). ■

## Using Position Numbers with Faculty Compensation

Position numbering and suffix numbering assignments for instructional and non-instructional items are used in the final compensation record that is passed to Banner Human Resources. Compensation can be for full-time, salaried faculty members and for part-time, course-based faculty members. Here are some recommended uses of position numbers and suffixes.

### Full-Time Salaried Faculty

Typically, a full-time faculty member has one job assignment and is compensated for a number of assigned activities. Overload payments can occur when the faculty member is assigned more than a full load. In this situation, a separate position number is assigned in the Faculty Compensation module to designate the overload payment. If the same position number and suffix are used for the overload payment, the overload compensation is added

to the regular assignment pay under one position, potentially making identification of these payments difficult and also causing benefit costs to be incorrectly calculated against these additional dollars. It is recommended that one position number and one suffix be used for the regular contact, and a unique position number and suffix be used for the overload.

## Part-Time Course-Based Faculty

Conditions can exist for part-time faculty members that affect how position numbers and suffixes are assigned and paid. A faculty member may have some or all of the following payment conditions:

- a three week course,
- a course that runs for the entire length of the term,
- an online course that is associated with a two month time span,
- a non-instructional assignment that is to charged to another area, or
- a course that runs for a part-of-term.

If these payment conditions exist within Banner Student assignments for a faculty member, each of these assignments must be associated with a unique position number/suffix combination. This is because the Faculty Compensation module is creating job assignments and calculating when they should be paid. In the above list of conditions, each assignment is paid at a different time and has different start and end dates on the faculty member's job assignments.

If a faculty member's assignments are only operating for one condition, such as two courses running for the entire length of the term that are charged to the same department, the same position number/suffix combination can be used. This is because the payments are added together and are paid and charged for the entire length of the term.

### **Warning**

When the same position number and suffix combination is used for each faculty assignment in Banner Student, it can result in underpayment or overpayment in the Faculty Compensation module of Banner Human Resources. ■

## Rolling Distribution Information

The Roll Labor Distribution parameter in the Term Roll Report (SSRROLL) is used to roll the labor distribution FOAPAL information from SSACLBD/SSRCLBD for the section/CRN to the new term. This FOAPAL is validated using the end date of the part-of-term for the CRN. If no part-of-term exists, the FOAPAL is validated using the end date from STVTERM, to ensure that the FOAPAL elements are valid until that date.



Banner Finance requires a timestamp. A midnight timestamp will be associated with the end date when the date is submitted for validation. ■

If all elements are successfully rolled, the process will display the *Section Rolled* message in the output. If any element of the FOAPAL is invalid, an error message will be printed on the output file, and the entire FOAPAL string will not be rolled. Other details associated with the CRN, such as instructors, links, fees, attributes, and so on, will still be rolled. If an error is encountered on a class with split distributions, none of the FOAPAL records will be rolled, because this could cause an unbalanced labor distribution.

The following errors may be printed on the report output for invalid FOAPAL elements.

Message	Cause	Action
<i>*ERROR* Chart of Accounts is inactive. Schedule Job Labor Distribution not rolled.</i>	The <b>Chart of Accounts Status Indicator</b> for this Chart of Accounts code is not active.	Enter an active Chart of Accounts code on the Schedule Labor Distribution Form (SSACLBD).
<i>*ERROR* Chart of Accounts code is terminated. Schedule Job Labor Distribution not rolled.</i>	The Chart of Accounts is no longer in effect in Banner Finance.	Enter an active Chart of Accounts code that has not passed its termination date on the Chart of Accounts Code Maintenance Form (FTMCOAS).
<i>*ERROR* Account Index is inactive. Schedule Job Labor Distribution not rolled.</i>	The <b>Account Index Status Indicator</b> for this account index code is not active.	Enter an active account index on the Schedule Labor Distribution Form (SSACLBD).
<i>*ERROR* Account Index is terminated. Schedule Job Labor Distribution not rolled.</i>	This account index is no longer in effect in Banner Finance.	Enter an account index that has not passed its termination date on the Account Index Code Maintenance Form (FTMACCI).
<i>*ERROR* Fund is inactive. Schedule Job Labor Distribution not rolled.</i>	The <b>Fund Status Indicator</b> for this fund code is not active.	Enter an active fund code on the Schedule Labor Distribution Form (SSACLBD).
<i>*ERROR* Fund is terminated. Schedule Job Labor Distribution not rolled.</i>	This fund is no longer in effect in Banner Finance.	Enter a fund that has not passed its termination date on the Fund Code Maintenance Form (FTMFUND).
<i>*ERROR* Fund is not defined as data entry. Schedule Job Labor Distribution not rolled.</i>	This fund is not defined to be used for data entry in Banner Finance.	Enter a fund defined for data entry in Banner Finance.
<i>*ERROR* Organization is inactive. Schedule Job Labor Distribution not rolled.</i>	The <b>Organization Status Indicator</b> for this organization code is not active.	Enter an active organization code on the Schedule Labor Distribution Form (SSACLBD).

Message	Cause	Action
<i>*ERROR* Organization is terminated. Schedule Job Labor Distribution not rolled.</i>	This organization is no longer in effect in Banner Finance.	Enter an organization that has not passed its termination date on the Organization Code Maintenance Form (FTMORGN).
<i>*ERROR* Organization is not defined as data entry. Schedule Job Labor Distribution not rolled.</i>	This organization is not defined to be used for data entry in Banner Finance.	Enter an organization defined for data entry in Banner Finance.
<i>*ERROR* Account is inactive. Schedule Job Labor Distribution not rolled.</i>	The <b>Account Status Indicator</b> for this account code is not active.	Enter an active account code on the Schedule Labor Distribution Form (SSACLBD).
<i>*ERROR* Account XXXXXX is not a labor account. Schedule Job Labor Distribution not rolled.</i>	The account type is not of a labor account and/or the <b>Internal Account Type Code</b> is not set to 60 in Banner Finance.	Enter an account type code with an <b>Internal Account Type Code</b> set to 60 in Banner Finance.
<i>*ERROR* Account is terminated. Schedule Job Labor Distribution not rolled.</i>	This account is no longer in effect in Banner Finance.	Enter an account that has not passed its termination date on the Account Code Maintenance Form (FTMACCT).
<i>*ERROR* Account is not defined as data entry. Schedule Job Labor Distribution not rolled.</i>	This account is not defined to be used for data entry in Banner Finance.	Enter an account defined for data entry in Banner Finance.
<i>*ERROR* Program is inactive. Schedule Job Labor Distribution not rolled.</i>	The <b>Program Status Indicator</b> for this account code is not active.	Enter an active program code on the Schedule Labor Distribution Form (SSACLBD).
<i>*ERROR* Program is terminated. Schedule Job Labor Distribution not rolled.</i>	This program is no longer in effect in Banner Finance.	Enter a program that has not passed its termination date on the Program Code Maintenance Form (FTMPROG).
<i>*ERROR* Program is not defined as data entry. Schedule Job Labor Distribution not rolled.</i>	This program is not defined to be used for data entry in Banner Finance.	Enter a program defined for data entry in Banner Finance.
<i>*ERROR* Activity is inactive. Schedule Job Labor Distribution not rolled.</i>	The <b>Activity Status Indicator</b> for this activity code is not active.	Enter an active activity code on the Schedule Labor Distribution Form (SSACLBD).

Message	Cause	Action
<i>*ERROR* Activity is terminated. Schedule Job Labor Distribution not rolled.</i>	This activity is no longer in effect in Banner Finance.	Enter an activity that has not passed its termination date of the Activity Code Maintenance Form (FTMACTV).
<i>*ERROR* Location is inactive. Schedule Job Labor Distribution not rolled.</i>	The <b>Location Status Indicator</b> for this location code is not active.	Enter an active location code on the Schedule Labor Distribution Form (SSACLBD).
<i>*ERROR* Location is terminated. Schedule Job Labor Distribution not rolled.</i>	This location is no longer in effect in Banner Finance.	Enter a location that has not passed its termination date on the Location Code Maintenance Form (FTMLOCN).
<i>*ERROR* Invalid Project code. Schedule Job Labor Distribution not rolled.</i>	An invalid project code has been entered in Banner Finance.	Enter a valid project code for this Chart of Accounts in Banner Finance.
<i>*ERROR* Invalid Cost Type XX. Schedule Job Labor Distribution not rolled.</i>	An invalid cost type code has been entered in Banner Finance.	Enter a valid cost type code for this Chart of Accounts in Banner Finance.

## Faculty Security Menu and Term Availability

Faculty members and advisors can be restricted by date/term from accessing information through the Faculty and Advisor main menu in Self-Service. Date ranges can be set up to control access to the menu based on the term. Faculty members and advisors who are restricted from access to the main menu will see a message that access is not allowed.

The terms displayed to faculty members and advisors in the **Select a Term** pulldown list in Self-Service can also be restricted by date/term. Date ranges can be set up to control which terms are displayed in the list. Term information for a faculty member is compared to the active records on SIAINST. However, the **Status Date** field on SIAINST is not used in this processing.

### Set Up SOATERM

Use the Faculty and Advisor Access Dates section of the Part of Term and Web Registration Controls window on SOATERM to set up the date ranges in Self-Service for main menu access and term display in the pulldown list. The term date rules use start and end dates. When no faculty member or advisor access dates have been set up for a term, the current functionality will be used. Rules can be created on a term-by-term basis or for all terms on SOATERM.

Faculty members and advisors will have access to the Banner Faculty and Advisor Self-Service main menu when one of two conditions exists: when the current date does not fall within any date range for any term and the person has an active status for any term on the Faculty/Advisor Information Form (SIAINST), and/or when the current date does fall within a date range and the person has an active status for the term on SIAINST.

All terms are displayed in the Self-Service **Select a Term** pulldown list when no date ranges have been defined on SOATERM, the person is active on SIAINST for the term, and the Faculty and Advisor Controls have been set on SOATERM.

When a date range is set up, the Self-Service main menu for faculty members and advisors will only be displayed for terms where the current date falls within the defined date range. A term is displayed in the term selection list when no dates exist for a term, and the faculty member has an active status. A term will not be displayed when the current date does not fall into a date range set up for access or when the faculty member is inactive for the term.

Unique term records can exist, such as:

Term	Start	End	Menu	Term Selection
200443	01-JAN-2008	30-JUN-2008	Checked	Unchecked
200443	01-AUG-2008	31-AUG-2008	Unchecked	Checked

But date ranges cannot overlap within the term for the menu access or for the term selection list.

## Processing Examples

Here are some examples of how menu access and term selection can be set up on SOATERM. Faculty member FACMEMBER1 has SIAINST records for the terms shown below.

### **Example 1:**

SOATERM has dates for:

Term	SIAINST	Start	End	Menu	Term Selection
200443	Active	01-JAN-2008	30-JUN-2008	Checked	Checked
200620	Inactive	01-JAN-2009	30-JUN-2009	Checked	Checked

FACMEMBER1 logs into secure Self-Service on March 31, 2008.

- He has access to the menu, because he is active for term 200443, which is accessible on that date for term display.
- He sees term 200443 in the term selection list, because the current date falls within the range.

FACMEMBER1 logs into secure Self-Service on April 30, 2009.

- He does not have access to the menu, because April 30, 2009, falls within the date range for term 200620, and he is not active in term 200620.
- He does not see term 200443 in the term selection list, because the current date does not fall within the range for term display.

Terms that are defined as greater than 200443 but less than 200520 will be displayed in the term selection list, because no dates have been defined for those terms.

**Example 2:**

SOATERM has dates for:

Term	SIAINST	Start	End	Menu	Term Selection
200443	Active	01-JAN-2008	30-JUN-2008	Checked	Checked
200620	Inactive	01-JAN-2009	30-JUN-2009	Unchecked	Checked

FACMEMBER1 logs into secure Self-Service on March 31, 2008.

- He has access to the menu, because he is active for term 200443, which is accessible on that date.
- He sees term 200443 in the term selection list, because the current date falls within the range for term display.

FACMEMBER1 logs into secure Self-Service on April 30, 2009.

- He has access to the menu, because April 30, 2009, does not fall within any date range for which menu access is checked.
- He does not see term 200443 in the term selection list, because the current date does not fall within the date range for term 200443.

 **Note**

For a term, if a current date is not defined within any date range with the **Menu** checkbox checked, the faculty member will have access to the main menu, if he/she has an active SIAINST record. If the faculty member does not have an active SIAINST record, no menu access is allowed. ■

**Example 3:**

SOATERM has dates for:

Term	SIAINST	Start	End	Menu	Term Selection
200443	Active	01-JAN-2008	30-JUN-2008	Unchecked	Checked

FACMEMBER1 logs into secure Self-Service on March 31, 2008.

- He has access to the menu, because there are no dates defined for the current date.
- He sees term 200443 in the term selection list, because the current date falls within the range for term display.

FACMEMBER1 logs into secure Self-Service on April 30, 2009.

- He does not see term 200443 in the term selection list, because the current date does not fall within the range for term display.
- He has access to the menu, because there are no dates defined for the term.

**Example 4:**

SOATERM has no dates defined:

FACMEMBER1 logs into secure Self-Service.

- He has access to the menu, because there are no dates defined for the current date in any term.
- He has access to all active terms in the term selection list, because no restricted dates have been defined in any term.

**Example 5:**

SOATERM has dates for:

<b>Term</b>	<b>SIAINST</b>	<b>Start</b>	<b>End</b>	<b>Menu</b>	<b>Term Selection</b>
200443	Active	01-JAN-2008	30-JUN-2009	Checked	Checked
200620	Active	01-JAN-2009	30-JUN-2009	Checked	Checked

There is an overlap in the dates.

FACMEMBER1 logs into secure Self-Service on March 31, 2008.

- He has access to the menu, because he is active for term 200443, which is accessible on that date.
- He sees term 200443 in the term selection list, because the current date falls within the range for term display.

FACMEMBER1 logs into secure Self-Service on April 30, 2009.

- He has access to the menu, because April 30, 2009, falls within the date range for term 200443, and he is active in term 200443.



- He sees term 200443 and term 200620 in the term selection list, because the current date falls within the range for term display.

 **Note**

Faculty members who are inactive in term 200620 have access to the menu, because the current date falls with the menu date ranges for term 200443, when the faculty members were active. However, they do not see term 200620 in the term selection list. ■

## Faculty Security Scripts

Three scripts are used to create reports that assist with setup, testing, and troubleshooting. The scripts are not *run* from job submission. They are executed from the command line by developers or advanced functional users.

### srsormenu.sql: Menu Report

This script creates a report for a specific date range and displays faculty members and advisors who can access the main menu in Banner Faculty and Advisors Self-Service for that date range.

The script uses two parameters. Enter the start and end dates for the period for which you want to run the report.

- start\_date\_dd\_mon\_yyyy (in format DD-MON-YYYY)
- end\_date\_dd\_mon\_yyyy (in format DD-MON-YYYY)

For example:

```
Faculty and Advisor Security Dates - Menu Access(SORFTRM) Page 1
Enter value for start_date_dd_mon_yyyy: 19-AUG-2009
Enter value for end_date_dd_mon_yyyy: 31-AUG-2009
Start Date      End Date      Term
-----
19-AUG-09      20-AUG-09      099211
19-AUG-09      20-AUG-09      100001
21-AUG-09      22-AUG-09      No Menu Rule for Dates
23-AUG-09      29-AUG-09      200510
30-AUG-09      31-AUG-09      No Menu Rule for Dates
```

On August 19 and 20, 2009, only faculty members active in terms 099211 and 100001 will have access to the Faculty and Advisors menu in Banner Self-Service. (See lines 1 and 2 of the report.)

On August 21 and 22, 2009, any faculty members who are active in any term will have access to the Faculty and Advisors menu in Banner Self-Service, as no rules have been set up in SOATERM for these dates.

### srsorterm.sql: Term Selection Report

This script creates a report for a specific date range and provides a list of terms that will be displayed in the Banner Faculty and Advisors Self-Service term selection list for that date range. If a term is not included in the report, that term will not be available for selection in Self-Service for that date range.

The script uses two parameters. Enter the start and end dates for the period for which you want to run the report.

- start\_date\_dd\_mon\_yyyy (in format DD-MON-YYYY)
- end\_date\_dd\_mon\_yyyy (in format DD-MON-YYYY)

### srsorftrm.sql: Summary Report

This script creates a report of the records stored in SORFTRM. These records are ordered by start date.

The script uses one parameter.

menu\_or\_term (M for menu, T for term, B for Both)

Enter *M* to capture all menu records (SORFTRM\_MENU\_IND is *Y*). Enter *T* to capture term records (SORFTRM\_TERM\_IND is *Y*). Enter *B* to capture all SORFTRM records.

## Faculty Security Process Rules

This section discusses faculty member and advisor process rules used in Banner Faculty and Advisor Self-Service. Process rules are used to allow faculty member or advisor access to student information by process or role in Self-Service. The process codes used for the rules come from the Process Control Code Validation Form (STVPROC). The Faculty/Advisor Process Rules Form (SOAFACS) is used to set up the process rules for faculty members and advisors. The rules on STVPROC control access to the following processes:

- accessing student schedules (*DISPLAYSCHEDULE*)
- accessing student test scores (*DISPLAYTESTS*)
- accessing student grades (*DISPLAYGRADES*)
- entering student grades (*ENTERGRADES*)
- accessing student holds (*DISPLAYHOLDS*)
- accessing student transcripts (*TRANSCRIPT*)
- accessing student compliance information (*COMPLIANCE*)

This section discusses the following topics:

- Obsolete GTVSDAX Rules
- Conversion from GTVSDAX to SOAFACS
- Modified GTVSDAX Rules and Corresponding Self-Service Pages
- Faculty Member and Advisor Access to Self-Service
- All Access to Self-Service
- Check Order Functionality

## Obsolete GTVSDAX Rules

Rules on GTVSDAX used with security processing have been made obsolete. The associated security functionality is maintained on SOAFACS. The affected rules have a modified description of *Obsolete, Use SOAFACS form*, or for the *CHECKORDER* rule, *Obsolete, Use STVPROC form*. A script is delivered to inactivate these rules.

The following rules used with faculty and advisor access to processing in Self-Service are obsolete. Their descriptions refer to the form used for security processing.

External Code	Internal Code	Internal Code Seq Number	Internal Code Group	Description	Activity Date
Y, N	ADVRPIN	N/A	FACWEB	<i>Old</i> - Is Advisor PIN Control On?  <i>Updated</i> - Obsolete 8.3, Use SOAFACS form	Sysdate
A, F	CHECKORDER	N/A	FACWEB	<i>Old</i> - Access Order?  <i>Updated</i> - Obsolete 8.3, Use STVPROC form	Sysdate
Y, N	FACPIN	N/A	FACWEB	<i>Old</i> - Is Faculty PIN Control On?  <i>Updated</i> - Obsolete 8.3, Use SOAFACS form	Sysdate

## Modified GTVSDAX Rules

The *ALLADVR* and *ALLFAC* rules are no longer used for faculty and advisor security purposes. The associated security functionality has been moved to SOAFACS. However, these two rules still drive Self-Service display capabilities, and as such they will not be made obsolete. The rule descriptions have been updated in GTVSDAX to more accurately describe their current functionality.

The security functionality associated with the *ADVRTYPE* and *FACFATT* rules has been moved to SOAFACS. However, the rules are still used on GTVSDAX to determine whether to use the SOAFAPC rules for attribute/type checking with regard to the display of the Summary Faculty Wait List, Detail Faculty Wait List, and Detail Class List pages in Self-Service.

 **Note**

Refer to the “Modified GTVSDAX Rules and Corresponding Self-Service Pages” topic for current GTVSDAX functionality for the *ADVRTYPE* and *FACFATT* rules with regard to these Self-Service ages. ■

The security functionality associated with the *PRIMINSTR* rule has been moved to SOAFACS. However, this GTVSDAX rule must exist in order to display the Summary Faculty Wait List, Detail Faculty Wait List, and Detail Class list pages in Self-Service.

 **Note**

Refer to the “Modified GTVSDAX Rules and Corresponding Self-Service Pages” topic for current GTVSDAX functionality for the *PRIMINSTR* rule with regard to these Self-Service pages. ■

External Code	Internal Code	Internal Code Seq Number	Internal Code Group	Description	Activity Date
Y, N	ADVRTYPE	N/A	FACWEB	<i>Old</i> - Advisor Type Control On?  <i>Updated</i> - SOAFAPC Attribute/Type Check	Sysdate
Y, N	ALLADVR	N/A	FACWEB	<i>Old</i> - All Access for Advisors?  <i>Updated</i> - Display ‘All’ in Name Search	Sysdate
Y, N	ALLFAC	N/A	FACWEB	<i>Old</i> - All Access for Faculty?  <i>Updated</i> - Display ‘All’ in Name Search	Sysdate

External Code	Internal Code	Internal Code Seq Number	Internal Code Group	Description	Activity Date
Y, N	FACFATT	N/A	FACWEB	<i>Old</i> - Faculty Attribute Control On?  <i>Updated</i> - <i>Updated</i> - SOAFAPC Attribute/ Type Check	Sysdate
Y, N	PRIMINSTR	N/A	FACWEB	<i>Old</i> - Primary Instructor Check On  <i>Updated</i> - Primary Instructor Checking	Sysdate

## Conversion from GTVSDAX to SOAFACS

Faculty and advisor records that were processed using security rules on the Crosswalk Validation Form (GTVSDAX) will be processed through the rules in the SOAFACS form and SORFACS table. During the upgrade to this functionality, the values for these GTVSDAX rules will be translated from GTVSDAX and populated in SORFACS using a delivered conversion script.

The rules used on SOAFACS are delivered as system-required. With the exception of *ENTERGRADES*, each system-required process code from STVPROC has two associated rules on SOAFACS, one for faculty and one for advisor. The *ENTERGRADES* process is available for faculty only. The indicators (checkboxes) on the form will be updated based on existing GTVSDAX rules at your site.

### Note

It will be important to review your conversion, test these indicators when your upgrade has been performed, and confirm that faculty members and/or advisors do not have too much or too little access to student information. ■

Here is a list of the rules used on SOAFACS.

Rule/Indicator	Description
<b>Process Available on Self-Service</b>	<p>Checkbox used to indicate whether the process rule is active for the faculty member or advisor in Self-Service.</p> <p>When this indicator is checked, and faculty members or advisors meet the process rule, they have access to the process.</p> <p>When this indicator is unchecked, faculty members and advisors cannot access the process, but they can see the link to the process. A message is displayed indicating they do not have access to the process.</p>
<b>All Access</b>	<p>Checkbox used to indicate that no security is invoked for the process, and faculty members and advisors are able to view <i>all available student information</i> in Self-Service.</p> <p>Once this indicator has been checked, you cannot activate the settings for the other indicators except for the <b>Process Available on Self-Service</b> indicator.</p> <p>The <b>All Access</b> indicator <i>must</i> be unchecked in order to set the other indicators to checked or unchecked and activate those settings for the rule.</p>
<b>PIN Control</b>	<p>Checkbox used to indicate whether the student's PIN needs to be entered to access the process rule in Self-Service. When checked, the PIN is required.</p> <p><b>Note:</b> The <b>PIN Control</b> checkbox is not available for the <i>DISPLAYGRADES</i> or <i>ENTERGRADES</i> process rules.</p>
<b>Relationship</b> - Faculty - or -	<p>Checkbox used to require that the faculty member or advisor must have a teaching or advising relationship with the student, in order to access the process rule in Self-Service.</p>
<b>Relationship</b> - Advisor	<p>For example, when a faculty member is teaching a section in which the student is enrolled, and the Web page is displayed based on the student's ID, that faculty member can access the process.</p> <p>Or, when a faculty member is assigned to teach a section, and the Web page is displayed based on the CRN, that faculty member can access the process.</p>

<b>Rule/Indicator</b>	<b>Description</b>
<b>Primary</b> - Faculty - <i>or</i> - <b>Primary</b> - Advisor	Checkbox used to require that the faculty member or advisor must be the primary instructor or primary advisor for the student in order to access the process rule in Self-Service.  The faculty member must be the primary instructor on SSASECT to access the process.  The advisor must be the primary advisor on SGAADVR to access the process.
<b>Attribute Type Checking</b> - Faculty - <i>or</i> - <b>Attribute Type Checking</b> - Advisor	Checkbox used to require that the faculty attribute type or advisor type must be checked in order to access the process rule in Self-Service.  For faculty members, the system checks the attribute on SIAINST and then cross-references SOAFAPC.  For advisors, the system checks the advisor type on SGAADVR and then cross-references SOAFAPC.

Here is a comparison of the GTVSDAX rules and the indicators that perform the same processing.

<b>SOAFACS Indicator</b>	<b>GTVSDAX Rule</b>	<b>GTVSDAX Rule Status</b>
<b>PIN Control</b>	ADVRPIN	Obsolete
<b>Attribute Type Checking</b>	ADVRTYPE	Menu option dependent
<b>Attribute Type Checking</b>	FACFATT	Menu option dependent
<b>PIN Control</b>	FACPIN	Obsolete
<b>Primary</b>	PRIMINSTR	Menu option dependent
<b>All Access</b>	ALLFAC	Used for display
<b>All Access</b>	ALLADVR	Used for display
N/A	CHECKORDER	Moved to STVPROC, <b>Check Order</b> field

Your existing GTVSDAX rules will be converted using the delivered script, which will evaluate your rule settings and convert them to SOAFACS. You can then set the values and make them unique to faculty members or advisors for each process.

Here is a crosswalk that outlines each converted GTVSDAX rule, the SOAFACS process associated with the GTVSDAX rule, and the indicator that will drive access to that

process. Seven unique process rules are available on SOAFACS. With the exception of *ENTERGRADES*, which is available for faculty only, each rule can be assigned to faculty members and/or advisors, which provides a total of 13 system-required rules that can be used on SOAFACS.

<b>GTVSDAX Rule</b>	<b>Process</b>	<b>SOAFACS Indicator</b>
ALLFAC	all seven processes	<b>All Access</b> - faculty record
ALLADVR	all except <i>ENTERGRADES</i> <i>ENTERGRADES</i> not available for advisors	<b>All Access</b> - advisor record
ADVRPIN	all except <i>ENTERGRADES</i> , <i>DISPLAYGRADES</i> , <i>DISPLAYSCHEDULE</i> <i>ENTERGRADES</i> not available for advisors	<b>PIN Control</b> - advisor record
FACPIN	all except <i>ENTERGRADES</i> , <i>DISPLAYGRADES</i> , <i>DISPLAYSCHEDULE</i>	<b>PIN Control</b> - faculty record
ADVRTYPE	all except <i>ENTERGRADES</i> , <i>DISPLAYSCHEDULE</i> <i>ENTERGRADES</i> not available for advisors	<b>Attribute Type Checking</b> - advisor record
FACFATT	all except <i>DISPLAYSCHEDULE</i>	<b>Attribute Type Checking</b> - faculty record
PRIMINSTR	all except <i>DISPLAYSCHEDULE</i> for faculty  all except <i>ENTERGRADES</i> , <i>DISPLAYSCHEDULE</i> for advisors	<b>Primary</b> - both faculty and advisor

The *DISPLAYSCHEDULE* rule is delivered with the **All Access** indicator checked (Y), as this functionality was provided previously. It is important to test this functionality for faculty members and advisors to be certain the appropriate access is allowed.

The *CHECKORDER* rule on GTVSDAX has been replaced with functionality on STVPROC. Since the GTVSDAX rule is generic, your setting for this rule at the time of the upgrade will be converted to all seven system-required processes on STVPROC. Those STVPROC settings can then be customized based on the process.



GTVSDAX Rule	Process	STVPROC
CHECKORDER	<p data-bbox="695 285 919 312">all seven processes</p> <p data-bbox="695 342 1019 443"><i>CHECKORDER</i> for the <i>ENTERGRADES</i> process is only available for faculty</p> <p data-bbox="695 468 1019 564">No advisor rule is available for <i>ENTERGRADES</i> on SOAFACS</p>	<b>Check Order</b> field

### Modified GTVSDAX Rules and Corresponding Self-Service Pages

The *ADVRTYPE*, *FACFATT*, and *PRIMINSTR* rules control the display of Self-Service menu options and access to the associated pages.

<b>GTVSDAX</b>			
<b>Rule</b>	<b>Menu Options Driven by Rule</b>	<b>GTVSDAX Description</b>	<b>Functionality</b>
ADVRTYPE	<p><i>Faculty and Advisors Main Menu</i></p> <p><b>Summary Wait List</b> (bw1kfcw1.P_FacWaitListSum)</p> <p><b>Detail Wait List</b> (bw1kfcw1.P_FacWaitList)</p> <p><b>Detail Class List</b> (bw1kfcw1.P_FacClaList)</p> <p>These pages call the F_CheckCRNAccess function which then calls the F_CheckCRNProcess function. This second function checks the <i>FACFATT</i> and <i>ADVRTYPE</i> rules to determine whether to use the SOAFAPC rules for attribute/type checking.</p>	SOAFAPC Attribute/ Type Check	Rule determines whether to use SOAFAPC Attribute/Type.

Rule	Menu Options Driven by Rule	GTVSDAX Description	Functionality
FACFATT	<p><i>Faculty and Advisors Main Menu</i></p> <p>Summary Wait List (bw1kfcl.P_FacWaitListSum)</p> <p>Detail Wait List (bw1kfcl.P_FacWaitList)</p> <p>Detail Class List (bw1kfcl.P_FacClaList)</p> <p>These pages call the F_CheckCRNAccess function which then calls the F_CheckCRNProcess function. This second function checks the <i>FACFATT</i> and <i>ADVRTYPE</i> rules to determine whether to use the SOAFAPC rules for attribute/type checking.</p>	SOAFAPC Attribute/Type Check	Rule determines whether to use SOAFAPC Attribute/Type.
PRIMINSTR	<p><i>Faculty and Advisors Main Menu</i></p> <p>Summary Wait List (bw1kfcl.P_FacWaitListSum)</p> <p>Detail Wait List (bw1kfcl.P_FacWaitList)</p> <p>Detail Class List (bw1kfcl.P_FacClaList)</p> <p>These pages call the bw1kilib.F_CheckCRNAccess function which checks the <i>PRIMINSTR</i> rule.</p>	Primary Instructor Checking	Rule must exist to display data on these pages.

## Faculty Member and Advisor Access to Self-Service

The processes on STVPROC and their associated rules on SOAFACS determine which links can be accessed in Banner Faculty and Advisor Self-Service by faculty members and advisors.

### Note

The setting of the **PIN Control** indicator on SOAFACS is determined by the setting of the **Pin Control Allowed** indicator on STVPROC. ■

When the **Relationship**, **Primary**, or **Attribute Type Checking** indicators are checked for the advisor rule on SOAFACS for *DISPLAYGRADES*, access to CRN-based links will *not* be permitted. Only access to ID-based links will be permitted, including the Electronic Gradebook for a Student or Advisee Grade Summary pages in Self-Service. Other *DISPLAYGRADES* links will not permit access by advisors when any of these options are checked, to prevent advisors from directly entering a CRN and thus bypassing security. The **All Access** indicator allows advisors to select CRNs directly, because no security is invoked when the **All Access** indicator is checked.

Here is a comparison of how the rules affect access to Self-Service.

<b>Process</b>	<b>PIN Control Allowed?</b>	<b>Associated Self-Service Menu Options</b>
COMPLIANCE	Yes	<i>Faculty and Advisors Main Menu</i>  <i>Student Information Menu</i>  <b>Degree Evaluation</b> (bwlkfcap.P_FacDispCurrent)
DISPLAYGRADES	No	<i>Faculty and Advisors Main Menu</i>  <b>Midterm Grades</b> (bwlkfmgd.P_FacMidGrd)  <b>Final Grades</b> (bwlkffgd.P_FacFinGrd)  <b>Summary Class List</b> (bwlkfcwl.P_FacClaListSum)  <i>Faculty and Advisors Main Menu</i>  <b>Electronic Gradebook by Component</b> (bwlkegrb.P_FacGradeComponents)

Process	PIN Control Allowed?	Associated Self-Service Menu Options
		<i>Student Information Menu</i> Electronic Gradebook for a Student (bwlkegrb.P_FacIDShrmrksProc) Registration History (bwlkhreg.p_fac_reg_hist)
		<i>Faculty and Advisors Main Menu</i> Advisee Grade Summary (bwlkgrde.P_advfingrd) Faculty Grade Summary (bwlkgrde.P_FacFinGrd) Incomplete Grades Summary (bwlking.P_FacIncmpGrdSum)

When the **Relationship**, **Primary**, or **Attribute Type Checking** indicators are checked for the advisor rule on SOAFACS for *DISPLAYGRADES*, access to CRN-based links will *not* be permitted. Only access to ID-based links will be permitted, including the Electronic Gradebook for a Student or Advisee Grade Summary pages in Self-Service. Other *DISPLAYGRADES* links will not permit access by advisors when any of these options are checked, to prevent advisors from directly entering a CRN and thus bypassing security. The **All Access** indicator allows advisors to select CRNs directly, because no security is invoked when the **All Access** indicator is checked.

DISPLAYHOLDS	Yes	<i>Faculty and Advisors Main Menu</i> <i>Student Information Menu</i> View Holds (bwlkgstu.P_ViewHold)
DISPLAYSCHEDULE	Yes	<i>Faculty and Advisors Main Menu</i> <i>Student Information Menu</i> View Student Schedule (bwlkfstu.P_FacStuSchd) Student Week at a Glance (bwlkfshd.P_FacStuCrseSchd) Concise Student Schedule (bwlkcrse.P_FacStuSchd)

The *DISPLAYSCHEDULE* rule is delivered with the **All Access** indicator checked (Y), as all access to these links was provided previously. Security can be invoked for these links.

<b>Process</b>	<b>PIN Control Allowed?</b>	<b>Associated Self-Service Menu Options</b>
DISPLAYTESTS	Yes	<i>Faculty and Advisors Main Menu</i>  <i>Student Information Menu</i>  <b>Test Scores</b> (bwlktest.P_FacDispTest)
ENTERGRADES  This process is not available for advisors.	No	<i>Faculty and Advisors Main Menu</i>  <b>Midterm Grades</b> (bwlkfmgd.P_FacMidGrd)  <b>Final Grades</b> (bwlkffgd.P_FacFinGrd)  <i>Faculty and Advisors Main Menu</i>  <b>Electronic Gradebook by Component</b> (bwlkegrb.P_FacGradeComponents)  <i>Student Information Menu</i>  <b>Electronic Gradebook for a Student</b> (bwlkegrb.P_FacIDShrmrks Proc)  <i>Faculty and Advisors Main Menu</i>  <b>Incomplete Grades Summary</b> (bwlkingc.P_FacIncmpGrdSum)  <b>Summary Class List</b> (bwlkfcwl.P_FacClaListSum)
TRANSCRIPT	Yes	<i>Faculty and Advisors Main Menu</i>  <i>Student Information Menu</i>  <b>Academic Transcript Options</b> (bwlkftrn.P_FacDispTran)

Process	PIN Control Allowed?	Associated Self-Service Menu Options
CHECKORDER  <b>Check Order</b> field on STVPROC can be set to <i>Faculty</i> , <i>Advisor</i> , or <i>Both</i>	N/A	Access to Self-Service menu options depends on how the rule is set up on SOAFACS, but which rule is selected can require the <b>Check Order</b> field. <ul style="list-style-type: none"> <li>• When <b>Check Order</b> is set to <i>Faculty</i>, the faculty rule on SOAFACS is used for the process, if it is available.</li> <li>• When <b>Check Order</b> is set to <i>Advisor</i>, the advisor rule on SOAFACS is used for the process, if it is available.</li> <li>• When <b>Check Order</b> is set to <i>Both</i>, both faculty and advisor rules are evaluated, and the more permissive rule is used.</li> </ul>
Faculty and Advisor Security Information (bwlksecr.P_FacAdvrSecurity)  There is no STVPROC process associated with this Web page. However, the page reflects the use of the SOAFACS rules.	N/A	<i>Faculty and Advisors Main Menu</i>  Faculty and Advisor Security Information (bwlksecr.P_FacAdvrSecurity)  Reflects SOAFACS rules for review by faculty member or advisor

Notes for the Advisee Grade Summary page (bwlkgrde.P\_advfingrd):

- The security options on SOAFACS for *DISPLAYGRADES* include access to the Advisee Grade Summary page.
- When **All Access** is checked for *DISPLAYGRADES* on SOAFACS, the Advisee Grade Summary page displays only advisees, not all students.
- While the *DISPLAYGRADES* process on SOAFACS does apply to the Advisee Grade Summary page, there is no PIN control allowed for grades, and the advisor must have a relationship with the student in order for the advisee records to be displayed.
- The setting of **Relationship** checkbox will not influence access to the Advisee Grade Summary page, as an advisee/student relationship must always exist. Therefore, the **Primary** and **Attribute Type Checking** indicators are the security options that are applicable to Advisee Grade Summary page.

## All Access to Self-Service

The **All Access** checkbox on SOAFACS is used to indicate that no security is invoked for the process rule in Self-Service.

- When the **All Access** indicator is checked (set to *Y*), no other indicators may be checked for the rule.
- Once the **All Access** indicator has been checked, you cannot change the settings of the other indicators except for the **Process Available on Self-Service** indicator.
- With the exception of the **Process Available on Self-Service** indicator, the **All Access** indicator *must* be unchecked in order to set the other indicators to checked and have those settings invoked for the rule.

## Check Order Functionality

The *CHECKORDER* rule used on GTVSDAX is obsolete. Check order processing is controlled by the **Check Order** field on STVPROC. The indicator on STVPROC allows the choice of *Faculty*, *Advisor*, or *Both*.

An exception to this processing exists for the *ENTERGRADES* rule. Since the *ENTERGRADES* process is not allowed for advisors on SOAFACS, the only option used with the **Check Order** field for the *ENTERGRADES* rule is the *Faculty* option. While the field displays the values for *Faculty*, *Advisor*, or *Both*, only the value of *Faculty* can be saved for the *ENTERGRADES* rule.

When both the **Faculty** and **Advisor** checkboxes on SIAINST are checked for an ID, the check order processing may need to determine which SOAFACS rule to use.

1. The faculty member *or* advisor has a relationship with the student. *Check order processing is not used.*

When the faculty member or advisor advises the student but does not teach the student, the advisor rule is selected.

When the faculty member or advisor teaches the student, the faculty rule is selected.

For example, when the ID is both a faculty member and advisor:

- The faculty member teaches Student A.
- The advisor advises Student B.

When the ID is requesting information for Student A, the faculty rule is selected. Check order processing is not used.

When the ID is requesting information for Student/Advisee B, the advisor rule is selected. Check order processing is not used.



2. The faculty member *and* advisor have relationships with the student. *Check order processing is used.*

When the faculty member or advisor teaches *and* advises the *same* student, check order processing is used.

For example, when the ID is both a faculty member and an advisor:

- The faculty member teaches Student A.
- The advisor advises Student A.

When the ID is requesting information for Student A, check order processing is used.

When the ID is requesting information for Student/Advisee A, check order processing is used.

3. The faculty member *or* advisor does not have a relationship with the student. *Check order processing is used.*

For example, when the ID is both a faculty member and an advisor:

- The faculty member does not teach Student C.
- The advisor does not advise Student C.

When the ID is requesting information for Student C, check order processing is used.

When the ID is requesting information for Student/Advisee C, check order processing is used.

## Purge Process

The following purge process may be used to purge information in the Faculty Load Module.

### sipasgn.pc - Instructor Term Rule Purge

This process will purge, by user-defined parameters, the instructional assignments, the non-instructional assignments, and the workload term rules for the term specified.

## Banner Student Interface to Banner Human Resources

Please refer to the *Interfaces* chapter for information on the interface between Faculty Load data and Banner Human Resources.

# Faculty Load Reports

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This section contains a sample of each report in the Faculty Load module. Parameter definitions have also been provided for your convenience.

The following reports are run through the Faculty Load module:

Instructor Schedule Report	(SIRASGQ)
Faculty Load Contract Analysis Report	(SIRCTAL)
Faculty Load Term Analysis Report	(SIRTRAL)
Instructional Assignment Purge	(SIPASGN)

## Instructor Schedule Report (SIRASGQ)

**Description** This report is used to print an instructor's schedule, with detailed information including session dates and times, course names and CRNs, rooms where the classes are being held, and enrollments, etc. Faculty salary information may be printed on faculty schedules, but only if the Banner Human Resources System is installed.

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	Process Term	Yes	Enter the term for which you want the instructor's schedule to be printed.	Term Code Validation Form (STVTERM)
	ID Number	No	Enter the ID number for the instructor for which you want the schedule run (multiple requests permitted). Entering % will select all instructors.	
	Part of Term (% for all)	No	Enter the part of term code for which the instructor's schedule is to be printed. Multiple parts of term can be entered, or a % can be used to indicate that all parts of term within the selected term are to be printed.	Part of Term Code Validation Form (STVPTRM)
	Print Salary	No	Enter <i>Y</i> to print the faculty member's salary on their schedule. Enter <i>N</i> when you do not want to print the faculty member's salary on their schedule.  The Banner Human Resources System <i>must</i> be installed in order to use this parameter.	Y Print salary N Do not print salary
	Salary Effective Date	No	Enter the effective date in DD-MON-YYYY format. This parameter is required if the Print Salary parameter is set to <i>Y</i> .	

## Report Sample—Instructor Schedule Report (SIRASGQ)

13-DEC-1993 09:07:24  
199401

Banner University  
Instructor Schedules

PAGE 1  
SIRASGQ

INSTRUCTOR NAME: Jack Adams  
INSTRUCTOR ID: 222000001

### I N S T R U C T I O N A L

CRN	PT	SUBJ	CRSE	SESSION SEC NO	SCHD HOURS	DATES START	END	DAYS M T W R F S U	TIME BEG END	BUILDING	ROOM	ENROLLMENT MAXIMUM	ACTUAL	CROSS LIST	C
10002	1	BIOL	100	01 01	A 4.00	01-SEP-1993	13-DEC-1993	M W F	0100-0150pm	GRANT	115	5	5		
10004	1	BIOL	100	03 01	B .00	01-SEP-1993	13-DEC-1993	T R	0800-0930am	NORTH	N1000	10			
10029	1	MATH	120	01 01	A 3.00	01-SEP-1993	13-DEC-1993	M	0800-0850am	NORTH	N1001	30	1		
				01 A	.00	01-SEP-1993	13-DEC-1993	W	0900-0950am	NORTH	N1001	30	1		
				01 A	.00	01-SEP-1993	13-DEC-1993	F	0900-0950am	NORTH	N1001	30	1		

### N O N - I N S T R U C T I O N A L

TYPE	DESCRIPTION	WLOAD	COLLEGE	DEPT	DESCRIPTION	TOPS	DESCRIPTION	FTE
ADV	Advising	2.00						.16
CHR	Department Chairman	3.00	02	0001 Mathematics Department				.25

13-DEC-1993 09:07:24  
199401

Banner University  
Instructor Schedules

PAGE 2  
SIRASGQ

INSTRUCTOR NAME: Bartholomew Bannister Barnes  
INSTRUCTOR ID: 909000002

I N S T R U C T I O N A L

CRN	PT	SUBJ	CRSE	SESSION SEC NO	SCHD HOURS	DATES START	END	DAYS M T W R F S U	TIME BEG END	BUILDING	ROOM	ENROLLMENT MAXIMUM	ACTUAL	CROSS LIST	C
10007	1	FREN	200	01 01 01 C	1.00 2.00	01-SEP-1993 01-SEP-1993	13-DEC-1993 13-DEC-1993	M T	0900-0950am 0900-1030am	NORTH NORTH	N1002 N1002	20 20			
10009	1	FREN	500	01 01 01 C	3.00 .00	01-SEP-1993 01-SEP-1993	13-DEC-1993 13-DEC-1993	M W F R	1000-1050am 1200-1250pm	GRANT MENDAL	115 M1000	20 20			*
10016	1	ENGL	100	01 01 01 A	3.00 .00	01-SEP-1993 01-SEP-1993	13-DEC-1993 13-DEC-1993	M W F R	0800-0850am 1200-1250pm	GRANT MENDAL	115 M1000	40 40	1 1		*

N O N - I N S T R U C T I O N A L

TYPE	DESCRIPTION	WLOAD	COLLEGE	DEPT	DESCRIPTION	TOPS	DESCRIPTION	FTE
COMM	Academic Committee	1.00	01	0004	English Department			.08
CUR	Curriculum Development	2.00	01	0004	English Department			.16

13-DEC-1993 09:07:24  
199401

Banner University  
Instructor Schedules

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SIRASGQ

\* \* \* REPORT CONTROL INFORMATION - SIRASGQ - Release 2.1.5 \* \* \*

RPTNAME: SIRASGQ  
TERM: 199401  
REQUESTED ID(S):  
%  
PART OF TERM: %  
PRINT SALARY: N  
SALARY EFFECTIVE DATE:  
INSTRUCTORS SELECTED: 9

## Faculty Load Contract Analysis Report (SIRCTAL)

**Description** This report is used to calculate and print the Faculty Load contract analysis.

Parameters	Name	Required?	Description	Values
	Schedule Term	Yes	Enter the term for which you want the contract analysis to be printed.	Term Code Validation Form (STVTERM)
	ID Number	No	Enter the ID number for the instructor for which you want the contract analysis run (multiple requests permitted). Entering a <i>NULL</i> value will select all instructors.	
	Contract Type	No	Enter the faculty contract type for which the instructor's contract analysis is to be printed. Multiple contract types can be entered, or enter a <i>NULL</i> value to indicate that all contract types are to be printed.	Faculty Contract Type Code Validation Form (STVFCNT)
	Category Code	No	Enter the faculty category code for which you want the contract analysis to be run. Multiple category codes can be entered, or a <i>NULL</i> value will select all category codes.	Faculty Category Code Validation Form (STVFCTG)
	Staff Type	No	Enter the faculty staff type for which you want the contract analysis to be created. Multiple staff types can be entered, or enter a <i>NULL</i> value for all faculty staff types.	Faculty Staff Type Code Validation Form (STVFSTP)
	Instructor/Assignment Indicator	Yes	Enter <i>I</i> to select college and department for the instructor(s); enter <i>A</i> to select only instructors with assignments.	I Instructor college and department A Instructor assignments
	College Code	No	Enter the college code for which you want the contract analysis to be run (or <i>NULL</i> for all college codes). Multiple college codes can be selected.	College Code Validation Form (STVCOLL)

<i>Parameters</i>	<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
	Department Code	No	Enter the department code for which you want the analysis to be run. Multiple department codes may be entered, or enter a <i>NULL</i> value to select all department codes.	Department Code Validation Form (STVDEPT)
	Sort Field	No	A <i>NULL</i> value will sort by contract and name; enter <i>1</i> to sort by college, department, and contract; enter <i>2</i> to sort by college, department, contract and name; or enter <i>3</i> to sort by college, department, contract and ID number.	1 College, Department, Contract order 2 College, Department, Contract, Name order 3 College, Department, Contract, ID number order <i>NULL</i> Contract, Name
	Perform Analysis Indicator	No	Either <i>Y</i> or a <i>NULL</i> value will run the analysis, <i>N</i> if you don't want the contract analysis performed.	Y Run analysis (also <i>NULL</i> ) N Do not run analysis
	Satisfied/Unsatisfied Indicator	No	Enter <i>Y</i> to list contracts which have been satisfied, enter <i>N</i> to list contracts which have not been satisfied, or enter a <i>NULL</i> value to list all contracts, whether satisfied or not.	Y List satisfied contracts N List unsatisfied contracts <i>NULL</i> List all contracts
	Page Break	No	Enter <i>Y</i> to page break on each faculty member, or <i>N</i> or <i>NULL</i> for normal break.	Y Page break on faculty N Normal break (also <i>NULL</i> )
	Home Indicator	No	Enter <i>Y</i> to list home college and department for each faculty member, or <i>N</i> or <i>NULL</i> to list all colleges and departments.	Y List home college and department N List all colleges and departments (also <i>NULL</i> )

# Report Sample—Faculty Load Contract Analysis Report (SIRCTAL)

12/14/1993 14:01:49  
199401 Fall 1993

Banner University

PAGE 1  
SIRCTAL

Faculty Load Module  
Contract Analysis Report

College: 01 College of Arts & Sciences /Department: 0001 Mathematics Department

Id: 208000023 Name: Landers, Jerry

Status: AC Active  
Category: TNPROF

Home Admin Coll: 01 College of Arts & Sc Home Admin Dept.: 0001 Mathematics Department  
Staff Type: FT Full Time Contract Type: FS Fall/Spring Contract  
Contract Rule: FT01FS Full Time/College 1/

\*\*\*\*\* College & Department Information \*\*\*\*\*

Home	College	Department	%
Y	01 College of Arts & Sciences	0001 Mathematics Department	100

\*\*\*\*\* Term Workload - 199401 Fall 1993 \*\*\*\*\*

Credit Hours:	4.00	Instructional Workload:	9.00
Generated Hours:	20.00	Non-Instructional Workload:	
Weekly Contact Hours:	5.50	Total Workload:	9.00
Term Contact Hours:	88.00	Contract Term FTE:	.42

\*\*\*\*\* Workload Contract Term Rule \*\*\*\*\*

Contract Rule Code: FT01FS Full Time/College 1/Fall Spr

	Low	High		Low	High
Credit Hours:			Instructional Workload:	9.00	9.00
Generated Hours:			Non-Instructional Workload:	1.00	9.00 U
Weekly Contact Hours:			Total Workload:	9.00	9.00
Contract Contact Hours:			Contract FTE:	1.00	1.00 U

Contract Term analysis complete - workload rules NOT satisfied by instructor



12/14/1993 14:01:49  
199401 Fall 1993

Banner University  
Faculty Load Module  
Contract Analysis Report

PAGE 2  
SIRCTAL

College: 01 College of Arts & Sciences /Department: 0001 Mathematics Department

Id: 208000023 Name: Landers, Jerry

\*\*\*\*\* Term Workload - 199402 Spring 1994 \*\*\*\*\*

Credit Hours:	4.00	Instructional Workload:	9.00
Generated Hours:	4.00	Non-Instructional Workload:	
Weekly Contact Hours:	2.25	Total Workload:	9.00
Term Contact Hours:	36.00	Contract Term FTE:	.42

\*\*\*\*\* Workload Contract Term Rule \*\*\*\*\*

Contract Rule Code: FT01FS Full Time/College 1/Fall Spr

	Low	High		Low	High
Credit Hours:			Instructional Workload:	12.00	12.00 U
Generated Hours:			Non-Instructional Workload:	1.00	12.00 U
Weekly Contact Hours:			Total Workload:	12.00	12.00 U
Contract Contact Hours:			Contract FTE:	1.00	1.00 U

Contract Term analysis complete - workload rules NOT satisfied by instructor

\*\*\*\*\* Contract Workload Summary \*\*\*\*\*

Credit Hours:	8.00	Instructional Workload:	18.00
Generated Hours:	24.00	Non-Instructional Workload:	
Weekly Contact Hours:	7.75	Total Workload:	18.00
Contract Contact Hours:	124.00	Contract FTE:	.84

12/14/1993 14:01:49  
199401 Fall 1993

\*\*\*\*\* Workload Contract Rule \*\*\*\*\*  
Banner University

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SIRCTAL

Faculty Load Module  
Contract Analysis Report

College: 01 College of Arts & Sciences /Department: 0001 Mathematics Department

Id: 208000023 Name: Landers, Jerry

\*\*\*\*\* Workload Contract Rule \*\*\*\*\*

Contract Rule Code: FT01FS Full Time/College 1/Fall Spr

	Low	High		Low	High
Credit Hours:	-----	-----	Instructional Workload:	1.00	21.00
Generated Hours:			Non-Instructional Workload:	1.00	21.00 U
Weekly Contact Hours:			Total Workload:	21.00	21.00 U
Contract Contact Hours:			Contract FTE:	1.00	1.00 U

12/14/1993 14:01:49  
199401 Fall 1993

Banner University

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SIRCTAL

Faculty Load Module  
Contract Analysis Report

\* \* \* REPORT CONTROL INFORMATION - SIRCTAL - Release 2.1.5 \* \* \*

RPTNAME: SIRCTAL  
SCHEDULE TERM: 199401  
ID NUMBER:  
CONTRACT TYPE:  
CATEGORY CODE:  
STAFF TYPE:  
COLLEGE & DEPARTMENT FOR INSTRUCTOR OR ASSIGNMENT(I/A): I  
COLLEGE CODE:  
DEPARTMENT CODE:  
SORT FIELD: 1  
PERFORM TERM WORKLOAD ANALYSIS: Y  
FOR SATISFIED OR UNSATISFIED (Y/N):  
PAGE BREAK ON FACULTY: Y  
HOME COLLEGE & DEPARTMENT: Y  
TOTAL FACULTY SELECTED: 17

## Faculty Load Term Analysis Report (SIRTRAL)

**Description** This report is used to calculate and print the Faculty Load term analysis.

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	Schedule Term	Yes	Enter the term for which you want the term analysis to be printed.	Term Code Validation Form (STVTERM)
	ID Number	No	Enter the ID number for the instructor for which you want the term analysis run (multiple requests permitted). Entering a <i>NULL</i> value will select all instructors.	
	Contract Type	No	Enter the faculty contract type for which the instructor's term analysis is to be printed. Multiple contract types can be entered, or enter a <i>NULL</i> value to indicate that all contract types are to be printed.	Faculty Contract Type Code Validation Form (STVFCNT)
	Category Code	No	Enter the faculty category code for which you want the term analysis to be run. Multiple category codes can be entered, or a <i>NULL</i> value will select all category codes.	Faculty Category Code Validation Form (STVFCTG)
	Staff Type	No	Enter the faculty staff type for which you want the term analysis to be created. Multiple staff types can be entered, or enter a <i>NULL</i> value for all faculty staff types.	Faculty Staff Type Code Validation Form (STVFSTP)
	Instructor/Assignment Indicator	Yes	Enter <i>I</i> to select college and department for the instructor(s); enter <i>A</i> to select only instructors with assignments.	I Instructor college and department A Instructor assignments
	College Code	No	Enter the college code for which you want the term analysis to be run (or <i>NULL</i> for all college codes). Multiple college codes can be selected.	College Code Validation Form (STVCOLL)

Parameters	Name	Required?	Description	Values
	Department Code	No	Enter the department code for which you want the analysis to be run. Multiple department codes may be entered, or enter a <i>NULL</i> value to select all department codes.	Department Code Validation Form (STVDEPT)
	Sort Field	No	A <i>NULL</i> value will sort by college and department; enter <i>1</i> to sort by college, department, category, and staff type; enter <i>2</i> to sort by college, department, and name; or enter <i>3</i> to sort by ID number.	1 College, Department, Category, Staff type, Contract order 2 College, Department, Name order 3 ID number order NULL College, Department
	Perform Analysis Indicator	No	Enter <i>Y</i> or <i>NULL</i> to run the analysis, or enter <i>N</i> if you don't want the term analysis performed.	Y Run analysis (also NULL) N Do not run analysis
	Satisfied/Unsatisfied Indicator	No	Enter <i>Y</i> to list workload term rules which have been satisfied, enter <i>N</i> to list workload term rules which have not been satisfied, or enter a <i>NULL</i> value to list all workload term rules, whether satisfied or not.	Y List satisfied workload rules N List unsatisfied workload rules NULL List workload rules
	Page Break	No	Enter <i>Y</i> to create a page break on each faculty member, or enter <i>N</i> or <i>NULL</i> for a normal page break.	Y Page break on faculty N Normal break (also NULL)
	Home Indicator	No	Enter <i>Y</i> to list home college and department for each faculty member, or enter <i>N</i> or <i>NULL</i> to list all colleges and departments.	Y List home college and department N List all colleges and departments (also NULL)

# Report Sample—Faculty Load Term Analysis Report (SIRTRAL)

22-DEC-2008 05:02:28 PM  
 199910 Fall 1998  
 Description 199910

SUNGARDHE University

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 SIRTRAL

Faculty Load Module  
 Term Analysis Report

College: AS College of Arts & Sciences /Department: SSCI Social Sciences

Id: 216483728 Name: Block, Charles

Status: AC Active  
 Category: ASPROF Associate Professor

Home Admin Coll: AS College of Arts & Sc Home Admin Dept: SSCI Social Sciences  
 Staff Type: FT Full Time (LL W)  
 Workload Rule: FTAS Full Time-Arts & Sc

\*\*\*\*\* College & Department Information \*\*\*\*\*

Home	College	Department	%
Y	AS College of Arts & Sciences	SSCI Social Sciences	100

\*\*\*\*\* Instructional Assignment \*\*\*\*\*

CRN	SI	Subj	Crse	Sec	Course Title	Sch	Enrl	Col	Dept	Res %	Ses %	P	O
10005	01	JAC	100	0	jac	L	4	AS		100	100	Y	

\*\*\*\*\* Workload and Contact Hrs \*\*\*\*\*

Sess Cred	Genl Cred	Workload Std	Hrs Adj	Calc Wkld	Inst Cred	Contact Weekly	Hrs Total	Fte Factor					
3.000	12.000			0.000	3.000	153.000	2400.000	0.000					
10084	01	MATH	101	0	Calculus	L	AS	100	100	Y			

\*\*\*\*\* Workload and Contact Hrs \*\*\*\*\*

Sess Cred	Genl Cred	Workload Std	Hrs Adj	Calc Wkld	Inst Cred	Contact Weekly	Hrs Total	Fte Factor
3.000	0.000			0.000	3.000	174.000	2378.000	0.000

\*\*\*\*\* No Non-Instructional Assignment \*\*\*\*\*

\*\*\*\*\* Workload Summary \*\*\*\*\*

Session Credit Hours:	6.000	Instructional Credit Hours:	6.000
Generated Hours:	12.000	Instructional Workload:	0.000
Weekly Contact Hours:	327.000	Non-Instructional Workload:	
Term Contact Hours:	4778.000	Total Workload:	0.000
		Term FTE:	0.00

\*\*\*\*\* Workload Term Rule \*\*\*\*\*

22-DEC-2008 05:02:28 PM  
199910 Fall 1998  
Description 199910

SUNGARDHE University

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SIRTRAL

Faculty Load Module  
Term Analysis Report

College: AS College of Arts & Sciences /Department: SSCI Social Sciences

\*\*\*\*\* Workload Term Rule \*\*\*\*\*

Workload Rule Code: FTAS Full Time-Arts & Sciences

	Low	High		Low	High
Credit Hours:	-----	-----	Instructional Workload:		
Generated Hours:			Non-Instructional Workload:		
Weekly Contact Hours:			Total Workload:	12.000	15.000 U
Term Contact Hours:			Term FTE:		

Term analysis complete - workload rules NOT satisfied by instructor

22-DEC-2008 05:02:28 PM  
199910 Fall 1998  
Description 199910

SUNGARDHE University

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SIRTRAL

Faculty Load Module  
Term Analysis Report

\* \* \* REPORT CONTROL INFORMATION - SIRTRAL - Release 8.0 \* \* \*

RPTNAME: SIRTRAL  
SCHEDULE TERM: 199910  
ID NUMBER:  
CATEGORY CODE:  
STAFF TYPE:  
COLLEGE & DEPARTMENT FOR INSTRUCTOR OR ASSIGNMENT(I/A): I  
COLLEGE CODE:  
DEPARTMENT CODE:  
SORT FIELD: 1  
PERFORM TERM WORKLOAD ANALYSIS: Y  
FOR SATISFIED OR UNSATISFIED (Y/N):  
PAGE BREAK ON FACULTY: Y  
HOME COLLEGE & DEPARTMENT:  
TOTAL FACULTY SELECTED: 58

## Instructional Assignment Purge (SIPASGN)

**Description** This process is used to purge the instructional assignments, the non-instructional assignments, and the rules associated with the term being processed.

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	Report Term	Yes	Enter the term to be printed in the report heading.	Term Code Validation Form (STVTERM)
	Purge Term	Yes	Enter the term for which the purge process is to be performed.	Term Code Validation Form (STVTERM)
	Purge Instructional Assignments	No	Enter a <i>Y</i> to purge all instructional assignments for the term being processed.	
	Purge Non-Instructional Assignments	No	Enter a <i>Y</i> to purge all non-instructional assignments for the term being processed.	
	Purge Workload Rules	No	Enter a <i>Y</i> to purge all workload rules for the term being processed.	
	Run Mode		Enter <i>A</i> for running the process in audit mode. Enter a <i>U</i> to run the process in update mode.	A Audit U Update

## Report Sample—Instructional Assignment Purge (SIPASGN)

16:43:13 199301	Banner University Instructional Assignment Purge Audit Report Only				PAGE 1 SIPASGN
222-00-0001	Adams, Jack				
	TERM: 199301	CRN: 10001	SESSION: 01		
	TERM: 199301	CRN: 10002	SESSION: 01		
	TERM: 199301	CRN: 10020	SESSION: 01		
	TERM: 199301	CRN: 10100	SESSION: 01		
	TERM: 199301	CRN: 10100	SESSION: 02		
	TERM: 199301	CRN: 10097	SESSION: 01		
	TERM: 199301	CRN: 10084	SESSION: 01		
208-00-0015	Cook, Richard				
	TERM: 199301	CRN: 10002	SESSION: 01		
	TERM: 199301	CRN: 10021	SESSION: 01		
208-00-0008	Douglas, Richard				
	TERM: 199301	CRN: 10002	SESSION: 01		
208-00-0020	Foley, Janet				
	TERM: 199301	CRN: 10002	SESSION: 01		
555-00-0002	Knoble, Hope E.				
	TERM: 199301	CRN: 10001	SESSION: 01		
	TERM: 199301	CRN: 10010	SESSION: 01		
	TERM: 199301	CRN: 10012	SESSION: 01		
208-00-0009	Patterson, Dawn				
	TERM: 199301	CRN: 10001	SESSION: 02		
	TERM: 199301	CRN: 10002	SESSION: 01		
	TERM: 199301	CRN: 10100	SESSION: 03		
208-00-0001	Scott, Walter				
	TERM: 199301	CRN: 10001	SESSION: 01		
	TERM: 199301	CRN: 10010	SESSION: 01		
	TERM: 199301	CRN: 10066	SESSION: 01		
	TERM: 199301	CRN: 10020	SESSION: 01		
	TERM: 199301	CRN: 10001	SESSION: 02		
222-00-0000	Stevenson, Joanne				
	TERM: 199301	CRN: 10018	SESSION: 01		
	TERM: 199301	CRN: 10029	SESSION: 01		

16:43:13 199301	Banner University Non-Instructional Assignments Audit Report Only				PAGE 1 SIPASGN
555-00-0002	Knoble, Hope E.				
	TERM: 199301	NIST: COAC	COLL:	DEPT:	TOPS:
	TERM: 199301	NIST: GRNT	COLL:	DEPT:	TOPS:



16:43:13  
199301

Banner University  
Workload Rules Purge (FLRT)  
Audit Report Only

PAGE 1  
SIPASGN

WORKLOAD:	000001	STATUS:	A	TERM:	199301
WORKLOAD:	000003	STATUS:	A	TERM:	199301
WORKLOAD:	000004	STATUS:	A	TERM:	199301

16:43:13  
199301

Banner University  
Workload Rules Purge (FLCT)  
Audit Report Only

PAGE 2  
SIPASGN

CONTRACT TYPE:	F	STATUS:	A	CONTRACT RULE CODE:	000004	TERM:	199301
CONTRACT TYPE:	FS	STATUS:	A	CONTRACT RULE CODE:	000001	TERM:	199301
CONTRACT TYPE:	FS	STATUS:	A	CONTRACT RULE CODE:	000001	TERM:	199301
CONTRACT TYPE:	FS	STATUS:	A	CONTRACT RULE CODE:	000001	TERM:	199301
CONTRACT TYPE:	PT	STATUS:	A	CONTRACT RULE CODE:	000004	TERM:	199301

16:43:13  
199301

Banner University  
Faculty Purge Control Report  
Audit Report Only

PAGE 3  
SIPASGN

\* \* \* REPORT CONTROL INFORMATION - SIPASGN - Release 2.1.5 \* \* \*

REPORT TERM: 199301  
PURGE TERM: 199301  
PURGE INSTRUCTIONAL ASSIGNMENTS: Y  
PURGE NON-INSTRUCTIONAL ASSIGNMENTS: Y  
PURGE WORKLOAD TERM RULES: Y  
RUN MODE: A

NUMBER OF POTENTIAL INSTRUCTIONAL ASSIGNMENTS DELETED: 24  
NUMBER OF POTENTIAL NON-INSTRUCTIONAL ASSIGNMENTS DELETED: 2  
NUMBER OF POTENTIAL WORKLOAD RULES DELETED:  
FLRT: 3  
FLCT: 5



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## Location Management Procedures

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### Housing Room Assignment Using Building and Room Genders

#### Gender Specific Buildings

If a building is specified as either a male building or a female building on the Building Definition Form (SLABLDG), only persons matching that building's specific gender are permitted to be assigned to the building.

If a gender is entered on (SLABLDG), it defaults to each room in the building on the Room Definition Form (SLARDEF). The default value cannot be changed to the opposite sex; however, the system does permit the removal of the original gender specification, which was the default value from SLARDEF. Yet, even if the gender is removed (*Not Available*) from the **Gender** field on the Room Definition Form (SLARDEF), the system only permits the assignment of those persons matching the gender that was specified to the room at the building level. There are no overrides provided to allow a person of an unknown or opposite gender to be assigned to the rooms in a gender specific building. These rules are used in batch and online processing of housing assignments.

#### Gender Non-Specific Buildings

If the gender of a building is not specified on the Building Definition Form (SLABLDG), then the **Gender** field is null or *Not Available*, and persons of all genders, male, female, and unknown, may be assigned to the building. Assignment will be made according to the following, online, room specific gender rules:

- If the gender of the building is *Not Available* on the Building Definition Form (SLABLDG), and the gender of the room is designated as *Male* on the Room Definition Form (SLARDEF), only persons of male gender may be assigned to this room.
- If the gender of the building is *Not Available* on the Building Definition Form (SLABLDG), and the gender of the room is designated as *Female* on the Room Definition Form (SLARDEF), only persons of female gender may be assigned to this room.

- If the gender of the building is *Not Available* on the Building Definition Form (SLABLDG), and the gender of the room is *Not Available* on the Room Definition Form (SLARDEF), male, female, and unknown genders may be assigned to this room. This allows for married housing and co-ed rooms to be processed.

When performing the Batch Scheduling of Housing Assignments, the following rules are used:

- If the gender of the building is *Not Available* on the Building Definition Form (SLABLDG), and the gender of the room is designated as *Male* on the Room Definition Form (SLARDEF), only persons of male gender may be assigned to this room.
- If the gender of the building is *Not Available* on the Building Definition Form (SLABLDG), and the gender of the room is designated as *Female* on the Room Definition Form (SLARDEF), only persons of female gender may be assigned to this room.
- If the gender of the building is *Not Available* on the Building Definition Form (SLABLDG), and the gender of the room is *Not Available* on the Room Definition Form (SLARDEF), male, female, and unknown genders may be assigned to this room. However, the first applicant scheduled into the room defines the room gender for the Batch Scheduling process. (**Note:** The **Gender** field remains *Not Available* on SLARDEF.) If the first applicant assigned to the room has not designated a gender on the Dorm Room and Meal Application Form (SLARMAP), then no one else is scheduled in batch into the room, because the gender of the room remains unknown.

## Housing Module Deposits

The total amount of housing deposits which the applicant has paid for the term is displayed in the Key Information of the Room Assignment Form (SLARASG). The total amount of meal deposits for the term is displayed on the Meal Assignment Form (SLAMASG), and the total amount of phone deposits for the term is displayed on the Phone Assignment Form (SLAPASG).

These deposit amounts are summarized by a deposit type which exists on the Deposit Detail Control Form (TGADEPC). These deposit types are validated against the Deposit Type Validation Form (TTVDTYP). The deposit type for Housing Deposits must be *HOU*, *MEA* for meal deposits, and *PHO* for phone deposits.

Deposits maintained on the Student Payment Form (TSASPAY) or Billing Mass Date Entry Form (TSAMASS) or Account Detail Form (TSADETL) for the term which have not expired are summarized by deposit type, and the total amount for the term displays on the appropriate assignment form.

## Housing Module Assessment

The assessment of dormitory rooms, meal plans, and phone charges is user-defined based on the rules established on the Room/Meal/Phone Rate Code Rules Form (SLALMFE). Assessment rules are established by term to allow for different assessment rules for each term. The user can create assessment rules based on either a daily rate, a monthly rate, or a term rate. This gives the institution the ability to charge a daily rate for dormitory rooms, a term rate for meal plans, and a monthly charge for phone usage.

The Room/Meal/Phone Rate Code Rules Form has three sections for creating assessment rules: one for housing rates, one for meal rates, and the other for phone rates. Each section functions in the same manner. Prior to building these assessment rules, the user must establish the valid rate codes on the Room Rate Code Validation Form (STVRRCD), Meal Rate Code Validation Form (STVMRCD), and Phone Rate Code Validation Form (STVPRCD). Detail codes must also be created for each different charge that will be assessed. These are created on the Detail Code Control Form (TSADETC). The detail code must be established with the following category codes:

HOU	-	Housing assessments
MEA	-	Meal plan assessments
PHO	-	Phone assessments

The **Refundable** checkbox must be checked for these detail codes in order to process refunds.

After the validation tables and the detail codes have been created, the assessment rules can be built on Room/Meal/Phone Rate Code Rules Form (SLALMFE). Each rate code and how it will be assessed (daily, monthly, or term) is entered.

A detail code is then entered for the rate code followed by the base rate to be assessed. This base rate should be the daily rate if the assessment type is *D*, the monthly rate if the assessment type is *M*, or the term rate if the assessment type is *T*. The base rate will be multiplied by the calculated number of days, months, or terms, for the housing, meal or phone assignment. The base rate and the minimum charge must be less than or equal to the maximum charge. The days, months, and term associated with a dorm room, meal, or phone assignment are calculated on the Room Assignment Form (SLARASG), Meal Assignment Form (SLAMASG), or the Phone Assignment Form (SLAPASG) respectively. The user can then specify a minimum and maximum assessment amount. If the calculated assessment amount is less than the minimum, the minimum amount is assessed. If the calculated assessment amount is greater than the maximum amount specified, the maximum amount is assessed.

When the assignments are created on the Room Assignment Form (SLARASG), Meal Assignment Form (SLAMASG), and the Phone Assignment Form (SLAPASG), the user has the ability to review assessments by checking the **Review Assessments** checkbox in the Assessment Information window of each form. This calculates the assessment based on the rates on the Room/Meal/Phone Rate Code Rules Form (SLALMFE) and the

number of days, months, and terms associated with the assignment's beginning and ending date, but does not update the student's account in the Accounts Receivable module. For example, the beginning and ending dates used by the Housing Module for term 199001 were established as 27-AUG-1990 and 16-DEC-1990 on the Term Code Validation Form (STVTERM). This calculates out to 112 days, 3.64516 months, and 1 term. These values are multiplied by the base rate amount on SLALMFE to calculate the assessment amount. If a daily base rate of \$10.00 a day has been established then the applicant is assessed \$1120.00 (112 days \* \$10.00). If a monthly base rate of \$25.00 has also been established, then the applicant is assessed \$91.13 (3.64516 months \* \$25.00). The minimums and maximums are then applied.

To review an assessment, you may perform a Next Block to access the Assessment Information window.

When monthly charges are to be created, they will be assessed in monthly increments for as many months as specified or calculated on the assignment forms. This facilitates the ability to charge apartment rentals on a monthly basis. In the previous example the following monthly charges would be assessed:

27 Aug 1991	\$25.00
27 Sept 1991	\$25.00
27 Oct 1991	\$25.00
27 Nov 1991	\$16.13 (.64512 x \$25.00)

There is a 12 month limit on monthly assessments.

Reviewing assessments does not update Accounts Receivable with the charges. The **Review Assessments** checkbox is used to test the assessment process for a sampling of students to insure that the assessment rules are established correctly.

There are two methods for assessing the housing, meal and phone assignments and updating the person's account in the Accounts Receivable module.

- The first method is to individually assess each person online by checking the **Process Assessments** box on the Dorm Room Assignment Form (SLARASG), Meal Assignment Form (SLAMASG), and the Phone Assignment Form (SLAPASG).
- The second method is to run the Batch Fee Assessment Process (SLRFASM) to assess all persons with housing, meal, and phone assignments for the term. The charges assessed may then be viewed on the Student Payment Form (TSASPAY), the Account Detail Form (TSADETL), or the Account Detail Review Form (TSAAREV). The source types associated with these charges are: DORM = B, MEAL = V, PHONE = U.

The refunding of assessments may be processed in two methods.

- The first method is to apply a refund percentage to the appropriate assignment status code. The status codes must be created on the Room Assignment Status



Code Validation Form (STVASCD), Meal Assignment Status Code Validation Form (STVMSCD), and Phone Assignment Status Code Validation Form (STVPSCD). The status code effective dates and refund percentages are established on the Room Assignment Status Form (SLAASCD), Meal Assignment Status Form (SLAMSCD), and Phone Assignment Status Form (SLAPSCD).

- The second method is to adjust the assignment dates and recalculate the day and/or months on the Room Assignment Form (SLARASG), Meal Assignment Form (SLAMASG), and the Phone Assignment Form (SLAPASG). Method two is only appropriate when using daily and monthly rates.

When the assessment is processed for the assignment, an adjustment will be written to the student's account detail for the difference between the original assessment and the new assessment.

Remember, the **Refundable** checkbox on TSADETC must be checked for the detail code in order to process refunds.

## Batch Scheduling of Housing Assignments

Batch scheduling of housing assignments is a process used to schedule housing applicants into the available dormitory rooms for a user-requested term.

There are two steps in the Batch Scheduler Process.

1. The first step is to run `slrsche.pco`. This process can be run through job submission. This is a COBOL program which extracts the building, room, and application data from the database, and creates a temporary assignment file based on the applicant's preferences, priorities, and attributes. The only parameter selection for this step is the processing term. The Term Code parameter, as well as username and password, must be updated in the exact positions in `slrsche.prm`.
2. The second step is to run the Batch Scheduler Report (SLRSCHD). In update mode this step can update the database with the assignment information from the previous step. If the assignment information is not in its final form, then the step can be run in audit mode which will not update the database. A report is also produced in this step. This report gives the complete scheduling information about each applicant's preferences, priorities, gender, and attributes, and the room which is assigned. Applicants who could not be scheduled are also listed on the report.

These steps can be run multiple times in audit mode until the best utilization of applicants to available dorm rooms is achieved.

The user can select one of three sort options for the Batch Scheduler Report (SLRSCHD): Applicant name, Applicant ID, or Applicant priority number. The report lists those applicants who were scheduled, followed by the applicants who could not be scheduled.

When running in Update mode the following selection options must be specified:

*Room Rate Code* - This is the rate code which is used if no rate code exists on the Room Definition Form (SLARDEF) for the room being assigned. This rate code must exist on the Room Rate Code Validation Form (STVRRCD).

*Room Assignment Status* - This is the dorm room status code used for the assignment. This updates the **Status** field on SLARASG. This status must exist on the Room Assignment Status Code Validation Form (STVASCD).

*Room Assignment Status Date* - This is the date associated with the room assignment status. This date must fall within the range established on the Room Assignment Status Form (SLAASCD).

The scheduling is done using a variety of institution and student specified elements. The batch scheduler methodology is listed below:

*Room Type* - Only rooms designated as dormitory rooms as "Dormitory" in the **Room Type** radio group on the Room Definition Form (SLARDEF) are loaded into the scheduler.

*Room Priorities* - Each room can be defined with a room priority. This is done on the Room Definition Form (SLARDEF). This room priority is used when loading the available dormitory rooms into the batch scheduler. The lower the number - the higher the priority. For example, rooms with a priority of "1" are scheduled first. All rooms with the same priority are then sorted by building code and ascending sequence room number. If an institution wishes to use all of its single rooms first then these rooms should be given a priority of "1".

If not entered, the room priority on SLADREF defaults to "99999999". The following is an example of how rooms would be loaded into scheduler:

<b>Priority</b>	<b>Building Code</b>	<b>Room Number</b>
1	Adams	202
1	Burns	101
1	Burns	102
1	North	101
99999999	Adams	101
99999999	Adams	102
99999999	Adams	104
99999999	Burns	102

*Room Capacity* - Rooms where the capacity equals zero are not loaded into the scheduler.

*Beds Remaining* - The applicants which have already been assigned to the dormitory room are checked prior to each room being loaded into the scheduler. For example, if a group of applicants has already been manually assigned to dormitory rooms before the scheduler is run, then these beds are not available to be scheduled via the batch scheduler. Dorm room

South 101 has a capacity of four. Two applicants have already been assigned to the room. When South 101 is loaded into the scheduler it is loaded with only two beds available. This prevents rooms from being over-allocated by the scheduler.

*Inactive Rooms* - Rooms which have been marked inactive are not loaded into scheduler. There are two different methods used to inactivate a room.

1. The **Status** field on the Room Definition Form (SLARDEF), which is validated against the Room Status Code Validation Form (STVRMST), can be used to flag the room as inactive.
2. The room can also be inactivated for a period of time via the Room Inactivation information on the Room Definition Form. If the room is inactive for any day during the term being scheduled, then the room is not available for scheduling.

*Room Gender* - Each room can be specified with a gender designation. Rooms designated as *Male* rooms can only be assigned to male applicants and *Female* gender rooms to female applicants. If the room gender designation is *Not Available*, then the first applicant scheduled into the room defines the room gender for the scheduling process. (**Note:** The gender designation remains *Not Available* on SLARDEF.) If the first applicant into the room has not designated a gender on the Housing and Meal Application Form (SLARMAP), then no one else is scheduled into the room because the gender of the room is unknown.

*Housing Applicants* - The batch scheduler loads those applicants for the user selected term who have requested a room assignment. This selection is done using the **Application Type** field on the Housing and Meal Application Form (SLARMAP) and the Room and Meal Application Type Validation Form (STVARTP). The following applicants are not processed by the batch scheduler:

1. Applicants who have requested only a meal assignment.
2. Applicants who have already received a dorm room assignment for the term.
3. Applicants whose application has been inactivated via the **Application Status** on SLARMAP and the Housing Application Status Code Validation Form (STVHAPS).

*Room Attributes* - The user may define attributes associated with each building via the Building Definition Form (SLABLDG). These attributes then default to the Room Definition Form (SLARDEF) for each room in the building. The building attributes can be deleted on SLARDEF or new room-specific attributes can be added. These attributes are then used to locate the best fit of applicants to available dorm rooms. Attributes can also be designated as "must match" attributes. These must match attributes are given special processing considerations in the scheduler. An applicant must have the same attribute specified on his Housing and Meal Application Form (SLARMAP) to be assigned to a room with a must match attribute. The attribute does not have to be designated as a must match attribute on the application; it must just exist.

The following example outlines this process:

Rooms	Capacity	Attributes	Scores by Applicants		
			1	2	3
North 101	2	Smok-checked	1	0	0
North 102	1	Coax Nsmk	0	0	1
North 103	2	Coax Smok-checked Hand-checked	0	0	0
North 104	1	Smok Coax Sngl Hand	3	N/A †	N/A †
North 105	1	Coax Sngl-checked Hand	0	2	0

† N/A - Not Available - due to full capacity

Applicants	Attributes
(1) 111-11-1111	Smok-checked Sngl Coax
(2) 222-22-2222	Sngl-checked Hand-checked
(3) 333-33-3333	Nsmk-checked Sngl

 **Note**

None of the applicants has specified a preferred building, category, or room number. ■

Applicant Number 1 has requested a smoking room, and the **Must Match (Indicator)** in the Special Attributes window of SLARMAP is checked. This means that only rooms with a smoking attribute are available for scheduling this applicant. This applicant also

requested a single room (Sngl) with a Coax cable (Coax). Neither of these attributes have been designated as "must match" so the scheduler will look for an available room with these as "best fit" attributes.

Keeping the applicant's attributes in mind, each available room will be examined and scored until the best fit of room attributes to applicant attributes can be accomplished.

North 101 is a smoking room, so it is available to the applicant, but it has no attributes for single room and Coax, so it receives a score of 1. North 102 is not specified as a smoking room, so it is not available for this applicant. It receives a score of zero. North 103 is a smoking room, but it has a "must match" attribute of handicap (Hand-checked), which means that only an applicant with a handicap attribute can be scheduled in the room. Hence, the room is not available for this applicant; it receives a score of zero. North 104 has a smoking attribute. It also has single room and Coax attributes, hence it receives a score of 3. North 105 has a no smoking attribute, so it receives a score of 0.

The room with the highest score is then used to schedule the applicant. Applicant number 1 is scheduled into North 104.

Under the same method of best fit scheduling, applicant Number 2 will be assigned to North 105 because of its score of two - single and handicap attributes available, and applicant number 3 will be scheduled into room North 102.

*Assignment Priorities* - Applicants are assigned to rooms in the user defined priority sequence. These priorities can be entered online on the Housing and Meal Application Form (SLARMAP), or they can be loaded via a user created SQL\*Plus loader program. As with the room priorities, the lowest priority is scheduled first. These priorities can be used to assign all of your freshman first or all the athletes first, whatever your institutional policy states. If no priority is entered it defaults to "99999999." The application add date and time is also used to further sort the applicants with the same priority code. If an applicant has no priority, they will be processed in application date order after the applicants with priorities. The following example outlines the priority processing for the applicants listed:

**Example:**

<b>Applicant</b>	<b>Priority</b>	<b>Date</b>
111-11-1111	1	01-MAR-1990
222-22-2222	1	03-MAR-1990
333-33-3333	1	03-MAR-1990
112-22-3322	2	02-MAR-1990
223-00-9099	to 99999999	01-MAR-1990

*Campus Request* - If the applicant requests a room assignment on a specific campus, then only the rooms on that campus are used. If no campus is specified on the Housing and Meal Application Form (SLARMAP), then any room regardless of its campus designation can be used for assignments.

*Room Preference* - The applicant may further specify building and category preference by adding a specific room preference. The scheduler then tries to schedule the applicant into the building and room requested. If the room is not available or the attributes cannot be matched, then the applicant is scheduled into the next available room within the building and category (if specified) if possible. A message is generated on the scheduler report which informs the user that the room requested was not available.

*Category Preference* - The applicant may further specify building preference by adding a building category preference. Categories can be used to further define buildings, for example, first floor, freshman floor, suites, wings. The scheduler then tries to schedule the applicant into the building and category which was requested. If no room is available or the attributes cannot be matched for the category requested, the applicant is scheduled into the next available room within the building if possible. A message is generated on the scheduler report which informs the user that a room in the requested category and building could not be located. Categories are only used within the buildings specified; they do not cross buildings. If the applicant specifies the first floor of North Hall building on the application and no rooms are available in North Hall, then the first floor category code is no longer used in scheduling.

*Building Preference* - The applicant may request a room in a specific building. The scheduler then tries to schedule the applicant into a room in the building which was requested. If no rooms exist in the building which meet the applicant's attributes, the applicant is scheduled into the next available building and room. A message is generated on the scheduler report which informs the user that a room in the preferred building could not be located.

*Roommate Preference* - The applicant can also specify preferred roommates on the Roommate Application Form (SLARMAT). An unlimited number of preferred roommates may be specified.

Once a roommate application has been completed, all roommates whose **Acceptance** checkbox is checked on SLARMAT are scheduled together as a group into the best fit available room.

The highest priority of the group is used as the priority and the gender of highest priority applicant is used to designate the room gender being requested.

 **Note**

The gender and priorities of each roommate in the group do not have to match for scheduling. ■

The Roommates Room Preference information and Roommate Room Attribute information on SLARMAT are used to locate the best fit room for the group of roommates. These preferences and attributes are used in the same manner as an individual applicant preferences and attributes.

If no room with enough capacity or with the required attributes is available for the group of roommates, then each applicant is scheduled as an individual using his/her own

preferences and attributes specified on their Dorm Room and Meal Application Form (SLARMAP).

The Scheduler Report lists the roommates scheduled and the roommate preferences and attributes used to perform the scheduling.

 **Note**

The scheduler has a limit of 10,000 applicants and 5,000 rooms for processing. There is also a limit of 10 attributes per applicant and per room for batch scheduler processing. ■

## Assignment Roll Process

Room Assignment, as well as meal and phone assignments can be rolled forward from one term to the next. The user, via parameter option, specifies the from and to term to be used in the roll process. The assignments will not be rolled forward unless the from and to terms are both within the same dorm room and meal application. For example, the applicant's application term range on SLARMAP is from 199001 to 199002. The user requests the assignment roll to be run to roll 199001 to 199002. The applicant will be processed. If another applicant's application is for a single term of 199001, then the assignment will not be created for the future term. This process does not roll a meal, phone, or room assignment if one already exists for the term to which assignments are being rolled. Only the time period associated with the rate code is calculated in the room assignment process.

 **Note**

The roll process checks room capacity based on the start and end dates of the housing terms, so these dates should not overlap between consecutive terms. ■

The user can also prevent an applicant from being rolled by checking the **Prevent Roll** checkbox on the assignment forms (SLARASG, SLAMASG, SLAPASG). Both meal and phone assignments may be prevented from being rolled by the status codes associated with these assignments. The Meal Assignment Status Code Validation Form (STVMSCD), the Phone Assignment Status Code Validation Form (STVPSCD), the Meal Assignment Status Query Form (SLQMSCD), the Phone Assignment Status Query Form (SLQPSCD), the Meal Assignment Status Form (SLAMSCD), and the Phone Assignment Status Form (SLAPSCD) allow the user to specify if assignments with a certain status may be rolled.

The roll process can be run in either audit or update mode. The Assignment Roll Process (SLRROLL) lists the assignments which will be rolled.

## Housing Letter Generation and Population Selection

The following variables should be used for creating housing letters.

The variables listed below are specific to information that would be printed about a roommate in a housing assignment letter.

<b>Variable</b>	<b>Description</b>
*ROOMMATE	Roommate Name
*RM_PHONE	Roommate Phone Number
*RM_ADDRESS_STR1	Roommate Address Street Line 1
*RM_ADDRESS_STR2	Roommate Address Street Line 2
*RM_ADDRESS_STR3	Roommate Address Street Line 3
*RM_ADDRESS_CITY	Roommate Address City
*RM_ADDRESS_STATE	Roommate Address State
*RM_ADDRESS_CNTY	Roommate Address County Code
*RM_ADDRESS_NATN	Roommate Address Nation Code
*RM_ADDRESS_ZIPC	Roommate Address Zip Code

The variables listed below are specific to information that would be printed about the person receiving a housing assignment letter.

<b>Variable</b>	<b>Description</b>
*FNAME	First Name
*LNAME	Last Name
*MNAME	Middle Name
*PHONE	Telephone Number
*STR1	Address Street Line 1
*STR2	Address Street Line 2
*STR3	Address Street Line 3
*CITY	Address City
*STATE	Address State Code
*NATN	Address Nation Description
*ZIPC	Address Zip Code
*TDATE	Today in Month dd, yyyy Format
*BUILDING_NAME	Housing Building Description
*ROOM_NUMBER	Housing Room Number

The variables listed below are used to support logic in the Housing sample letter, but do not print.



Variable	Description
*ALWAYS_NULL	Always Null
*COUNT_OCCUPANCY	Count Room Occupancy of 1
*COUNT_ROOMMATES	Count Number of Roommates
*NO_ROOMMATES	No Roommates in Room
*ONE_ROOMMATE	One Roommate in Room
*TOTAL_IN_ROOM	Count Total Room Occupancy

The variables listed below are specific to information that would be printed about a roommate in a housing assignment letter.

Variable	Description
*RM_FIRST_NAME	Roommate First Name
*RM_ADDRESS_CNTYDESC	Roommate Address County Desc
*RM_ADDRESS_NATNDESC	Roommate Address Nation Desc
*RM_ADDRESS_SUBZIPC	Roommate Address 5 Digit Zip
*RM_ADDRESS_FULL	Roommate Complete Address
*RM_ADDRESS_CSZ	Roommate Addr City, State, Zip

## Dynamic Parameter

A dynamic parameter for term code (&Term\_Code) must be entered when processing many of the Housing variables. The prompt is spelled consistently as &Term\_Code so that a valid term only needs to be entered once during processing, and all variables with the same prompt will automatically use the same value for the term code.

## Housing Population Selection

The Housing population selection consists of:

Parameter	Value
Application:	HOUSING
Selection ID:	HOUSING_ASSIGNMENTS
Creator ID:	SAISUSR

The population selection rules include a dynamic parameter for term code (&Term\_Code). This population selection will return all persons with an active housing assignment for the term code that is entered.

## Purge Process

The following purge process is part of the Location Management and Housing module.

### slphous.pc - Housing Purge

This process will purge the housing applications, housing, meal plan, and phone assignments for the user specified terms and activity dates. These assignment assessments must have been processed and accepted in the Accounts Receivable module.

## Location Management Reports

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This section contains a sample of each report in the Location Management and Housing module. Parameter definitions are also provided for your convenience.

The following reports are run through the Location Management and Housing module:

Dormitory Address Creation Report	(SLRDADD)
Active Housing Assignments Report	(SLRHLST)
Batch Room/Meal/Phone Assess Report	(SLRFASM)
Assignment Roll Process	(SLRROLL)
Batch Scheduler	(SLRSCHD)
Housing Purge	(SLPHOUS)
ACS Housing Interface	(SLRBACS)

## Creating a Population Selection

To perform population selection, the application you will be working with must first be defined on the Application Definition Rules Form (GLRAPPL).

The second step is to enter the Population Selection Definition Rules Form (GLRSLCT), enter the **Application (Code)**, and create a **Selection ID (Identifier)** with a description.

In the Selection Definition section, define the **Select** and **From** portions of the SQL statement that the selection represents.

### **Example:**

Select: SARADAP\_PIDM  
From: SARADAP

Next, enter the Selection Rules for the population of records you would like to see.

**Example:**

```
SARADAP_TERM_CODE_ENTRY    =    '200010'        AND
SARADAP_LEVL_CODE          =    'UG'
```

Save your data and exit. Your population selection rules will be compiled. If any errors are issued during the compilation process, resolve the errors before continuing. If you do not resolve all errors given during the compile process, you will not be able to use the population selection rules to extract a population.

You are now ready to extract the population of people. The Population Selection Extract (GLBDATA) is run from the Process Submission Control Form (GJAPCTL). At minimum, you will need to supply the parameters for Selection Identifier 1, Application, and Creator ID, which are the values that were in the Key Information of the Population Selection Definition Rules Form (GLRSLCT).

After extracting the population, you can use the Population Selection Extract Data Form (GLAEXTR) to view and/or modify the people in the population. You can add or delete people from the population using this form. The keys to the form are **Application**, **Selection ID**, and **Creator ID**. (**User ID** is also displayed in the Key Information.) You will be able to add or delete people only from populations that you selected.

After extracting the population, and modifying the people in it if necessary, you can use the population for a variety of purposes. Letters can be produced using Letter Generation, based upon a population, and many Banner® reports and processes also can accept a population for processing.

For additional details on population selection, refer to the *Banner General System User Guide*.



## Dormitory Address Creation Report (SLRDADD)

**Description** This report is used to create dormitory address information from the housing assignments. The address associated with the dormitory assignment is maintained in the Building Definition Form (SLABLDG). This job will create a dormitory address for each active room assignment that falls within the requested room assignment date.

A check prevents a new dormitory address from being created if a record of the type selected in the parameters exists with no effective dates. For example, if a Dormitory Address (DO) exists with no effective dates and the Dormitory Address Creation Report is run for the term 199301, and a new DO address is to be created based on the person's assignments, an error message is generated, and no update will occur.

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	Process Term	Yes	Enter the term code representing the term for which the assignments are to be created.	Term Code Validation Form (STVTERM)
	Room Assignment Date	Yes	Enter the date on which the assignments take effect. This parameter is used to specify that only those room assignments which are active on the date selected are used to create address records.  For example, if an assignment runs from 9/1 through 9/15, and the user enters 9/16 in this parameter, then the assignments will not be selected.	
	Address Type	Yes	Enter the address type by which the created address should be referenced.	Address Type Code Validation Form (STVATYP)
	Address Source	No	Enter the address source by which the created address should be referenced.	Address Source Validation Form (STVASRC)

## Report Sample—Dormitory Address Creation Report (SLRDADD)

01-MAR-2005 11:53:56 199610	BANNER University Dormitory Address Creation	PAGE 1 SLRDADD
210009608	Applebee, Bruce James 27-JUL-1995 31-DEC-1995 DOAK 20 Doak Residence Hall Room 20 141 Harwood Road PO Box 55 Newtown Square, MA 19355 COUNTY: 020 PHONE: 417 2345555 45AV	
210009607	Noonan, Roberta 22-AUG-1995 14-DEC-1995 INGLE 1A Inglewood Apartments 1A Residency Lane Banner University Malvern, PA 19355	

01-MAR-2005 11:53:56 199610	BANNER University Dormitory Address Creation	PAGE 2 SLRDADD
* * * REPORT CONTROL INFORMATION - SLRDADD - Release 7.1 * * *		
RPTNAME: SLRDADD TERM: 199610 ROOM ASSIGNMENT DATE: 26-AUG-1995 ADDRESS TYPE: DA ADDRESS SOURCE: INFR		
STUDENTS SELECTED: 2 NUMBER OF POTENTIAL ADDRESS CREATIONS: 2 NUMBER OF ACTUAL ADDRESSES CREATED: 2		

## Active Housing Assignments Report (SLRHLST)

**Description** This report is used to list all of the active housing assignments.

Parameters	Name	Required?	Description	Values
	Process Term	Yes	Enter the term code representing the term for which the assignments are to be repeated.	Term Code Validation Form (STVTERM)
	Room Assignment Date	No	Enter the date for which the room assignment should be selected. Leave blank for today's date, or enter the date selected in date format DD-MON-YYYY.	
	Report Sequence	Yes	Enter 1 to print the report in name order, enter 2 to print in ID number order, or enter 3 to print in building/room order.	1 Name order 2 ID number order 3 Building/room order
	Address Selection Date	No	Which address, effective on this date, do you wish to have print on the Active Housing Assignment Report? Leave blank for today, or enter in date format DD-MON-YYYY.	
	Address Hierarchy	Yes	Enter the address type to be printed on the report; multiple requests are permitted and must be entered in priority sequence.  For example, <i>IMA 2PR</i> will first print the mailing address, and if none is found, will print the permanent address.  Enter each parameter then hit return for the next prompt. Returning with a null value will move you on to the next parameter.	Address Type Code Validation Form (STVATYP)

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	Selection Identifier	No	Enter the code that identifies the population with which you wish to work. The selection identifier must be defined on the Population Selection Definition Rules Form (GLRSLCT). All or none of the population selection parameters must be entered.	Population Selection Inquiry Form (GLISLCT)
	Application Code	No	Enter the code that identifies the general area for which the selection identifier was defined. All or none of the population selection parameters must be entered.  The Population Selection Extract Inquiry Form (GLIEXTR) may be used to review the people who will be processed in the load from the selection identifier and application code entered.	Application Inquiry Form (GLIAPPL)
	Creator ID	No	Enter the user ID of the person who created the population rules. All or none of the population selection parameters must be entered.	



## Report Sample—Active Housing Assignments Report (SLRHLST)

STUDENT NAME/SELECTED STUDENT ADDRESS	ID	APP S	APP STAT	APP TYPE	-----	ASSIGNMENT DATA	RATE	START	END	PHONE	
						*-- STATUS --*					
23-DEC-1993 10:58:00 199401	Banner University Active Housing Assignments					PAGE 1 SLRHLST					
Brock, Jill MA 123 Main St Rome, WI 19355	178560002	N	AC	HOME	AR	18-NOV-1993	EAST	500	DBLD	29-AUG-1993 13-DEC-1993	
Taylor, Jill MA 123 Binford Way Detroit, MI 19355	178560006	F	AC	HOME	AR	01-DEC-1992	JARVIS	100	DBLT	29-AUG-1993 13-DEC-1993 5551000 1000	
Shear, Libby MA 106 So. Cedar Hollow Rd. Paoli, PA 19301	208000000	F	AC	HOUS	AR	23-AUG-1993	KELSEY	100	DBLT	29-AUG-1993 13-DEC-1993 6471234 100	
Scott, Walter John MA Grosse Pointe Farm P.O. Box 12 Route 182 Dearborn, MI 52739-2291	208000001	M	AC	HOME	AR	02-DEC-1993	LEROY	100	DBLT	29-AUG-1993 13-DEC-1999 5556789 100	
Morgan, Denise Mary *** WARNING *** -- NO Address --	208000002	F	AC	HOME	AR	23-AUG-1993	KELSEY	200	DBLT	29-AUG-1993 13-DEC-1993 6471234 200	
Sanchez, Ronald ( 999 ) 9999999 MA 3625 Leonard Dr Baltimore, MD 21239	208000003	M	AC	HOME	AR	23-AUG-1993	JARMAN	501	DBLT	29-AUG-1993 13-DEC-1993	
Montgomery, Mary MA 19 Prospect St #106 Dallas, TX 75243	208000004	F	AC	HOME	AR	23-AUG-1993	KELSEY	108	DBLT	29-AUG-1993 13-DEC-1993 6471234 108	
Hogan, Jonathon MA 225 Fall St Stamford, CT 06903	208000005	M	AC	HOME	AR	23-AUG-1993	STALER	104	DBLT	29-AUG-1993 13-DEC-1993 3334567 104	

23-DEC-1993 10:58:00  
199401

Banner University  
Active Housing Assignments

PAGE 2  
SLRHLST

STUDENT NAME/SELECTED STUDENT ADDRESS	ID	APP S	APP STAT	APP TYPE	-----	ASSIGNMENT DATA	-----	BLDG	ROOM	RATE	START	END	PHONE
White, Jeanne Mary MA 206 W. 19th St. Apt. #401 New York, NY 10016	208000006	F	AC	HOME	AR	23-AUG-1993		KELSEY	202	DBLT	29-AUG-1993	13-DEC-1993	6471234 202
Jones, James J MA Rfd #4 Valley Road Greensboro, NC 07654	208000012	M	AC	HOME	AR	13-AUG-1993		STALER	100	DBLT	01-AUG-1993	13-DEC-1993	3334567 100
MacSherry, Allison *** WARNING *** -- NO Address --	311111111	F	AC	HOUS	AR	23-AUG-1993		KELSEY	100	DBLT	29-AUG-1993	13-DEC-1993	6471234 100
Egloff, Elizabeth Emily MA 555 Elm Street East Englewood, MS 53535	909000005	F	AC	HOUS	AR	01-NOV-1993		JARVIS	100	DBLT	29-AUG-1993	13-DEC-1993	5551000 1000
Miller, Cindy MA 938 Hanover Road Arlington, KY 93873	@00000339	F	AC	HOME	AR	30-AUG-1993		LAUREN	100	DBLD	29-AUG-1993	13-DEC-1993	5557263 100
Calihan, James MA 324 Orchard Ave Malvern, PA 19355 157	@00000340	M	AC	HOME	AR	30-AUG-1993		LEROY	100	DBLT	29-AUG-1993	13-DEC-1993	5556789 100
Williams, John MA 93 Walnut Street Princeton, NJ 08949	@00000341	M	AC	HOME	AR	30-AUG-1993		LEROY	101	DBLT	29-AUG-1993	13-DEC-1993	5556789 101
Corle, Tim MA 937 Church Street Fort Meyers, FL 932874	@00000342	M	AC	HOME	AR	30-AUG-1993		LEROY	102	DBLT	29-AUG-1993	13-DEC-1993	5556789 102
Salazar, Pedro MA 100 Running Trail Eugene, OR 55410	@00000343	M	AC	HOME	AR	30-AUG-1993		LEROY	103	DBLT	29-AUG-1993	13-DEC-1993	5556789 103

23-DEC-1993 10:58:00  
199401

Banner University  
Active Housing Assignments

PAGE 3  
SLRHLST

STUDENT NAME/SELECTED STUDENT ADDRESS	ID	APP S	APP STAT	APP TYPE	-----	ASSIGNMENT DATA	-----	BLDG	ROOM	RATE	START	END	PHONE
Smith, Ralph MA 100 Ellington Ave Doris, PA 19101	@00000344	M	AC	HOME	AR	30-AUG-1993		LEROY	201	DBLT	29-AUG-1993	13-DEC-1993	5556789 201
Miller, Jeff MA 8390 Winding Way Moorestown, NJ 08393	@00000345	M	AC	HOME	AR	30-AUG-1993		LEROY	201	DBLT	29-AUG-1993	13-DEC-1993	5556789 201

23-DEC-1993 10:58:00  
199401

Banner University  
Active Housing Assignments

PAGE 4  
SLRHLST

\* \* \* REPORT CONTROL INFORMATION - SLRHLST - Release 2.1.5 \* \* \*

RPTNAME: SLRHLST  
SELECTION IDENTIFIER:  
APPLICATION CODE:  
CREATOR ID:  
TERM: 199401  
ROOM ASSIGNMENT DATE: 10-SEP-1993  
REPORT SEQ: 1=NAME, 2=ID, 3=BUILD/ROOM: 2  
ADDRESS SELECTION DATE: 20-SEP-1993  
ADDRESS PRIORITY AND CODE(S) SELECTED:  
1MA  
2PR

STUDENTS SELECTED: 19  
NUMBER OF ROOM ASSIGNMENTS: 19

## Batch Room/Meal/Phone Assess Report (SLRFASM)

**Description** This report is used to provide batch assessment for room, meal, and phone charges.

The process automatically populates the Original Indicator to *Y*, for the first time assessment occurs, for a specific detail code, for the student, for the term, and for all assessments prior to the cutoff dates established on SLATERM.

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	Process Term	Yes	Enter the term code representing the term for which the assessments are to be calculated.	Term Code Validation Form (STVTERM)
	Process Indicator	Yes	Enter <i>O</i> to batch assess all outstanding room, meal, and phone charges; enter <i>%</i> to assess everyone.	<i>O</i> Assess room, meal, phone <i>%</i> Assess everyone
	Update Bills	Yes	Enter <i>N</i> if you do not want to update the student's bills, or <i>Y</i> to update the bills.	<i>Y</i> Update bills <i>N</i> Do not update bills
	Sort Sequence	Yes	Enter <i>I</i> to sort by ID number, or <i>N</i> to sort by name.	<i>I</i> ID number order <i>N</i> Name order

## Report Sample—Batch Room/Meal/Phone Assess Report (SLRFASM)

27-AUG-1990 14:55:56  
199002

Banner University  
Batch Room/Meal/Phone Assess  
HOUSING ASSESSMENTS

PAGE 1  
SLRFASM

666668000 Brooks, Samantha W

<u>TRAN_NUMBER</u>	<u>DETAIL_CODE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>EFFECTIVE_DATE</u>
32	HACT	Housing Activity Fee	532.00	01-SEP-1990
33	HOUS	Housing Fee	25.00	01-SEP-1990
34	HOUS	Housing Fee	25.00	01-OCT-1990
35	HOUS	Housing Fee	25.00	01-NOV-1990
36	HOUS	Housing Fee	25.00	01-DEC-1990
37	HOUS	Housing Fee	109.68	01-SEP-1990

NET CHANGE - 741.68

800000005 DYE, JOHN

<u>TRAN_NUMBER</u>	<u>DETAIL_CODE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>EFFECTIVE_DATE</u>
17	HACT	Housing Activity Fee	-9.68	27-AUG-1990

NET CHANGE - -9.68

201000011 Dixon, Laura

<u>TRAN_NUMBER</u>	<u>DETAIL_CODE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>EFFECTIVE_DATE</u>
36	HACT	Housing Activity Fee	-75.00	27-AUG-1990
37	HACT	Housing Activity Fee	-75.00	27-AUG-1990
38	HACT	Housing Activity Fee	-75.00	27-AUG-1990
39	HACT	Housing Activity Fee	-73.39	27-AUG-1990
40	HACT	Housing Activity Fee	-19.36	27-AUG-1990

NET CHANGE - -317.75

800000001 Knox, Terry

<u>TRAN_NUMBER</u>	<u>DETAIL_CODE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>EFFECTIVE_DATE</u>
62	HACT	Housing Activity Fee	532.00	27-AUG-1990
63	HOUS	Housing Fee	25.00	31-AUG-1990
64	HOUS	Housing Fee	25.00	30-SEP-1990
65	HOUS	Housing Fee	25.00	31-OCT-1990
66	HOUS	Housing Fee	25.00	30-NOV-1990
67	HOUS	Housing Fee	100.00	27-AUG-1990

NET CHANGE - 732.00

27-AUG-1990 14:55:56  
199002

Batch Banner University  
Room/Meal/Phone Assess  
MEAL ASSESSMENTS

PAGE 2  
SLRFASM

800000004	Caffrey, Steven				
<u>TRAN NUMBER</u>	<u>DETAIL CODE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>EFFECTIVE DATE</u>	
56	BLD	Breakfast,Lunch,Dinner	-1,200.00	27-AUG-1990	
57	BLDD	Breakfast,Lunch,Dinner - Day	172.90	27-AUG-1990	
		NET CHANGE -	-1,027.10		
208000005	Hogan, Jonathon				
<u>TRAN NUMBER</u>	<u>DETAIL CODE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>EFFECTIVE DATE</u>	
132	BLD	Breakfast,Lunch,Dinner	532.00	27-AUG-1990	
		NET CHANGE -	532.00		
800000001	Knox, Terry				
800000002	Latener, L				
25	BLDD	Breakfast,Lunch,Dinner - Day	172.90	27-AUG-1990	
19	BLD	Breakfast,Lunch,Dinner	126.00	27-AUG-1990	
20	BLD	Breakfast,Lunch,Dinner	126.00	27-SEP-1990	
21	BLD	Breakfast,Lunch,Dinner	126.00	27-OCT-1990	
22	BLD	Breakfast,Lunch,Dinner	126.00	27-NOV-1990	
23	BLD	Breakfast,Lunch,Dinner	48.77	27-DEC-1990	
24	BLD	Breakfast,Lunch,Dinner	75.00	27-AUG-1990	
		NET CHANGE -	800.67		
209500004	Lee, Joseph				
208000009	Patterson, Dawn				

27-AUG-1990 14:55:56  
199002

Batch Banner University  
Room/Meal/Phone Assess  
PHONE ASSESSMENTS

PAGE 3  
SLRFASM

800000004 Caffrey, Steven

<u>TRAN_NUMBER</u>	<u>DETAIL_CODE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>EFFECTIVE_DATE</u>
58	PHND	Phone Charge - Daily	266.00	27-AUG-1990
59	PHON	Phone Charge	50.00	27-AUG-1990
60	PHON	Phone Charge	50.00	27-SEP-1990
61	PHON	Phone Charge	50.00	27-OCT-1990
62	PHON	Phone Charge	50.00	27-NOV-1990
63	PHON	Phone Charge	25.00	27-DEC-1990
64	PHON	Phone Charge	25.00	27-AUG-1990

NET CHANGE - 516.00

201000001 Kelly, Sharon

<u>TRAN_NUMBER</u>	<u>DETAIL_CODE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>EFFECTIVE_DATE</u>
3	PHND	Phone Charge - Daily	266.00	27-AUG-1990
4	PHON	Phone Charge	50.00	27-AUG-1990
5	PHON	Phone Charge	50.00	27-SEP-1990
6	PHON	Phone Charge	50.00	27-OCT-1990
7	PHON	Phone Charge	50.00	27-NOV-1990
8	PHON	Phone Charge	25.00	27-DEC-1990
9	PHON	Phone Charge	25.00	27-AUG-1990

NET CHANGE - 516.00

800000002 Latener, L

<u>TRAN_NUMBER</u>	<u>DETAIL_CODE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>EFFECTIVE_DATE</u>
26	PHND	Phone Charge - Daily	266.00	27-AUG-1990
27	PHON	Phone Charge	50.00	27-AUG-1990
28	PHON	Phone Charge	50.00	27-SEP-1990
29	PHON	Phone Charge	50.00	27-OCT-1990
30	PHON	Phone Charge	50.00	27-NOV-1990
31	PHON	Phone Charge	25.00	27-DEC-1990
32	PHON	Phone Charge	25.00	27-AUG-1990

NET CHANGE - 516.00

27-AUG-1990 14:55:56  
199002

Banner University  
Batch Room/Meal/Phone Assess

PAGE 4  
SLRFASM

\* \* \* REPORT CONTROL INFORMATION - SLRFASM - Release 2.1.5 \* \* \*

Report Total Balance - 4,939.50

RPTNAME: SLRFASM  
PRINT COMMAND:  
TERM: 199002  
PROCESS INDICATOR %  
UPDATE: Y  
SORT SEQUENCE: N

RECORD COUNT: 39



## Assignment Roll Process (SLRROLL)

**Description** This process is used to roll one term's housing, meal, and phone assignments forward to another term.

Parameters	Name	Required?	Description	Values
	From Term	Yes	Enter the term code representing the term from which the housing, meal, and phone assignments are to be rolled.	Term Code Validation Form (STVTERM)
	To Term	Yes	Enter the term code representing the term to which the housing, meal, and phone assignments are to be rolled.	Term Code Validation Form (STVTERM)
	Report Mode	Yes	Enter <i>A</i> for Audit mode or <i>U</i> for Update mode. Audit mode does not update the database and is useful for identifying errors which can then be corrected for a roll in update mode.	A Audit U Update
	Roll Room Assignments	Yes	Enter <i>Y</i> to roll room assignments, <i>N</i> to not roll room assignments.	Y Roll assignments N Do not roll assignments
	Room Assignment Status Code	No	Enter the status code for the room assignment. This code will be the status assigned to the rolled room assignments. Only one active room assignment is rolled at a time.	Room Assignment Status Code Validation Form (STVASCD)
	Room Assignment Status Date	No	Enter the date on which the room assignment becomes effective.	
	Roll Meal Assignments	Yes	Enter <i>Y</i> to roll meal assignments, <i>N</i> to not roll meal assignments.	Y Roll assignments N Do not roll assignments
	Meal Assignment Status Code	No	Enter the status code for the meal assignment. Only one active meal assignment is rolled at a time.	Meal Assignment Status Code Validation Form (STVMSCD)

Parameters	Name	Required?	Description	Values
	Meal Assignment Status Date	No	Enter the date on which the meal assignment becomes effective.	
	Roll Phone Assignments	Yes	Enter <i>Y</i> to roll phone assignments, <i>N</i> to not roll phone assignments.	Y Roll assignments N Do not roll assignments
	Phone Assignment Status Code	No	Enter the status code for the phone assignment. Only one active phone assignment is rolled at a time.	Phone Assignment Status Code Validation Form (STVPSCD)
	Phone Assignment Status Date	No	Enter the date on which the phone assignment becomes effective.	

### Report Sample— Assignment Roll Process (SLRROLL)

ID	Name	Building	Room	Message
11-DEC-1992 14:38:09 199301				Banner University Assignment Roll Process Room Assignment Roll - Audit Mode
				PAGE 1 SLRROLL
@00000076	Becker, Larry	LEROY	106	ROOM ASSIGNMENT ROLLED
@00000064	Biddison, Leonard	RUTH	202	*ERROR* Rate code not defined for To Term rules
@00000071	Bishop, Susan	TOWERS	101	ROOM ASSIGNMENT ROLLED
@00000080	Corel, Timothy	STALER	103	*WARNING* Roll To Term greater than application To Term
@00000072	Costa, Paul	JAMES	100	ROOM ASSIGNMENT ROLLED
208000020	Foley, Janet	KELSEY	100	ROOM ASSIGNMENT ROLLED
208000016	Gallagher, Michael	STALER	102	ROOM ASSIGNMENT ROLLED
@00000074	Gonzales, Chris	JAMES	101	ROOM ASSIGNMENT ROLLED
@00000078	Harbison, Carrie	CATHER	101	ROOM ASSIGNMENT ROLLED
@00000081	Harvey, Gregory	STALER	103	*WARNING* Roll To Term greater than application To Term
@00000073	Kelly, Mike	JAMES	100	ROOM ASSIGNMENT ROLLED
@00000079	Kidder, Susan	CATHER	101	ROOM ASSIGNMENT ROLLED
@00000086	King, Joe	STALER	102	ROOM ASSIGNMENT ROLLED
@00000070	Lear, Courtney	STALER	101	ROOM ASSIGNMENT ROLLED
@00000082	Martin, Eric	LEROY	108	*WARNING* Roll To Term greater than application To Term
208000002	Morgan, Denise	STALER	200	*WARNING* Roll To Term greater than application To Term
@00000063	Peterson, Dawn	STALER	100	ROOM ASSIGNMENT ROLLED
@00000077	Rohr, Sean	LEROY	107	ROOM ASSIGNMENT ROLLED
208000017	Scott, Richard	LEROY	106	ROOM ASSIGNMENT ROLLED
208000001	Scott, Walter	LEROY	100	*WARNING* Active room assignment exists for To Term
@00000083	Sears, Michael	LEROY	108	*WARNING* Roll To Term greater than application To Term
209500001	Smith, Thomas	TOWERS	100	ROOM ASSIGNMENT ROLLED
@00000085	Taylor, Ann	TOWERS	201	ROOM ASSIGNMENT ROLLED
@00000075	Wayland, Dennis	JAMES	101	ROOM ASSIGNMENT ROLLED

11-DEC-1992 14:38:09  
199301

Banner University  
Assignment Roll Process  
Meal Assignment Roll - Audit Mode

PAGE 2  
SLRROLL

<u>ID</u>	<u>Name</u>	<u>Meal Plan/Rate Code</u>	<u>Message</u>
208000020	Foley, Janet	20T 20 Meals a Week-Term Rate	*ERROR* Rate code not defined for To Term rules
208000016	Gallagher, Michael	10D 10 Meals a Week-Daily Rate	*ERROR* Rate code not defined for To Term rules
208000001	Scott, Walter	10T 10 Meals a Week-Term Rate	*ERROR* Rate code not defined for To Term rules

11-DEC-1992 14:38:09  
199301

Banner University  
Assignment Roll Process  
Phone Assignment Roll - Audit Mode

PAGE 3  
SLRROLL

<u>ID</u>	<u>Name</u>	<u>Phone Plan/Rate Code</u>	<u>Phone Number</u>	<u>Message</u>
208000016	Gallagher, Michael	SHRD Shared Phone-Daily Rate	3333333	*ERROR* Rate not defined for To Term rules
208000017	Scott, Richard	SHRD Shared Phone-Daily Rate	215 5556789 106	*ERROR* Rate not defined for To Term rules

11-DEC-1992 14:38:09  
199301

Banner University  
Assignment Roll Process  
\* \* \* REPORT CONTROL INFORMATION - SLRROLL - Release 2.1.5 \* \* \*

PAGE 4  
SLRROLL

RPTNAME: SLRROLL  
FROM TERM: 199301  
TO TERM: 199302  
REPORT MODE (A=Audit, U=Update): A  
  
ROLL ROOM ASSIGNMENTS (Y/N): Y  
---> ROOM ASSIGNMENTS PROCESSED: 24  
---> ROOM ASSIGNMENTS ROLLED: 17  
  
ROLL MEAL ASSIGNMENTS (Y/N): Y  
---> MEAL ASSIGNMENTS PROCESSED: 3  
---> MEAL ASSIGNMENTS ROLLED: 0  
  
ROLL PHONE ASSIGNMENTS (Y/N): Y  
---> PHONE ASSIGNMENTS PROCESSED: 2  
---> PHONE ASSIGNMENTS ROLLED: 0

## Batch Housing Schedules Report(SLRSCHE)

**Description** This report is used to extract the building, room, and application data from the database, and create a temporary assignment file for a processing term, based on the applicant's preferences, priorities, and attributes.



**Note**

You must run SLRSCHE before running SLRSCHD, to create the temporary assignment file of data to be used when SLRSCHD is run. ■

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	Term	Yes	Enter the term code for the term to be used when creating the temporary assignment data. The data is then used when SLRSCHD is run.	Term Code Validation Form (STVTERM)

---

There is no hardcopy output associated with this report.

## Batch Scheduler Report (SLRSCHD)

**Description** This report is used to create dormitory housing assignments in batch mode, based on the applicant's preferences.



**Note**

You must run the COBOL program `slrsche.pco` first, to create a temporary assignment file of data to be used in running SLRSCHD. ■

Parameters	Name	Required?	Description	Values
	Process Term	Yes	Enter the term code representing the term for which the assignments are to be created.	Term Code Validation Form (STVTERM)
	Report Order	Yes	Enter <i>I</i> to run the report in ID number order, <i>N</i> to run in name order, or <i>P</i> to run in application priority order.	I ID number order N Name order P Application priority order
	Report Mode	Yes	Enter <i>A</i> to run in Audit mode or <i>U</i> to run in Update mode. Audit mode does not update the database and is useful for identifying errors which can then be corrected before update mode.	A Audit U Update
	Room Rate Code	Yes	Enter the desired rate code for the rooms to be scheduled. This parameter is required whether the report is run in Audit mode or Update mode.	Room Rate Code Validation Form (STVRRCD)
	Room Assignment Status Code	Yes	Enter the status code for the room assignment. This parameter is required whether the report is run in Audit mode or Update mode.	Room Assignment Status Code Validation Form (STVASCD)
	Room Assignment Status Date	Yes	Enter the date on which the room assignment becomes effective. This parameter is required whether the report is run in Audit mode or Update mode.	

# Report Sample—Batch Scheduler Report (SLRSCHD)

28-JUN-2004 14:00:03  
200222

Banner University  
Batch Scheduler Report  
Audit Mode

PAGE 1  
SLRSCHD

```
071000001 Harrison, Cindy
  Gender: F Priority:1      Application Date: 22-JUN-2004
-----Scheduled----- Individual Requests----- Roommate Requests-----
  Bldg   Room   Attr   Bldg   Room   Category Cmp  Attr   Bldg   Room   Category Cmp  Attr   Roommates Messages
INGLE  2B           APRT N  LAW           LIB N                                     BUILDING REQUESTED
                                           NOT AVAILABLE
                                           **SCHEDULED**
```

```
23000001 Nelson, Rita
  Gender: F Priority:1      Application Date: 29-JUL-2003
-----Scheduled----- Individual Requests----- Roommate Requests-----
  Bldg   Room   Attr   Bldg   Room   Category Cmp  Attr   Bldg   Room   Category Cmp  Attr   Roommates Messages
COX     200           3BR N                                     071000001 **SCHEDULED**
```

```
140000001 Richards, Ron
  Gender: M Priority:1      Application Date: 27-AUG-2003
-----Scheduled----- Individual Requests----- Roommate Requests-----
  Bldg   Room   Attr   Bldg   Room   Category Cmp  Attr   Bldg   Room   Category Cmp  Attr   Roommates Messages
INGLE  1C           APRT N  INGLE 1C                                     **SCHEDULED**
```

```
800000001 Benson, Al
  Gender: M Priority:2      Application Date: 05-AUG-2003
-----Scheduled----- Individual Requests----- Roommate Requests-----
  Bldg   Room   Attr   Bldg   Room   Category Cmp  Attr   Bldg   Room   Category Cmp  Attr   Roommates Messages
KELSEY 1000      IPL N  INGLE 1C                                     ROOM REQUESTED NOT
                                           AVAILABLE
                                           BUILDING REQUESTED
                                           NOT AVAILABLE
                                           **SCHEDULED**
```

```
170000001 Smith, Carlton
  Gender: M Priority:2      Application Date: 06-AUG-2003
-----Scheduled----- Individual Requests----- Roommate Requests-----
  Bldg   Room   Attr   Bldg   Room   Category Cmp  Attr   Bldg   Room   Category Cmp  Attr   Roommates Messages
KELSEY 1000      IPL N                                     **SCHEDULED**
```

```
900100001 Sellers, Tammy
  Gender: F Priority:3      Application Date: 19-APR-2004
-----Scheduled----- Individual Requests----- Roommate Requests-----
  Bldg   Room   Attr   Bldg   Room   Category Cmp  Attr   Bldg   Room   Category Cmp  Attr   Roommates Messages
LAUREN 101      HNDI N                                     **SCHEDULED**
```

28-JUN-2004 14:00:03  
200222

Banner University  
Batch Scheduler Report  
Audit Mode

PAGE 2  
SLRSCHD

900600001 Crandall, Harry  
Gender: M Priority:4 Application Date: 19-APR-2004  
-----Scheduled-----Individual Requests-----Roommate Requests-----  
Bldg Room Attr Bldg Room Category Cmp Attr Bldg Room Category Cmp Attr Roommates Messages  
KELSEY 1000 IPL N \*\*SCHEDULED\*\*

900200001 Jones, Patrick  
Gender: M Priority:4 Application Date: 19-APR-2004  
-----Scheduled-----Individual Requests-----Roommate Requests-----  
Bldg Room Attr Bldg Room Category Cmp Attr Bldg Room Category Cmp Attr Roommates Messages  
KELSEY 1000 IPL N \*\*SCHEDULED\*\*

A00002399 Defrantonio, Manny  
Gender: N Priority:99999999 Application Date: 24-FEB-2004  
-----Scheduled-----Individual Requests-----Roommate Requests-----  
Bldg Room Attr Bldg Room Category Cmp Attr Bldg Room Category Cmp Attr Roommates Messages  
COULD NOT BE  
SCHEDULED

171000033 Edwards, Lena  
Gender: N Priority:99999999 Application Date: 22-JUN-2004  
-----Scheduled-----Individual Requests-----Roommate Requests-----  
Bldg Room Attr Bldg Room Category Cmp Attr Bldg Room Category Cmp Attr Roommates Messages  
COULD NOT BE  
SCHEDULED

28-JUN-2004 14:00:03  
200222

Banner University  
Batch Scheduler Report  
Audit Mode

PAGE 3  
SLRSCHD

\* \* \* REPORT CONTROL INFORMATION - SLRSCHD - Release 5.5 \* \* \*

RPTNAME: SLRSCHD  
TERM: 200222  
REPORT ORDER (N=Name, I=ID, P=Priority): P  
REPORT MODE (A=Audit, U=Update Assignment Records): A  
RECORD COUNT: 10

## Housing Purge (SLPHOUS)

**Description** This process will purge the housing applications, housing, meal plan, and phone assignments for the user specified terms and activity dates. These assignment assessments must have been processed and accepted in the Accounts Receivable module. The user may choose either of two options: option 1 is purge by term, and option 2 is purge by term and activity date.

Parameters	Name	Required?	Description	Values
	Process Term	Yes	Enter the term code representing the term for which the housing information is to be purged.	Term Code Validation Form (STVTERM)
	Purge Option	Yes	Choose from one of the two purge options listed in the description, purge by term or purge by term and activity date.	
	Activity Date	No	Housing assignments with activity dates that match the date entered will be purged. Enter in date format DD-MON-YYYY.	
	Run Mode	Yes	Enter <i>A</i> to produce a listing of all selected purge data without affecting the database. Enter <i>U</i> to update the database after purging the selected data.	A Audit U Update



## Report Sample—Housing Module Purge (SLPHOUS)

12/15/1992 11:33:54  
199301

Banner University  
Housing Module Purge  
(AUDIT)

PAGE 1  
SLPHOUS

ID	NAME	--- APPLICATION ---		ASSIGNMENTS	BLDG	ROOM	PLAN RATE	ST	BEGIN DATE	END DATE
		TYPE	FROM TERM							
@00000088	Anderson, Darren	HOME	199301	199301	Dorm Room	LEROY	100 DBLT	AC	29-AUG-1992	13-DEC-1992
@00000076	Becker, Larry	HOME	199301	999999	Dorm Room	LEROY	106 DBLT	AC	29-AUG-1992	13-DEC-1992
@00000064	Biddison, Leonard	HOME	199301	999999	Dorm Room	RUTH	202 DAY	AC	29-AUG-1992	13-DEC-1992
@00000071	Bishop, Susan	HOME	199301	999999	Dorm Room	TOWERS	101 DBLT	AC	29-AUG-1992	13-DEC-1992
@00000080	Corel, Timothy	HOME	199301	199301	Dorm Room	STALER	103 DBLT	AC	29-AUG-1992	13-DEC-1992
@00000072	Costa, Paul	HOME	199301	999999	Dorm Room	JAMES	100 DBLD	AC	29-AUG-1992	13-DEC-1992
208000020	Foley, Janet	HOME	199301	199302	Dorm Room Meal	KELSEY	100 DBLT 20T	AR AC	29-AUG-1992 29-AUG-1992	13-DEC-1992 13-DEC-1992
208000016	Gallagher, Michael Christopher	HOME	199301	199302	Dorm Room Meal Phone	STALER	102 DBLD 10D SHRD	AC AC AC	29-AUG-1992 29-AUG-1992 29-AUG-1992	13-NOV-1992 10-NOV-1992 13-NOV-1992
@00000074	Gonzales, Chris	HOME	199301	999999	Dorm Room	JAMES	101 DBLT	AC	29-AUG-1992	13-DEC-1992
@00000078	Harbison, Carrie	HOME	199301	999999	Dorm Room	CATHER	101 DBLD	AC	29-AUG-1992	13-DEC-1992
@00000081	Harvey, Gregory	HOME	199301	199301	Dorm Room	STALER	103 DBLT	AC	29-AUG-1992	13-DEC-1992
@00000073	Kelly, Mike	HOME	199301	999999	Dorm Room	JAMES	100 DBLD	AC	29-AUG-1992	13-DEC-1992
@00000079	Kidder, Susan	HOME	199301	999999	Dorm Room	CATHER	101 DBLD	AC	29-AUG-1992	13-DEC-1992
@00000086	King, Joe	HOME	199301	999999	Dorm Room	STALER	102 DBLD	AC	29-AUG-1992	13-DEC-1992
@00000070	Lear, Courtney	HOME	199301	999999	Dorm Room	STALER	101 DBLT	AC	29-AUG-1992	13-DEC-1992
@00000082	Martin, Eric	HOME	199301	199301	Dorm Room	LEROY	108 DBLT	AC	29-AUG-1992	13-DEC-1992

12/15/1992 11:33:54  
199301

Banner University  
Housing Module Purge  
(AUDIT)

PAGE 2  
SLPHOUS

ID	NAME	--- APPLICATION ---		ASSIGNMENTS	BLDG	ROOM	PLAN RATE	ST	BEGIN DATE	END DATE
		TYPE	FROM TERM TO TERM							
208000002	Morgan, Denise Mary	HOME	199301 199301	Dorm Room	STALER	200	DBLT	AR	29-AUG-1992	13-DEC-1992
@00000063	Peterson, Dawn	HOME	199301 999999	Dorm Room	STALER	100	DBLT	AC	29-AUG-1992	13-DEC-1992
@00000077	Rohr, Sean	HOME	199301 999999	Dorm Room	LERoy	107	DBLT	AC	29-AUG-1992	13-DEC-1992
208000017	Scott, Richard	HOME	199301 199302	Dorm Room Phone	LERoy	106	DBLT SHRD	AC	29-AUG-1992	13-DEC-1992
208000001	Scott, Walter Christopher Joe			Dorm Room Meal	LERoy	100	DBLT 10T	AR AC	29-AUG-1992	13-DEC-1992
@00000083	Sears, Michael	HOME	199301 199301	Dorm Room	LERoy	108	DBLT	AC	29-AUG-1992	13-DEC-1992
@00000097	Stoneman, Dennis	HOME	199301 999999	Dorm Room	JAMES	100	DBLD	AC	29-AUG-1992	13-DEC-1992
@00000085	Taylor, Ann	HOME	199301 999999	Dorm Room	TOWERS	201	DBLT	AC	29-AUG-1992	13-DEC-1992
@00000075	Wayland, Dennis	HOME	199301 999999	Dorm Room	JAMES	101	DBLT	AC	29-AUG-1992	13-DEC-1992
@00000089	Willis, John	HOME	199201 999999							

12/15/1992 11:33:54  
199301

Banner University  
Housing Module Purge  
(AUDIT)

PAGE 3  
SLPHOUS

\* \* \* REPORT CONTROL INFORMATION - SLPHOUS - Release 2.1.5 \* \* \*

RPTNAME: SLPHOUS  
PROCESS TERM: 199301  
PURGE OPTION: 1  
PURGE MODE: A (AUDIT MODE)  
ASSIGNMENT ACTIVITY DATE:

STUDENTS SELECTED: 26  
NUMBER OF POTENTIAL APPLICATION DELETE: 25  
NUMBER OF POTENTIAL ROOM ASSIGNMENT DELETE: 25  
NUMBER OF POTENTIAL MEAL ASSIGNMENT DELETE: 3  
NUMBER OF POTENTIAL PHONE ASSIGNMENT DELETE: 2

## ACS Housing Interface (SLRBACS)

**Description** This report reads Banner files and extracts the specified data into a file for use by the Applied College Systems (ACS) Housing Information System (HIS). The printed output is shown in a control report with totals of the records sent. A transaction file is also produced, which is formatted and ready to be run through the ACS HIS. This reduces the amount of data entry required in the Housing Information System.

Parameters	Name	Required?	Description	Values
	Term Code	Yes	Enter the term code to be used to select housing application records for the ACS HIS file.	Term Code Validation Form (STVTERM)
	Address Selection Date	No	Enter the date in DD-MON-YYYY format for the address(es), effective on this date, to be extracted for the ACS HIS file. The system date is the default if this parameter is left blank.	
	Address Type	Yes	Enter the address type to be used in the selection of the addresses. Up to two address types may be requested.	

### Report Sample—ACS Housing Interface (SLRBACS)

Date: 14-JUL-1995	Banner University	SLRBACS
Time: 08:21:40	ACS Housing Interface	Page: 1
* * * REPORT CONTROL INFORMATION - Release 2.1.5 * * *		
TERM: 199401 ADDRESS DATE: 14-JUL-1995 ADDRESS TYPE(S): 1PR 2MA REPORT LINE LIMIT: 60		
NUMBER OF RECORDS WRITTEN INTO slrbacs.dat IS 21		



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## Recruiting Procedures

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### Add/Maintain Prospects

To recruit a prospect, after a prospect's identification number and name have been entered on the General Person Identification Form (SPAIDEN), the Recruit Prospect Information Form (SRARECR) is used to enter and maintain the information necessary for all recruitment related activities. This information includes the source of the prospect (high school, mailings, alumni, etc.), intended degrees and majors, outside interests, contacts, comments, attributes, and cohort information for student tracking.

The Quick Recruit Form (SRAQUIK) can also be used when entering information about a recruit or a group of recruits which may have some of the same characteristics. The Default Options window allows the user to enter default information such as address type, contact type code, recruiter code, recruitment status code, source code, term code, high school code, prior college code, level code, degree code, college code, department code, and major code for all records being processed. This speeds the data entry process when a batch of recruits from a local high school or all recruits from the same prior college are being processed together. The default options are in effect only for the current SRAQUIK session; once the user has exited the form, the options no longer apply.

If a prior college or high school record is entered on this form, the corresponding admissions checklist request code is updated on the Prior College Form (SOAPCOL) and High School Information Form (SOAHSCH), if it is defined on Source/Background Institution Code Validation Form (STVSBGI). If multiple prior colleges or high schools are added for a single recruit, only the first entered record will be assigned the admissions checklist request code.

### Add/Maintain Test Scores

Once a prospect has been established on the database, the various types of tests required for recruiting a prospect are entered on the Test Score Information Form (SOATEST). Test scores for SAT, ACT, GRE, GMAT, and AMCAS tests may also be loaded onto the system from test score tapes and are recorded on this form.

## Add/Maintain High School Data

The High School Information Form (SOAHSCH) is used to enter information about a person's high school career. The information includes high school, transcript dates, graduation date, GPA, and subjects taken in high school.

## Add/Maintain Prior College Data

The Prior College Form (SOAPCOL) is used to enter and maintain information about a person's prior college experience including degree information such as majors, minors, and areas of concentration, number of hours, GPA, and transcript date.

## Review Prospects

The Recruiter's Prospect Form (SRARINF) is used to display all the prospects for which a recruiter has responsibility. The prospect's name, ID number, and status are displayed.

## Assign/Review Recruiter's Appointments and Visits

The Recruiter Appointments/Visits Form (SRARAPT) is used to schedule and record daily appointments with prospects and to record visits to recruiting sources such as a college night. Appointments and visits may be viewed for a given day or range of days. If a recruiter is absent, it provides a quick method to review their schedule.

## Establish Source, High School, or College

The Source or Background Institution Base Form (SOASBGI) is used to capture general information about a source, high school, or college. Information such as address, contacts, comments, or directions may be used by the recruiter to aid in the recruitment process.

## Build Statistical Information for a Source or Background Institution

Statistical information about a source, high school, or college may be maintained on a yearly basis on the Source/Background Institution Year Form (SOABGIY). This information may be used for statistical data on the institution's recruiting procedures.

## Review Prospects and Visits by Source

The Source Visits/Prospects Form (SRASRCE) displays prospects by the source of the prospect and also may be used to review and schedule visits to a particular source. This form may be used by the recruiter to schedule a college night visit at a high school and to view the prospects from that high school.

## Produce System-Generated Letters

Letters (generated) and materials (published) are defined using a variety of validation and control forms. Paragraph codes are defined on the Paragraph Code Validation Form (GTVPARA), and their text is defined using the Paragraph Form (GUAPARA). Letter codes are defined using the Letter Code Validation Form (GTVLETR), and the paragraphs which make up a letter are defined on the Letter Process Form (GUALETR). Materials and letters can be scheduled by the system based upon Communications Plans or can be entered directly on the Student Mail Form (SUAMAIL).

## Analyze Recruiting Enrollment

There are two reports you can use to analyze recruiting enrollment, the Recr/Enrl Analysis-Source/Recr Report (SRRENRL) and the Recr/Enroll Analysis-How Learned Report (SRRENRLH).

The Recr/Enrl Analysis-Source/Recr Report (SRRENRL) analyzes by source, recruiter, and contact type the number of people who have been recruited, applied, accepted, and registered for a specified term. The report also collects data based on source and recruiter codes and prints an optional section for source codes which have no corresponding recruiting data associated with them. Data is populated from SRRRSRC.

The Recr/Enroll Analysis-How Learned Report (SRRENRLH) provides recruiting information sorted by recruiter code for a given range of term codes. The data collected for the number of recruits, applications, and accepted and registered students is based first on the How I Learned About code and then on term. An optional section may be printed for How I Learned About codes which have no corresponding recruiting data associated with them. The How I Learned About code is populated when any Web for Prospects user fills in the appropriate field on the Web for Prospects page. That information is then pushed to the user's Banner® recruiting record. (The field can also be populated manually on SRARECR/SRRLEND.)

This report will assist schools in determining their success rate with various types of marketing and advertising methods. For instance, if a school is receiving little or no feedback from an expensive newspaper campaign but is receiving many calls based on a radio spot, the decision may be made to put more marketing dollars into radio and less into print ads. This report will help give the school the necessary information to make those types of decisions.

## Print/Delete Recruits Who Did Not Apply

The Recruits Never Applied to Institution Report Process (SRRINQR) prints, by option, a report of all prospects who never applied to the institution or deletes all records for those prospects.

## Appointment Scheduling

Appointments may be created and scheduled once a general person record exists. They are person related, rather than specific to a recruiting record. A recruiting record is not required to be built on the Recruit Prospect Information Form (SRARECR) in order to set up an appointment. Appointments are entered and maintained on the Person Appointments/Contacts Form (SOAAPPT). This form may be accessed from the Recruit Prospect Information Form (SRARECR).

A person may be scheduled for an appointment with a recruiter via the Recruiter Code or with an Interviewer. An interviewer is another person in the system and is defined via their ID.

Multiple appointments, as well as multiple contacts, may be entered for a person on the Person Appointment/Contacts Form (SOAAPPT). A person may have more than one appointment at the institution in a single day. Perhaps an applicant would like to schedule appointments with their Admissions counselor, a Financial Aid counselor, and their Academic Advisor in a single day. As long as each of these members of your institution is defined by an ID in your database, these appointments may be scheduled between the applicant and these parties on the Person Appointments/Contacts Form (SOAAPPT). Keep the following in mind for scheduling purposes.

- If a person for whom the appointment is being scheduled (the Key Information ID) has conflicting appointments, the message *\*WARNING\* Appointment already scheduled at this time for the person* is generated to inform the user of such a conflict.
- If the interviewer has conflicting appointments, the message *\*WARNING\* Appointment already scheduled at this time for the Interviewer* is generated.
- And if a conflicting appointment and or visit is created for the recruiter, the message *\*WARNING\* Appointment/Visit already scheduled at this time for the Recruiter* is generated.

A contact is not a required element when creating an appointment for a person. However, if a contact is entered, and a result code is entered that is to generate a contact, the contact will be generated for the person, and may be viewed in the Contact section of the Person Appointments/Contacts Form (SOAAPPT). Only one contact of the same contact code may be entered in a day. Multiple contact codes may be entered for a person in a single day, as long as the contact codes differ.

The Key Block of the Person Appointments/Contacts Form (SOAAPPT) requires an **ID** and has an optional **Appointment Range Start Date** and **End Date**. If the **Appointment Range Start Date** and **End Date** for appointments and contacts are left null, then all appointments and contacts will be queried. Otherwise, only those appointments and contacts which fall between the **Appointment Range Start Date** and **End Date** the user has specified will be queried.

The **Appointment From Date** and **To Date** fields in the Key Information of the Recruiter Appointments/Visits Form (SRARAPT) allow the user to enter a range of dates, a single date, or no dates for all records. The user may specifically query those days of interest for a recruiter's schedule.

If an appointment is to be scheduled with a recruiter, the end user may also schedule that appointment on the Recruiter/Appointments/Visits Form (SRARAPT) in the Appointments section. All appointments entered on the Person Appointments/Contacts Form (SOAAPPT) and scheduled with a recruiter will also display on this form and vice versa.

The Appointment Purge Process (SOPAPPT) will delete all person-related appointments for a parameter entered range of dates. This process may first be run in audit mode to verify the results before it is run in update mode; appointments are purged from the database.

## Communication Plan Processing

### Communication Plan Processing Overview

#### Introduction

Communication plan processing permits you to automatically assign a recruit, applicant, or student (learner) to a communication plan online, according to their campus, level, degree, college, field of study type, field of study code (major), curricula (primary, secondary, any), and the rules defined for your institution. You can define rules that will assign a communication plan based upon any field of study type (i.e., not just major) and/or elements in the primary curriculum, secondary curricula, or all curriculum records.

Automatic mail generation helps the institution communicate quickly and efficiently with prospects, applicants, and students. Based on the various “attributes” of a person and their stage of processing (recruiting, admissions, general student), the system generates different pieces of mail automatically. In the same manner, you can enter requests for specific mailings to be produced. All mailings are dated and marked with a material code, letter code, and communication plan where applicable, so you can keep a full audit trail of correspondence sent to a person. You develop the actual letters online to send to a person according to the specific needs of your institution.

## How Processing is Called by Module

Communication plan processing is called in a variety of situations, depending on the module for the curriculum record.

Processing is called from Recruiting when:

- new recruiting and curriculum records are added, and recruiting communication plan matches are found on SOACOMM,
- a new curriculum or field of study is added to a recruiting record, and new recruiting communication plan matches are found on SOACOMM (i.e., the communication plan did not already exist for the recruit),
- the withdrawal code is added or changed, or a new source/background institution code is added on SRARECR, and active communication plan records exist for the recruit,
- a curriculum record is deleted, and active communication plan records exist for the recruit,
- a recruiting record is deleted or inactivated, and active communication plan records exist for the recruit,
- a recruiting curriculum or field of study record is inactivated, and active communication plan records exist for the recruit, and
- the recruiting curriculum is changed, and active communication plan records exist for the recruit.

Processing is called from Admissions when:

- new application and curriculum records are added, and applicant communication plan matches are found on SOACOMM,
- a new curriculum or field of study is added to an applicant record, and new applicant communication plan matches are found on SOACOMM,
- the withdrawal code is added or changed, or a new source/background institution code is added on SAAADMS, and active communication plan records exist for the applicant,
- a curriculum record is deleted, and active communication plan records exist for the applicant,
- an admissions record is deleted or inactivated, and active communication plan records exist for the recruit,
- an admissions curriculum or field of study record is inactivated, and active communication plan records exist for the recruit, and
- the admissions curriculum is changed, and active communication plan records exist for the recruit.

Processing is called from General Student when:

- a decision is confirmed for an applicant (SAAQUIK and SAADCRV) that results in the creation of a new learner curriculum or a general student record, and new learner communication plan matches are found on SOACOMM,
- a general student record is duplicated on SGASTDN, and new communication plan matches are found on SOACOMM,
- a new curriculum or field of study is added to a general student record, and new learner communication plan matches are found on SOACOMM,
- the student status on SGASTDN is changed to *IS*, and active communication plan records exist for the learner,
- a curriculum record is deleted, and active communication plan records exist for the learner,
- a general student record is deleted or inactivated, and active communication plan records exist for the learner,
- a general student curriculum or field of study record is inactivated, and active communication plan records exist for the learner, and
- the general student curriculum is changed, and active communication plan records exist for the learner.

## Determining Material Recipients

A communication plan defines standard materials and groups of materials to be sent to a prospect/applicant/student at pre-defined time intervals. Once a person is assigned to a communication plan, material is generated on the Student Mail Form (SUAMAIL). Please note that the person must meet the material rule criteria for each specific material in order to receive all materials in the plan. Otherwise, only those materials within the plan for which the person is qualified are generated on the Student Mail Form (SUAMAIL).

In order to be qualified to receive a specific material, the person must meet all the required criteria as defined on the Material Form (SOAMATL). On this form, the institution defines the required attributes which a person must have in order to receive the material.

For instance, perhaps your institution has an Institutional Scholarship program called "Presidential Scholarship for Freshman Minority Students". You would only like those students that have: (1) received a score of 700 or better on either the Math SAT or the Verbal SAT, (2) are members of a minority ethnic group, and (3) are new freshman at your institution. The Material Form (SOAMATL) allows you to establish such requirements, giving you strong controls over the materials that leave your institution.

If a specific material is part of a person's communication plan, and the individual meets all the criteria for the material, the material is generated automatically to the Student Mail Form (SUAMAIL). If a communication plan is added for a person, but the person does not meet the required criteria to receive the material, no materials are generated. When the

individual does meet the criteria, and the plan is still active, the material is generated for the person at that time.

For example, a prospect may be in the communication plan defined for undergraduate students interested in the College of Business. A specific material, such as a College Night Follow-Up Letter, may be associated with this communication plan. The material rules for this letter may require that the prospect have a contact defined as "college night". At the time the plan is assigned, the person did not have a contact of college night. However, three weeks later, the college night contact is entered. At this time, the College Night Follow-Up Letter is automatically generated on the Student Mail Form (SUAMAIL).

## Defining Materials and Rules

When materials are defined on the Material Form (SOAMATL), the user must first define specific information regarding the material in the Material information. These specifics include indicating whether the material is a published work or is generated within the system using Letter Generation. If the material is generated, a corresponding letter code must be entered. Initials and the capability of overriding initials are defined here. This section is also where the user determines whether a duplicate mailing of this material is permitted.

There are a set of rules in the Material Rules section which may be used to designate who receives certain materials. The following criteria may be used in combination to determine which materials should be created for a person: **Department, Major, Contacts, Interests, Attributes, Gender, State or Province, Ethnicity, Legacy, Citizenship, Recruit Type, Test Scores, Admission Type, Admission Decision, Student Type, Source, Application Status, ESP Code, and Region or Division.**

If a person meets the criteria defined for a specific material, and it is part of their communication plan, the system sends the individual the corresponding material. Automatic mailing of materials is based on a person's characteristics and the status of the recruiting record, admissions application, or general student record.

Material rules have an OR condition within a rule type, and rules have an AND condition among rule types. For example, in the Material Rules section, the codes which determine the rules for each field, such as the **Department** field, follow the OR condition. The codes which determine the rules for all the fields in the section, from **Department** through **Region Or Division**, follow the AND condition in relation to each other.

Suppose your institution offers scholarships to new freshmen who have scored well on either the SAT verbal or SAT mathematics tests. You should set up rules for this scholarship material or letter that indicate these requirements. To accomplish this task, you should enter in the test score rules that the person must have an SAT verbal score OR an SAT math score of 700, AND a student type of "B" (new freshman) to receive this material. Only these people with a student type of "B", and either an SAT verbal or SAT math score of 700 or better, will receive this material.



Materials are only generated for departments, majors, and general student admit codes and student types when a communication plan is added. Materials for non-majors, departments, and general student admit codes and student types are generated from the following forms:

- SAAACKL
- SAAADMS
- SAADCRV
- SAAQUIK
- SGASADD
- SGASTDN
- SLARMAP
- SOAAPPT
- SOACCOL
- SOAPLAN
- SOATEST
- SPACMNT
- SPAIDEN
- SPAPERS
- SRAQUIK
- SRARECR

### **Using Material Groups**

Once all materials have been defined, and their corresponding rules have been established, material groups may be used. Using group codes is a shorthand method of assigning a group of materials to multiple communication plans, rather than assigning each material individually to each communication plan.

Groups of materials are defined on the Communication Group Form (SOACGRP). Use this form to specify the material codes which you would like to be part of the communication group. An example of a group of materials may be Athletic Brochures. Instead of adding each athletic brochure at your institution to each communication plan, use group code processing to ease data entry. On the Communication Group Form (SOACGRP), enter the group code for Athletic Brochures in the Key Information, and add the material codes for such things as football brochures, baseball brochures, and field hockey brochures. Adding the group code to your communication plans associates each of the materials in the group with the plan. Please note that the rules for each material are

checked individually. If a person meets the rules for the football brochure, and no others in this group, they will only receive the football brochure.

## Associating Materials with Plans

After defining your institution's materials, material rules, and communication groups, you must determine which materials and groups of materials will be part of each of your institution's communication plans. Materials and communication groups are added to a plan on the Communication Plan Form (SOACPLN). Use this form to define individual materials for a plan and their associated wait days and to assign groups of materials to a communication plan. If a specific material is added for a communication plan, and that material is also part of a group of materials, the system does not generate the material twice to the Student Mail Form (SUAMAIL). It checks your plan rules and only generates one of the materials that is needed.

## Using Communication Plans

Communication plans may be automatically generated online in the Recruiting, Admissions, and General Student Modules and are controlled by the user. If a person meets the requirements to be assigned to a communication plan as defined on the Communication Rules Form (SOACOMM), the Communication Plan Change window appears, and the user is given the option to assign a communication plan, or exit from the window.

### Note

To exit from the window, you must make some change to the record (such as remove a plan and Save, change a plan and Save) or simply save the existing/assigned plans. Use the **Return** button to return to the main window of the form. ■

The following criteria, **Campus**, **Level**, **College**, **Degree**, **Field of Study Type**, **Field of Study Code** (major), and **Curricula** (*Primary, Secondary, Any*) as defined on the Communication Rules Form (SOACOMM), and the person's stage of processing, either recruit, applicant, or student (learner), determine the communication plan in which a person is placed. You can define rules that will assign a communication plan based upon any field of study type (i.e., not just major) and/or elements in the primary curriculum, secondary curricula, or all curricula.

When creating your institution's communication plan rules, be aware that any fields which are left blank are treated as wildcards. For example, if your institution has two communication plans, one for undergraduate level and one for graduate level students, you should create your rules with an undergraduate level code specified for the undergraduate communication plan. Level would be the only rule defined for the plan, so any person at that level and indicated processing stage (recruit, applicant, or student) is placed in that communication plan. The same would be true for the graduate level students.

Please note that communication plans may be set up at a broad level by using one rule, such as by level only, or they may be specific for each campus, level, college, and degree

combination. This decision should be made prior to implementing this functionality at your institution.

## Using the Communication Plan Change Window

The Communication Plan Change Window displays in the forms listed below, if an curriculum record is added or updated in the database and this causes a change of communication plan.

Recruit Prospect Information Form	(SRARECR)
Quick Recruit Form	(SRAQUIK)
Admissions Application/Checklist Summary Form	(SAAACKL)
Admissions Application Form	(SAAADMS)
Quick Entry Form	(SAAQUIK)
Admissions Decision Form	(SAADCRV)
General Student Form	(SGASTDN)
Communication Plan Collector Form	(SOACCOL)

The Communication Plan Change window for the student is automatically displayed on SAAADMS, SAAQUIK, SRAQUIK, SRARECR, and SGASTDN under the following conditions:

- A new host record (SRBRECR, SARADAP, SGBSTDN) is added along with its primary curriculum, and a communication plan matches the curriculum.
- A new curriculum or field of study is added to a host record, and a communication plan matches the curriculum and does not currently exist for the student's recruiting, application, or general student record.
- A host record is inactivated by a withdrawal or other source/background institution code (SRBRECR, SARADAP), or the student status on the general student record (SGBSTDN) is inactive.
- A host record is deleted, and communication plans exist for that record.
- A curriculum or field of study is deleted, and communication plans exist for the host record.
- A curriculum or field of study is inactivated, and communication plans exist for the host record.

The Communication Plan Change window is *not* displayed automatically from SOACCOL and SAAACKL. The user must select the Communication Plan item from the Options Menu.

The Communication Plan Change window is displayed automatically from SAADCRV if the resulting decision is to create a new general student record, or when a new curriculum is added for the student, and a new communication plan matches the curriculum.

When the Communication Plan Change Window appears in one of these forms, the user is given the option to delete, inactivate, or ignore the initial communication plan and any pending materials, and the option to add the new communication plan. This is all done by setting the checkboxes to Yes, No, Inactivate, or Delete (by checking or unchecking them) and then saving the data and acknowledging the change. If no change in plans is desired, use Save to exit from the window.

 **Note**

To exit from the window, you must make some change to the record (such as remove a plan and Save, change a plan and Save) or simply save the existing/assigned plans. Use the **Return** button to return to the main window of the form. ■

For example, when a recruiting record is first added to the database via the Recruit Prospect Information Form (SRARECR), if the prospect's campus, level, college, and degree match a communication rule on the Communication Rules Form (SOACOMM), the Communication Plan Change Window appears. The user may save this communication plan or exit from the window.

As the prospect becomes an applicant, similar steps must be taken to delete, inactivate, or continue with recruiting communication plans and the addition of admissions or general student plans. The Communication Plan Change Window will appear in the Admissions Application Form (SAAADMS) when a record is added to the database. After the admissions record is saved to the database, the system determines whether a communication plan exists, needs to be changed, or should be added for the person.

At the time the Communication Plan Change Window appears in the Admissions Application Form (SAAADMS), the user is given the option to:

1. delete, inactivate, or ignore the initial communication plan,
2. delete or ignore any pending materials from the existing communication plan, and,
3. add the new communication plan in this window.

After each of these options are selected, the changes should be saved. When communication plan changes are saved to the database, the message: *Communication Plan Update in Process...* appears. *You must acknowledge this message to continue processing the communication plan.* If no change in plans is desired, exit from the window.

 **Note**

To exit from the window, you must make some change to the record (such as remove a plan and Save, change a plan and Save) or simply save the existing/assigned plans. Use the **Return** button to return to the main window of the form. ■

The Communication Plan Change Window appears in three specific circumstances.

1. If a record for a person is added to SAAADMS, SAAQUIK, SRAQUIK, or SRARECR, and this person fits the criteria combination of a communication plan designated on the Communication Rules Form (SOACOMM), and the same active plan does not already exist for that person on the Communication Plan Assignment Form (SOAPLAN).
2. If the value for the campus, level, college, degree, field of study type, field of study code (major), or curricula (primary, secondary, any) is changed for the person on one of the above forms and that change alters the criteria for the communication plan assigned to them based on the rules designated on the Communication Rules Form (SOACOMM).
3. If a person's record is deleted and they have an active communication plan, the communication plan window will open to ask you if you would like to inactivate their communication plan.

Because of the complex curriculum validation and communication plan processing that occurs when records are saved on SAAADMS, SAAQUIK, SRAQUIK, or SRARECR, the creation of multiple records prompts you to save any changes. If you have made unsaved changes to one record, then perform a Next Record function, the box *Do you want to save the changes you have made? You must save your changes in order to proceed to the next record. Yes or No* is displayed. If you choose Yes, the changes for the record you are working on will be saved, and the necessary validation and communication plan processing will occur. If you answer No, the above message displays until you either choose to save or leave the form.

In other words, you will not be permitted to create a new record without saving changes to the one you are currently working on. This eliminates confusion over the record for which curriculum checking and communication plan processing are occurring.

### Using the Collector File

Similar steps need to be taken when an applicant becomes a student. Please note that after registration exists, changes in student information that may cause a plan change (campus, level, college, degree) *must* be made on the Student Course Registration Form (SFAREGS), and that the Communication Plan Change Window will *not* appear in this form. Instead, a collector file which can be viewed online in the Communication Plan Collector Form (SOACCOL) is updated with the changes made that cause the communication plan to change or materials to be sent. Note that any batch process which may affect a communication plan or materials to be sent to a plan member also updates this collector file. Batch processes which may cause an update to the collector file include:

Electronic Prospect Load Process	(SRTLOAD)
Admissions Decision Calculation Report	(SARBDSN)
Student Type Update	(SHRTYPE)

Records added to the Communication Plan Collector Form (SOACCOL) may be updated individually online by performing a Count Query Hits function or by using the Communication Plan item from the Options Menu. If a change is being made to a communication plan, the Communication Plan Change Window appears. If the collector record is to add materials only, no window appears after performing a Count Query Hits function; however, the materials are generated. After processing a collector record on this form, delete the record from the collector file.

The Communication Plan Processing Report (SORCPLN) allows you to process all collector records in batch. You may clean up the collector file prior to running this batch process by entering the Communication Plan Collector Form (SOACCOL) and deleting those records which you do not wish to process.

### Assigning Communication Plans

The Communication Plan Assignment Form (SOAPLAN) is used to assign or view assigned communication plans for a person. The **Module Indicator** radio group value of **Recruiting**, **Admissions**, or **Student**, indicates which module the plan is for. A communication plan follows a person through these modules and may be turned off or on as processing changes or as the plan changes according to the rules which have been defined.

A person may have multiple active plans. Multiple plans may exist within a module or across modules. For example, if your recruiting communication plan rules are set up as different plans for different campuses, and a student is a prospect for both campuses, that student may have active recruiting communication plans for both campuses.

Also, if a student is currently enrolled at your institution as an undergraduate student and has a student communication plan and is also considered a prospect for the graduate program, the student may also have an active recruiting module communication plan.

A person's communication plans are differentiated by term code and application or sequence number on the Communication Plan Assignment Form (SOAPLAN). The term code is associated with recruiting or admissions status, while the application or sequence number identifies the specific recruiting or admissions application. When the **Active (Indicator)** in the Assignment section is checked, the person will receive materials for the plan code. When the **Mail Exists (Indicator)** in the Assignment section is checked, the materials have been automatically posted to the Student Mail Form (SUAMAIL) and have been sent via Letter Generation, based on the plan code that generated the materials. Perform a Count Query Hits function from the **Plan** field in the Assignment section to create materials for a new communication plan for the person whose ID is in the Key Information.

## Implementing Communication Plans

The following validation forms, application rule/control forms, and processes are used in Communications Plan Processing:

### Validation Forms

STVMATL	Material Code Validation Form
STVCGRP	Communication Group Code Validation Form
STVCPLN	Communication Plan Code Validation Form

### Application Rule/Control Forms

SOAMATL	Material Form
SOACGRP	Communication Group Form
SOACPLN	Communication Plan Form
SOACOMM	Communication Rules Form
SOACCOL	Communication Plan Collector Form
SOAPLAN	Communication Plan Assignment Form

### Reports/Processes

SORCPLN	Communication Plan Processing Report
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Perform the following steps:

1. Create a communication plan by defining the materials at your institution that will be made available to each communication plan. Material codes may be up to four characters in length and are defined on the Material Code Validation Form (STVMATL).
2. After you have defined your material codes, define the base information for the material itself. This includes indicating whether the material is published or generated. If generated, you must enter the letter code.

In addition, you must define the rules which the recruit/applicant/student must meet to receive this material. Both of these tasks are performed on the Material Form (SOAMATL).

Please remember that material rules have an OR condition within a rule type, and rules have an AND condition among rule types. For example, in the Material Rules section, the codes which determine the rules for each field, such as the **Department Rules** field, follow the OR condition. The codes which determine the rules for all fields in the section, from **Department** through **Region or Division**, follow the AND condition in relation to each other.

3. Once all materials have been defined and their corresponding rules have been established, you may use material groups. Using group codes is a shorthand method of assigning the code to multiple communication plans, rather than assigning the code individually to each communication plan. The first task in using material groups is to define your group codes on the Communication Group Code Validation Form (STVCGRP).
4. After defining your group codes, you can add standard materials such as an Institutional Financial Aid Brochure, GSL Brochure, and Payment Options pamphlet to groups of materials, such as Financial Aid Materials, for communication plans. This is done using the Communication Group Form (SOACGRP).

 **Note**

Wait days may be assigned to designate when materials should be sent for a plan. By using this methodology, you need only associate the group code with your communication plans, and if the members assigned to the plan meet the criteria for any or each of the materials within the group, they are automatically sent those materials for which they qualify. This processing should ease the burden of data entry when communication plans are created at your institution. ■

5. You must define the communication plan codes which will be used at your institution on the Communication Plan Code Validation Form (STVCPLN). These codes define the communication plans to which recruits/applicants/students may be assigned at your institution.
6. Once you have defined your communication plan codes, materials, and communication groups, you need to specify which materials and groups should be part of each communication plan. This is accomplished on the Communication Plan Form (SOACPLN). This form is used to assign materials and groups of materials to a communication plan.

Groups of materials are set up, added to communication plans, and maintained at the group level. Materials assigned to a plan, which are also included in groups of materials assigned to a plan, are not duplicated when mailed. Wait days may be assigned to designate when materials should be sent for a plan.

7. Now that you have fully defined the communication plans to be used at your institution, you must specify the rules which a recruit/applicant/student must meet in order to become assigned to a communication plan. You define rules by **Campus**, **Level**, **College**, **Degree**, **Field of Study Type**, **Field of Study Code** (major), and **Curricula** (*Primary, Secondary, Any*), on the Communication Rules Form (SOACOMM). These criteria, as well as the person's stage of processing in the Recruiting, Admissions, or General Student modules determine which plan a person is placed in. Any fields which are left blank are treated as wildcards. The form is



also used to calculate the communication plan to which a person is assigned when a record is added or updated in the database.

 **Note**

If a recruiting level is not defined during the Electronic Prospect Load Process (SRTLOAD), the default value of level 00 will be assigned to each of the added recruiting records. If you choose to use this default level value and intend to use communication plan processing, you need to create communication plan rules for the 00 level on the Communication Plan Rules Form (SOACOMM). Otherwise, your newly created recruits will not be assigned to a communication plan. It is also important to note that the default level value of 00 is also used when initially creating recruiting records on the Recruit Prospect Information Form (SRARECR) and the Quick Recruit Form (SRAQUIK). ■

8. Normal processing should now be performed in all modules. Please note that the Communication Plan Change Window appears during normal processing in the following forms if a data element (**Campus, Level, College, Degree, Field of Study Type, Field of Study Code** (major), and **Curricula** (*Primary, Secondary, Any*)) is added or changed for a person:

Recruit Prospect Information Form	(SRARECR)
Quick Recruit Form	(SRAQUIK)
Admissions Application/Checklist Summary Form	(SAAACKL)
Admissions Application Form	(SAAADMS)
Quick Entry Form	(SAAQUIK)
Admissions Decision Form	(SAADCRV)
General Student Form	(SGASTDN)
Communication Plan Collector Form	(SOACCOL)

For example, when a recruiting record is added online in the Recruit Prospect Information Form (SRARECR) or the Quick Recruit Form (SRAQUIK), the system automatically checks to determine if the prospect qualifies for placement in a communication plan according to their campus, level, degree, college, field of study type, field of study code (major), curricula (primary, secondary, any, and the rules your institution has established on the Communication Rules Form (SOACOMM)). If the prospect does qualify for a communication plan, the Communication Plan Change Window displays.

At this time you will be given the option to (1) delete, inactivate, or exit the initial communication plan, (2) delete any pending materials from the existing communication plan or leave them as they are, and (3) add the new communication plan in this window. If the option selected causes changes in a plan, the changes need to be saved. When communication plan changes are saved to the database, the message: *Communication Plan Update in Process...* appears. You must acknowledge

this message in order to continue processing the communication plan. If no change in plans is desired, you may exit from this window.

 **Note**

To exit from the window, you must make some change to the record (such as remove a plan and Save, change a plan and Save) or simply save the existing/assigned plans. Use the **Return** button to return to the main window of the form. ■

As the prospect moves to applicant status, you must take similar steps to delete, inactivate, or continue with recruiting communication plans, and to add the admissions plans. The same is true when an applicant becomes a student.

If you perform a Save function from the Communication Plan Change Window, you are given the message *Communication Plan Update in Process...* which you must acknowledge, before the plan is added for the recruit. If you choose the Exit function, the communication plan window disappears, and no communication plan is assigned.

9. After registration exists, 1) changes in student information that may cause a plan change (campus, level, college, degree) *must* be made on the Student Course Registration Form (SFAREGS), and 2) the Communication Plan Change Window will *not* appear in this form. Instead, a collector file which can be viewed and processed individually online in the Communication Plan Collector Form (SOACCOL) is updated with the changes made that cause the communication plan change or materials to be sent. In order to process these changes in batch, the Communication Plan Processing Report (SORCPLN) must be run to update communication plans according to the entered parameters.

 **Note**

Any batch process which may affect a communication plan or materials to be sent to a plan member updates this collector file on SOACCOL. Those collector records may be updated individually online or in batch via the Communication Plan Processing Report (SORCPLN). ■

Communication plan information updates the batch collector file when you run the Electronic Prospect Load Process (SRTLOAD), the Student Type Update Report (SHRTYPE), the Admission Decision Calculation Report (SARBDSN), or when you make changes to the general student information after registration information exists.

Use the Communication Plan Collector Form (SOACCOL) to display the people which have been added to the collector file for batch processing for communication plans. The Communication Plan Processing Report (SORCPLN) updates these changes for communication plans in the collector file. The changes may be updated online by the performance of a Count Query Hits function from the record you want to update.

10. Use the Communication Plan Assignment Form (SOAPLAN) to assign or view assigned communication plans for a person. The **Module Indicator** radio group value of **Recruiting**, **Admissions**, or **Student**, indicates which module the plan is associated with. A communication plan follows a person through these modules and

may be turned off or on online as processing changes or as the plan changes, according to the rules which have been defined. A person may have multiple communication plans assigned to them which are differentiated by term code and application or sequence number. The term code is associated with recruiting or admissions status, while the application or sequence number identifies the specific recruiting or admissions application.

When the **Active (Indicator)** in the Assignment section is checked, the person will receive materials for the plan code. When the **Mail Exists (Indicator)** in the Assignment section is checked, the materials have been automatically posted to the Student Mail Form (SUAMAIL) and have been sent via Letter Generation, based on the plan code that generated the materials. Materials may be sent manually once a plan is assigned to a person, materials are created, and the rules for the materials meet the criteria for addition to SUAMAIL.

When a Count Query Hits function is performed from the **Plan** field in the Assignment section, materials are created for a new communication plan for the person whose ID is in the Key Information.

## Electronic Prospects Processing

### Overview

Electronic Prospects processing provides a Web data entry point into the existing electronic prospects search tape and test score tape load functionality and allows for recruit information to be available in the Banner Student Self-Service module called Web for Prospects.

Please refer to the *Banner Student Self-Service User Guide* for more information on the Web for Prospects module. Please refer to the “Search and Test Score Tape Load” section which follows “Electronic Prospects Processing” for more procedural information.

The following forms are used to support the electronic prospects functionality:

- Web Prospect How I Learned About Validation Form (STVLEND)
- Electronic Prospect Validation Form (STVPREL)
- Web Acknowledgement Validation Form (STVWACK)
- Web Prospect Information Selection Validation Form (STVWPIC)
- Electronic Prospects Default Options Form (SRAPRED)
- Electronic Prospect Detail Form (SRAPREL)
- Recruit Prospect Information Form (SRARECR)
- Web for Prospects Acknowledgement Letter Form (SRAWACK)

- Web for Prospects Display Rules Form (SRAWPDS)
- Web for Prospects Selection Rules Form (SRAWPRO)

## Processing Steps

Use these steps to set up the Web for Prospects Web page entry:

1. Enter your Web prospect type code on the Electronic Prospect Validation Form (STVPREL). (Required)
2. Identify the data entry sections to be displayed on the Web page on the Web for Prospects Selection Rules Form (SRAWPRO). (Required)



### Warning

Depending on your locale, it might be illegal to require users to provide ethnicity and race information. Do not check the **Response Required on Web** checkbox on SRAWPRO for the *ETHNICITY* (Prospect Ethnicity/Race) Web prospect selection code if requiring users to provide ethnicity and race information is prohibited.

If such a regulation applies to your institution, you must also review your existing Web selection definitions and uncheck this checkbox for any selections for which it is currently checked. ■

3. Enter default recruiting data on the Electronic Prospects Default Options Form (SRAPRED). (Optional)
4. Select Banner validation items to appear in the Web lists on the Web for Prospects Display Rules Form (SRAWPDS). (Optional)
5. Write your acknowledgment letter on the Web for Prospects Acknowledgment Letter Form (SRAWACK). The letter is constructed dynamically and appears at the end of the Web data entry. (Optional)

## Web Prospect How I Learned About Validation Form (STVLEND)

This form is used to build Web for Prospects How I Learned About codes to designate how the prospect learned about the school. These codes are entered by prospects on the Web for Prospects Web entry forms. The data is migrated to the Banner production Recruiting module and is available on the Recruit Prospect Information Form (SRARECR).

## Electronic Prospect Validation Form (STVPREL)

This form is used to enter the electronic prospect type codes. The **Enter on WEB** and **WEB Page ID** fields are used to support Web for Prospects.

The prospect codes that do not have the **Enter on WEB** checkbox checked cannot be entered on the Web. The **WEB Page ID** field is used for grouping prospects on a Web page. For example, if your institution has several undergraduate programs, you may have different default values and require that different data be entered. Therefore, you would create separate prospect codes. You can key the selection of your undergraduate programs off one site by constructing a link using the **WEB Page ID** value.

## Web Acknowledgement Validation Form (STVWACK)

This form is used to build Web for Prospects Acknowledgement codes for data elements from the Electronic Prospect System. The values delivered with Web for Prospects are system-required. These codes are used on the Web for Prospects Acknowledgement Letter Form (SRAWACK) for placing Electronic Prospect data elements on the Web acknowledgment letter. The acknowledgment letter appears on the Web after the prospect presses the **Submit** button.

## Web Prospect Information Selection Validation Form (STVWPIC)

This form is used to build Web for Prospects Information Selection codes for Web data entry sections. The values delivered with Web for Prospects are system-required. These codes are entered on the Web for Prospects Selection Rules Form (SRAWPRO) to control order and data entry requirements for the Web for Prospects Web entry forms.

### **Warning**

Depending on your locale, it might be illegal to require users to provide ethnicity and race information. Do not check the **Response Required on Web** checkbox on SRAWPRO for the *ETHNICITY* (Prospect Ethnicity/Race) Web prospect selection code if requiring users to provide ethnicity and race information is prohibited.

If such a regulation applies to your institution, you must also review your existing Web selection definitions and uncheck this checkbox for any selections for which it is currently checked. ■

## Electronic Prospects Default Options Form (SRAPRED)

This form is used to enter the default recruit values for Web-entered data.

Enter a code from STVPREL in the **Electronic Prospect Code** field in the key, and use Next Block to see the default values for the prospect code. The prospect codes on STVPREL must have the **Enter on WEB** checkbox checked in order to be displayed in the list of values for the **Electronic Prospect Code** field on SRAPRED.

The **Clear Defaults** button is used to remove the existing values so new ones can be entered for the code in the key.

This form is optional for use in Web for Prospects processing. The **Level**, **Recruiting Term**, **Degree**, and **Major** are required in the Recruiting module. If those values are not entered here, and this data is not entered on the Web, the Banner system-required values will default into the recruiting records.

If you do enter data on this form, the **Level** field is required.

## Web for Prospects Acknowledgement Letter Form (SRAWACK)

This form allows you to customize the acknowledgment letter. The acknowledgment letter will appear on the Web page after the student presses the **Submit** button.

Enter a code from STVPREL in the **Web Electronic Prospect Code** field in the key, and use Next Block to see the sequence numbers and variables for the letter. The prospect codes on STVPREL must have the **Enter on WEB** checkbox checked in order to be displayed in the list of values for the **Web Electronic Prospect Code** field on SRAWACK.

The **Sequence** field determines the order of the rows in the letter. When you first type in your letter, you can leave the sequence number blank, and the sequence will automatically fill in when you save the letter. Or, you can type in a sequence number incrementing each line by five, just in case you need to add new lines at a later time.

The **Formatting** field is a pulldown list where you can select an HTML command. The values for the field are blank, New Paragraph, New Line, or Horizontal Rule. The only time the formatting is ignored is when the **Text** and the **Prospect Data** fields are blank. This prevents blank lines from appearing in the middle of your letter.

The **Prospect Data** field is used for data elements from the Electronic Prospect System. These variables are stored on the Web Acknowledgement Validation Form (STVWACK).

The **Text** field is a free format field where you can include HTML commands in the text for additional formatting. Use the **Comments** button to display the Editor window and enter your text.

## Web for Prospects Display Rules Form (SRAWPDS)

This form allows you to reduce the number of choices the student can select from or to change the descriptions that will display on the Web.

This is accomplished by customizing the pulldown lists with specific values from Banner validation tables. All list boxes in the Web for Prospects Web pages are populated from Banner validation tables.

Enter a code from STVPREL in the **Web Electronic Prospect Code** field in the key, and use Next Block to see the table names and rules used with the prospect code. The prospect

codes on STVPREL must have the **Enter on WEB** checkbox checked in order to be displayed in the list of values for the **Web Electronic Prospect Code** field on SRAWPDS.

You may enter the last four characters of a validation table name in the **Validation Table Name** field in the key to see only the rules for that validation table and the prospect code, or leave the **Validation Table Name** blank to view all the rules for the prospect code. For example, enter *TERM* for STVTERM, *CITZ* for STVCITZ, and *RESD* for STVRESD.

Enter the validation code value in the **Code Value** field. The description from the validation table will default, but you can type over the description in order to customize it.

The student will never see codes on the Web for Prospects Web page. They will only see descriptions. If you do not enter data on this form, all entries in the Banner 2000 validation table will be listed.

### High School and Prior College Lists

The Web for Prospects Web page allows you to search for a high school or prior college. The search process will first prompt the student to select the state, province, or nation from pulldown lists. The student is next prompted to select the name of the city where the school is located. The last selection is for the school itself.

The requirement for this search is that address data be present for the schools included in the search. School addresses are maintained on the Source or Background Institution Base Form (SOASBGI).

The High School entry section has an alternative checkbox where the student can indicate he or she was home schooled. The STVSBGI value for the Home School must be stored on the SAAERUL rule for *HOMESCHOOL*.

If the student cannot find his or her school in the selection, yet he or she enters the name of the school, or any of the self reported data (including GPA, graduation date, rank, or class size), the school code will default in the value on the SAAERUL rule for *UNKNOWNHSCH*. If the student enters a school code that is not included in your STVSBGI table, that value will still be stored in the SRTHSCH or SRTPCOL table in the SBGI\_CODE\_INVALID column.

### Web for Prospects Selection Rules Form (SRAWPRO)

This form is used to identify the selections for display on the Web and the order in which they display .

Enter a code from STVPREL in the **Web Electronic Prospect Code** field in the key, and use Next Block to see the selection codes used with the prospect code. The prospect codes on STVPREL must have the **Enter on WEB** checkbox checked in order to be displayed in the list of values for the **Web Electronic Prospect Code** field on SRAWPRO.

The values in the **Selection Code** field are created on the Web Prospect Information Selection Validation Form (STVWPIC) and are system-required. Each selection is equated to data elements in the Web for Prospects module of the Banner Student Self-Service product.

Use the **Address Code** and **EMAIL (Code)** fields to enter the values to be used. These values are required for the selection codes *ADDRESS1*, *ADDRESS2*, and *EMAIL*.

The **Display Order on Web** field is used to designate the order of the modules on the Web page that fits your requirements.

The **Response Required on Web** checkbox, when checked, is used to force the prospect to enter data on the Web page.

### **Warning**

Depending on your locale, it might be illegal to require users to provide ethnicity and race information. Do not check the **Response Required on Web** checkbox on SRAWPRO for the *ETHNICITY* (Prospect Ethnicity/Race) Web prospect selection code if requiring users to provide ethnicity and race information is prohibited.

If such a regulation applies to your institution, you must also review your existing Web selection definitions and uncheck this checkbox for any selections for which it is currently checked. ■

When you first enter this form with a new prospect code from STVPREL, the selection codes for *NAME* and *ADDRESS1* will automatically default.

If you have not entered any selection codes on this form for a prospect code from STVPREL, the prospect code will not be available on any Web page in Web for Prospects.

## Electronic Prospect Detail Form (SRAPREL)

This form is used to view biographical and search or test score tape data for a person that has been loaded to the temporary tables. The form allows you to view all search tape records for this ID which are present in the Search Tape View (SRVPREL). This form is accessed independently or from the Electronic Prospect Inquiry Form (SRIPREL) using the Detail item in the Options Menu.

### **Test Scores/Interests/Learned Window**

Use this window to view test score and interest information for the record, as well as how the person learned about the school. Use the Test Scores/Interests item in the Options Menu of the main window to access this window.

The **(Learned About Institution) Code** in the (How I) Learned block is used by Web for Prospects to capture how the person learned about the school. The data is initially stored



in Web for Prospects and is viewable from SRAPREL. After the prospect has been migrated to Banner Production, the data is available on SRARECR.

The How I Learned data is migrated to the recruit record based on the rule value *CREATELEARNED*, which is stored on SAAERUL under the group *PREL*. If the *CREATELEARNED* rule is *Y*, the prospect How I Learned data is migrated to the recruit How I Learned data.

The **(Learned About Institution) Code** is validated on the Web Prospect How I Learned About Validation Form (STVLEND).

### Requested Materials Window

The Requested Materials window is used to compliment the collection of that data for prospects in the Web for Prospects module of Banner Student Self-Service. This window is used to list the materials requested by the student. The SRTMATL table is used to store the materials collected on the Web.

The SRKPREL package is used to migrate SRTMATL data to GURMAIL in Banner production. The materials will not be migrated to GURMAIL if they fail the duplicate checking rules. A material is a duplicate if an existing GURMAIL row exists for the same material and has a blank print date, or the GURMAIL row exists for the same material with a non-blank print date, but the Allow Duplicate Entry rule on SOAMATL is not checked.

Use the rule on the Electronic Admissions Application Rules Form (SAAERUL) where the **Group (Code)** is *PREL* and the **Label** is *CREATEMATERIALS*.

### Recruit Prospect Information Form (SRARECR)

This form provides the information necessary for all recruitment-related activities, captures and validates information on prospective applicants, and in the Comments/Learned window contains information for electronic prospect processing on how the person learned about the school.

### Comments/Learned Window

Use this window to enter comments about the prospect and to view information on how the person learned about the school. This window is accessed using the Comments, Learned item in the Options Menu.

The **(How I) Learned (About Institution Code)** in the (How I) Learned block is used by Web for Prospects to capture how the person learned about the school. The data is initially stored in Web for Prospects and is viewable from SRAPREL. After the prospect has been migrated to Banner Production, the data is available on SRARECR.

The How I Learned data is migrated to the recruit record based on the rule value *CREATELEARNED*, which is stored on SAAERUL under the group *PREL*. If the

*CREATELEARNED* rule is *Y*, the prospect How I Learned data is migrated to the recruit How I Learned data.

The **(How I) Learned (About Institution Code)** is validated on the Web Prospect How I Learned About Validation Form (STVLEND).

## Electronic Admissions Application Rules Form (SAAERUL)

This form is used to define the rules which are used when processing electronic applications, electronic prospects, and tape loads. Rows for this table are not intended to be added locally. Rules which will be used in system processing will be delivered by SunGard® Higher Education, and users will only need to update the **(Rule) Value** to reflect local processing options if it contains *UPDATE ME*.

Rules fall into three major categories:

- Rules which control processing within Web admissions, Web prospects, or tape load processing.

For example, there is a rule which specifies the number of outside interest slots which will display in Web applications.

- Rules which specify default values for various data elements. These kinds of rules can apply to both Web and EDI applications.

- Rules which govern how data will be loaded into the permanent Banner tables.

For example, there is a set of rules which specifies whether application records will be created if one already exists for the person, term, level, major, or overall curriculum chosen.

Three general types of values may be required in the **(Rule) Value** field, and the **Rule Description** field will usually indicate the type of value expected.

- Simple descriptive answers, like true, false, or a number to indicate the number of values which will be available.
- A valid Banner validation table code, like an address type code.
- An EDI value which is valid within the TS189 transaction set. A complete, current listing of all codes used in the TS189 transaction set is available online.

For a complete current set of EDI values, you can consult the Postsecondary Electronic Standards Council (PESC) Website ([www.pesc.org](http://www.pesc.org)) and use the link to the EDI Implementation Guides.

(When a valid EDI value is expected, the **EDI Indicator** for the rule will be checked or *Y*).

Use the **Copy PREL Group** button to copy existing electronic prospect rules to a new group code. Once the values have been copied, the **System Required Indicator** defaults to *N* or unchecked, so you can customize the group settings. This allows users to

customize the electronic prospect rules based on each electronic prospect code used, instead of the same set of values applying to all electronic prospect codes.

For example, if an electronic prospect code of *SAT* exists and you want it to be processed differently based on the rules for a group code of *PREL* on *SAAERUL*, then do the following.

1. Define a new group code on the EDI Rule Group Validation Form (STVEGRP) for *SAT*. (The new group code must match the electronic prospect code).
2. Enter *SAT* in the **Group** field on *SAAERUL*.
3. Select the **Copy PREL Group** button. All of the rules that exist for the *PREL* group code will be copied to your new *SAT* group code.
4. You can customize those values, and they will be applied only when the electronic prospect code used on *SRTLOAD*, *SRRSRIN*, or *SRRPREL* is *SAT*.

## Rules on *SAAERUL*

The rules on the Electronic Admissions Application Rules Form (*SAAERUL*) with the **Group (Code)** *PREL* allow you to set up default values for such things as an unknown high school and to control the migration of the data.

### New Recruit Data

Rules are used for determining under what circumstances recruiting records, addresses, and phone numbers will be loaded. For the rule label *CREATENEWRECR* (no recruit exists, create new recruit), the possible values are *Y* or *N*. When an incoming record is being loaded and matched to an existing Banner person, the code will check if a recruiting record already exists for the person. If none does, then the code will check the *CREATENEWRECR* rule. If the rule value is *Y*, then the incoming data will be used to create a recruiting record. If the rule value is *N*, then no recruiting record will be created.

The two other rules used for creating a recruiting record are *MCREATENEWRECR* (matching recruit exists, create new recruit) and *NMCREATENEWRECR* (non-matching recruit exists, create new recruit).

- The possible values for *MCREATENEWRECR* are *Y*, *N*, or *U* (Update). If an incoming record is being loaded, the program will determine if a matching recruiting record already exists. An existing recruiting record matches if it has the same term, level, and optionally campus.
  - If the incoming record matches the existing recruiting record, and the *MCREATENEWRECR* rule value is *Y*, then a new recruiting record will be created.
  - If the *MCREATENEWRECR* rule value is *U*, then no new recruiting record will be created, and instead, the existing recruiting record will be updated. If

a matching recruiting record exists, and the incoming contact, source, and/or interests are different, those values are updated.

- If the *MCREATENEWRECR* rule value is *N*, then no recruiting record will be added, and the existing recruit record will not be updated.
- The possible values for *NMCREATENEWRECR* are *Y* or *N*. If an incoming record is being loaded, and it does not match to an existing recruiting record (based on term, level, and optionally campus), then the code will check the *NMCREATENEWRECR* rule to determine whether or not to create a new recruiting record.

## New Address Data

The rule label *NEWADDRESS* (no address exists, create one) is used when no address currently exists for the person in Banner. The possible values are *Y* or *N*. If the rule value is set to *Y* and no address currently exists for the person, the incoming address will be loaded.

The two other rules used for creating an address record are *ADDRDIFFTYPE* (address exists with different address type, add address) and *ADDRSAMETYPE* (address exists with same address type, add address). The possible values for these rules are *Y* or *N*.

- If an address already exists in Banner, and the incoming address record has the same address type, the address record will be inserted if the *ADDRSAMETYPE* rule value is *Y*.
- If the incoming address record has an address type that differs from the existing Banner address record, and the *ADDRDIFFTYPE* rule value is *Y*, then the incoming address record will be loaded. If the *ADDRDIFFTYPE* rule value is *N*, it will not be loaded.

## New Phone Data

The rule label *NEWPHONE* (no phone exists, create one) is used when no phone number currently exists for the person in Banner. The possible values are *Y* or *N*, where *Y* creates a new phone number, and *N* does not create a new phone number.

The two other rules used for creating a phone record are *PHONDIFFTYPE* (phone number exists with different phone type, add phone) and *PHONSAMETYPE* (phone number exists with same phone type, add phone). The possible values for these rules are *Y* or *N*.

- If a telephone record already exists in Banner, and the incoming telephone record has the same phone type, the phone number will be inserted if the *PHONSAMETYPE* rule value is *Y*.
- If the incoming phone record has a phone type that differs from the existing Banner phone type, and the *PHONDIFFTYPE* rule value is *Y*, then the incoming phone number will be loaded. If the value is *N*, it will not be loaded.

## Web for Prospects Phone and Address Data

Web for Prospects allows users to enter extra phone numbers in Banner Student Self-Service that are not associated with a specific address. If extra phone numbers are entered by prospects on the Web, they will be processed in conjunction with address/phone data as follows:

1. The primary address (Address 1) is loaded to Banner along with its associated phone number using the electronic prospect rules identified above.
2. The secondary address (Address 2), if it exists, is loaded to Banner along with its associated phone number using the electronic prospect rules identified above.
3. The extra phone numbers entered are processed one at a time, based on the alphabetical order of the telephone type, using the electronic prospect rules identified above.

For example:

- *NEWPHONE* = *Y*
- *NEWADDRESS* = *Y*
- *PHONSAMETYPE* = *N*
- *PHONDIFFTYPE* = *Y*

The person being loaded is new to Banner and has entered a mailing address and phone number. In addition, they have entered a separate “mailing” phone number and a “business” phone number. When the record is processed, the mailing address and phone number will be loaded, because the *NEWADDRESS* and *NEWPHONE* rules are both set to *Y*.

Next, the business phone number will be processed, because it falls first alphabetically based on the phone type. The business phone number will be loaded, because it is a different type than the already processed mailing phone number, and the *PHONDIFFTYPE* rule is set to *Y*. The mailing phone number will then be processed. It will also be loaded to Banner, because it is a different type than one of the existing Banner phone numbers (the business phone that was just processed), and the *PHONDIFFTYPE* rule is set to *Y*.

## List of Rules

The rules on the Electronic Admissions Application Rules Form (SAAERUL) with the **Group (Code)** of *PREL* allow you to control how the incoming data is processed. Please see the table of rules that follows.

### Note

Rows for this table are not intended to be added locally. Rules which will be used in system processing will be delivered by SunGard Higher

Education, and users will only need to update the **(Rule) Value** on SAAERUL to reflect local processing options. ■

Please refer to the “Loading Packages/Procedures from Temporary to Production Tables (SRKPREL) Process Flows” section of the “Process Flows” chapter to review process flows describing how recruiting data is loaded and updated.

Group	Label	Description	EDI	Instructions
DISP	WEBPTESTDISP	# of Prospects Test Rows	N	Determines the number of test score rows that will display on the Web for Prospects Web page.
PREL	ACTADMR	Default ADMR code for ACT	N	Identifies the checklist summary request default ADMR code value to be updated in the Application Detail block of the Admissions Application Form (SAAADMS), if it exists for the record. This value will also be used to populate the <b>Admission Request</b> field on the Test Score Information Form (SOATEST).  This default is only used for ACT tape loads and when the ADMR value is not populated on the Test Code Validation Form (STVTESS) for ACT test code record types.
PREL	ADDRDIFFTYPE	Create address if different type	N	Determines if an address should be created, if one with a different address type already exists. If set to <i>Y</i> , an address record will be created. If set to <i>N</i> , no address record will be created.
PREL	ADDRSAMETYPE	Create address if same type	N	Determines if an address should be created, if one with the same address type already exists. If set to <i>Y</i> , a new address record will be created. If set to <i>N</i> , no address record will be created.
PREL	COMMPLAN	Create commplan collector entry	N	If set to <i>Y</i> , a record will be inserted into the Communication Plan Collector Table (SORCCOL) which is visible on the Communication Plan Collector Form (SOACCOL).

Group	Label	Description	EDI	Instructions
PREL	CREATECONT	Create new contact if recruit or app.	N	<p>If set to <i>Y</i>, the contact code entered as a parameter on the SRTLOAD process for tape load or the contact code listed on the Electronic Prospects Default Options Form (SRAPRED) for electronic prospects will be inserted into the SORCONT table viewable on the Recruit Prospect Information Form (SRARECR) if a recruit record exists and the Admissions Application Form (SAAADMS) if an application record exists.</p> <p>If no contact code was loaded via SRTLOAD, and this parameter is <i>Y</i>, the system will insert the contact code for the appropriate interface code from the Interface Code Validation Form (STVINFC). The appropriate contact code will be loaded each time the recruit is loaded to Banner.</p> <p>If set to <i>N</i>, a contact code will not be created for new recruit records.</p>
PREL	CREATELEARNED	Create learned: Enter Y or N	N	<p>If <i>Y</i> is entered, and if the prospect is new to Banner, or if the prospect is matched to a recruit, and the recruit term, level, and campus are different, then the How I Learned data is created. The learned information will always be created if the prospect is matched to an applicant and the <i>UPDATEIIFAPP</i> is <i>Y</i>, or if the prospect is matched to a recruit with same term, level, and campus. The learned data is entered only on the Web.</p>

Group	Label	Description	EDI	Instructions
PREL	CREATEMATERIALS	Create Materials: Enter Y or N	N	If <i>Y</i> is entered, and if the prospect is new to Banner, or if the prospect is matched to a recruit, and the recruit term, level, and campus are different, then the materials data are created. The materials will always be created if the prospect is matched to an applicant and the <i>UPDATEIIFAPP</i> is <i>Y</i> , or if the prospect is matched to a recruit with same term, level, and campus.
PREL	CREATENEWAPPL	Create New Application	N	Allows schools to indicate that they want an application record created at the same time a recruit record is created by <i>SRRPREL</i> .  <b>Note:</b> When this rule is <i>Y</i> , a new application will only be created when the term, level, college, degree, department, and/or major do not match an existing application.
PREL	CREATENEWRECR	Create new recruit	Y	If set to <i>Y</i> and no recruit record exists, a new recruit record will be created. If set to <i>N</i> and no recruit record already exists, then a new recruit record will not be created.
PREL	CREATESRCE	Create new source	Y	If set to <i>Y</i> , the source code entered as a parameter on the <i>SRTLOAD</i> process for tape load or the source code listed on the Electronic Prospects Default Options Form ( <i>SRAPRED</i> ) for electronic prospects will be inserted into the <i>SRRRSRC</i> table viewable on the Recruit Prospect Information Form ( <i>SRARECR</i> ). If no source code was loaded via <i>SRTLOAD</i> , and this parameter is <i>Y</i> , the system will insert the source code for this from the Interface Code Validation Form ( <i>STVINFC</i> ).



Group	Label	Description	EDI	Instructions
PREL	GMATADMR	Default ADMR code for GMAT	N	<p>Identifies the checklist summary request default ADMR code value to be updated in the Application Detail block of the Admissions Application Form (SAAADMS), if it exists for the record. This value will also be used to populate the <b>Admission Request</b> field on the Test Score Information Form (SOATEST).</p> <p>This default is only used for GMAT tape loads and when the ADMR value is not populated on the Test Code Validation Form (STVTESC) for GMAT test code record types.</p>
PREL	GREADMR	Default ADMR code for GRE	N	<p>Identifies the checklist summary request default ADMR code value to be updated in the Application Detail block of the Admissions Application Form (SAAADMS), if it exists for the record. This value will also be used to populate the <b>Admission Request</b> field on the Test Score Information Form (SOATEST).</p> <p>This default is only used for GRE tape loads and when the ADMR value is not populated on the Test Code Validation Form (STVTESC) for GRE test code record types.</p>
PREL	HOMESCHOOL	SBGI code, if the prospect checks the <b>Home School</b> checkbox on Web for Prospects Web page	N	<p>This applies only to the Web. The value entered on SAAERUL for this must be a valid high school on STVSBGI.</p>
PREL	HSCHADMR	Default High School Checklist	N	<p>This value will be used to populate the <b>Admissions Request</b> field on the High School Information Form (SOAHSCH). This default is <i>only</i> used when the Admissions Request value is not populated on the Source/Background Institution Code Validation Form (STVSBGI).</p>

Group	Label	Description	EDI	Instructions
PREL	HSCHSELFREPORT	Update self-reported items	N	If set to <i>Y</i> , then the student self-reported items, such as GPA, class rank, etc., will be loaded to the appropriate tables.
PREL	INTERESTMAX	Maximum interest to load	1	Indicates the number of interests to be loaded from a search tape to the SORINTS table if the <i>LOADINTEREST</i> group label is set to <i>Y</i> .
PREL	LOADINTEREST	Load interests	N	If set to <i>Y</i> , interests provided on the tape will be loaded to the SORINTS table. All interest codes must have Banner conversion values defined on the Tape Code Conversion Form (SOTCNVT) for the <b>Validation Table Name</b> of INTS.
PREL	LOADMAJOR	Use provided major	N	If set to <i>Y</i> , majors provided on the tape will be loaded to a field of study row with a <b>Type</b> of <i>MAJOR</i> and a <b>Priority</b> of <i>1</i> (backfilled to the Major 1 field on SRBRECR) and to a field of study row with a <b>Type</b> of <i>MAJOR</i> and a <b>Priority</b> of <i>2</i> (backfilled to the Major 2 field on SRBRECR). All tape major codes must have Banner conversion values defined on the Tape Code Conversion Form (SOTCNVT) for the <b>Validation Table Name</b> of MAJR.
PREL	LOADOLDTESTS	Load older test scores	N	If set to <i>Y</i> , test score records with test dates older than the current record's scores will also be loaded.
PREL	MAJOR2INTEREST	Load major to interests	N	If set to <i>Y</i> , and <i>LOADINTEREST</i> is set to <i>Y</i> , major codes provided on the tape will be loaded to the SOTINTS table. All tape major codes must have Banner conversion values set appropriately on the Tape Code Conversion Form (SOTCNVT) for the <b>Validation Table Name</b> of INTS.

Group	Label	Description	EDI	Instructions
PREL	MCREATENEWRECR	Matching create new recruit	N	<p>If set to <i>Y</i>, and the incoming record matches an existing recruiting record, then a new recruiting record is created.</p> <p>If set to <i>U</i>, and the incoming record matches an existing recruiting record, then no recruiting record is created, and the existing record is updated. If a matching recruiting record exists, and the incoming contact, source, and/or interests are different, those values are updated.</p> <p>If set to <i>N</i>, and the incoming record matches an existing recruiting record, then no recruiting record is created, and no records are updated.</p> <p>A match exists if the incoming record has the same term, level, and optionally campus as the existing recruiting record.</p>
PREL	NEWADDRESS	Create address	Y	<p>If set to <i>Y</i>, and no address record exists for the person in Banner, an address record will be created. If set to <i>N</i>, and no address record exists, no record will be created.</p>
PREL	NEWPHONE	Create phone	Y	<p>If set to <i>Y</i>, and no phone record exists for the person in Banner, a phone record will be created. If set to <i>N</i>, and no phone record exists, no record will be created.</p>
PREL	NMCREATENEWRECR	Non-match create new recruit	N	<p>If set to <i>Y</i>, and the incoming record does not match an existing recruit record, a new recruiting record is created. If set to <i>N</i>, no recruiting record is created.</p> <p>A match exists if the incoming record has the same term, level, and optionally campus as the existing recruiting record.</p>

Group	Label	Description	EDI	Instructions
PREL	PCOLADMR	Default Prior College Checklist	N	This value will be used to populate the <b>Admissions Request</b> field on the Prior College Form (SOAPCOL). This default is <i>only</i> used when the Admissions Request value is not populated on the Source/Background Institution Code Validation Form (STVSBGI).
PREL	PHONDIFFTYPE	Create phone if different type exists	N	Determines if a phone record should be created, if one with a different phone type already exists. If set to <i>Y</i> , a phone record will be created. If set to <i>N</i> , no phone record will be created.
PREL	PHONSAMETYPE	Create phone if same type exists	N	Determines if a phone record should be created, if one with the same phone type already exists. If set to <i>Y</i> , a new phone record will be created. If set to <i>N</i> , no phone record will be created.
PREL	PRIMESRCE	Create source as primary	N	If set to <i>Y</i> , and <i>CREATESRCE</i> is set to <i>Y</i> , then the source code loaded to the SRRRSRC table will be set as the primary source. Only one source will be flagged as primary for each recruit term and sequence number upon loading to Banner.

Group	Label	Description	EDI	Instructions
PREL	PSATMAJOR	Load the PSAT Major First	N	<p>Loads the PSAT major if it exists on tape. This rule is only used for SSS_SEARCH tape processing.</p> <p>When <i>LOADMAJOR</i> is set to <i>Y</i> and <i>PSATMAJOR</i> is set to <i>Y</i>, and the PSAT exists on tape, the PSAT major will be loaded to a field of study row with a <b>Type</b> of <i>MAJOR</i> and a <b>Priority</b> of <i>1</i> (backfilled to the Major 1 field on SRBRECR). The first SAT major code listed on tape will then be loaded to a field of study row with a <b>Type</b> of <i>MAJOR</i> and a <b>Priority</b> of <i>2</i> (backfilled to the Major 2 field on SRBRECR) if it exists.</p> <p>When <i>LOADMAJOR</i> is set to <i>Y</i> and <i>PSATMAJOR</i> is set to <i>N</i>, the PSAT major will not load at all, and the first two SAT major codes on tape will be loaded to a field of study row with a <b>Type</b> of <i>MAJOR</i> and a <b>Priority</b> of <i>1</i> (backfilled to the Major 1 field on SRBRECR) and a field of study row with a <b>Type</b> of <i>MAJOR</i> and a <b>Priority</b> of <i>2</i> (backfilled to the Major 2 field on SRBRECR), if they exist on the tape.</p> <p><b>Note:</b> Whatever your settings are in SAAERUL, if the second major to be loaded translates to 0000 (undeclared), the second major will not be loaded.</p>

Group	Label	Description	EDI	Instructions
PREL	SATADMR	Default ADMR code for SAT	N	<p>Identifies the checklist summary request default ADMR code value to be updated in the Application Detail block of the Admissions Application Form (SAAADMS), if it exists for the record. This value will also be used to populate the <b>Admission Request</b> field on the Test Score Information Form (SOATEST).</p> <p>This default is only used for SAT tape loads and when the ADMR value is not populated on the Test Code Validation Form (STVTEC) for SAT test code record types.</p>
PREL	UNKNOWNHSCH	SBGI code, if the student enters an invalid SBGI code on the Web	N	<p>This source/background institution (SBGI) code will fill in the SRTHSCH_SBGI_CODE, and the code the student entered will fill into SRTHSCH_SBGI_CODE_INVALID. This code is also used if student leaves the SBGI code blank but enters a name of the institution or any of the self-reported data. This rule is for the Web only. The value entered on SAAERUL for this must be a valid high school on STVSBGI.</p>
PREL	UNKNOWNPCOL	SBGI code, if the student enters an invalid SBGI code on the Web	N	<p>This source/background institution (SBGI) code will fill in the SRTPCOL_SBGI_CODE, and the code the student entered will fill into SRTPCOL_SBGI_CODE_INVALID. This code is also used if student leaves the SBGI code blank but enters a name of the institution or any of the self-reported data. This rule is for the Web only. The value entered on SAAERUL for this must be a valid college on STVSBGI.</p>

Group	Label	Description	EDI	Instructions
PREL	UPDATEIFAPP	Update recruit record if application exists	N	<p>If set to <i>Y</i>, then the settings of the previous rules will be followed, even if a recruit record already exists for this person for the same term, level, and campus. If set to <i>N</i>, and a matching recruit record already exists, then based on your SAAERUL settings, the process will:</p> <ul style="list-style-type: none"> <li>• Insert new test score records on the Test Score Information Form (SOATEST).</li> <li>• Insert new high school records on the High School Information Form (SOAHSCH).</li> <li>• Insert new college records on the Prior College Form (SOAPCOL).</li> <li>• Insert the contact code into the SORCONT table.</li> <li>• Insert the source code into the SRRRSRC table if a matching recruit record exists or insert the source code into the SARRSRC table if a matching application record exists.</li> <li>• Update null values on the General Person Form (SPAPERS).</li> </ul>
PREL	VTYPADMR	Default ADMR Code for the Visa	Y	<p>Identifies the Checklist Summary Request Code for the Visa Code value to be inserted on the Admissions Application Detail block of the Admissions Application Form (SAAADMS) when loading a record from the Banner Student Self-Service Prospects (Recruiting) or Admissions modules. This rule is <i>only</i> used by the Web interface.</p>
PREL	WEBGENID	For Web only, use generated ID, or use entered SSN for ID	N	<p>Enter <i>G</i> to always use the generated ID which uses SOBSEQN functions. Enter <i>S</i> to use the SSN entered on the Web. If neither is entered, use a generated ID.</p>

# Tape Load and Match Processing

## Overview of Banner Student External Load and Match Process

The following steps include technical details of the tape load process for the student test score tapes, search tapes, electronic prospects, and electronic applicants. This discussion is intended to provide information on how the process works from a technical perspective.

For additional information on Common Matching, please refer to the *Banner General User Guide* and the “Common Matching Processing” procedures in the “General Person” chapter of this user guide.

## External Load Processes

External data is loaded into various sets of temporary tables depending on the source of the external data. Test score data such as SATs, GREs, AMCAS, etc., is loaded into temporary tables beginning with SRT, as is search tape data and Banner Student Self-Service prospect data. If you are using the Electronic Prospect Match Process (SRRSRIN), the test score data is loaded into temporary tables beginning with SOR or SRT, which can be viewed on the Electronic Prospect Inquiry Form (SRIPREL) and the Electronic Prospect Detail Form (SRAPREL). Self-service admissions data is loaded into temporary tables beginning with SARXXXX. Data loaded into the SARXXXX temporary tables can be viewed on the Electronic Application Submitted Form (SAAETBL).

Once external data has been loaded into its respective temporary tables, it can be matched manually (using SRIPREL or SAAEAPS) or in batch (using SRRSRIN or SARETMT). The manual match process uses the Common Matching Entry Form (GOAMTCH) and the Common Matching algorithm to match incoming records to existing Banner records.

## Setting up Rule Restrictions on GORCMRL

The rules that define how the Common Matching algorithm searches for duplicates are defined on the Common Matching Rules Form (GORCMRL). There are certain restrictions on these rules:

- The algorithm requires that the last name or non-person name (SPRIDEN\_SEARCH\_LAST\_NAME) be included in all your rules.
- For data elements where you can change the number of characters to use in matching from what exists in the data dictionary, you cannot change the length to zero.



- If you enter a negative length for the number of characters to compare for the the field, the algorithm will start checking the specified number of characters with the last character in the string.

 **Note**

SunGard Higher Education recommends that you not use a negative length for SSN/SIN/TIN. It could create performance issues. ■

Different pieces of data are required depending on whether you are adding a person or non-person record:

- For a *person* record, data in **Last Name** and **First Name** must exist. No other data is required to initiate the Common Matching process. If data is entered in the **Last Name** field, the GOTCMME\_ENTITY\_IND must equal *P* for matching a person.
- For a *non-person* record, data in the Non-Person Name only must exist. No other data is required to initiate the Common Matching process. If data is entered in the **Non-person Name** field, the GOTCMME\_ENTITY\_IND must equal *C* for matching a non-person.

## Using the Common Matching Algorithm

The Common Matching algorithm uses the rules you create to evaluate new identification records that are being added to the Banner database to see if they already exist. The algorithm will return:

- *New* if no matching records or potential matches are found, based on the rules defined for the matching source.
- *Match* if only one record is found that matches all the criteria of the rules. In this case, the algorithm will return the PIDM.
- *Potential Match (Suspense)* if multiple records are found that match the criteria, or if records are found that match only some of the criteria. In this case, the algorithm returns the PIDMs of all possible matches. The data is stored in a temporary table until the user finishes investigating them.

 **Note**

When the algorithm is matching on non-code fields such as name, the `gokcmpr.f_compress_name` function will remove spaces, special characters, and force the text to be upper case. ■

For a match or a potential match, the conditions met and unmet will also be returned, for example:

*Name Match, Date of Birth Year Match, Address No Match*

## How the Matching Process Works in Banner Student

When you enter an ID on SPAIDEN that does not exist in Banner and then execute the matching process, you can receive a match status of “New”, “Match”, or “Potential Match”.

### New Records

Records are matched with a status of “New” if no records match, based on the rules that have been set up. When a record is identified as being new, the General Person APIs are used to insert the data into SPRIDEN, SPRADDR, SPRTELE, SPBPERS, and/or GOREMAL. Once the record is made new, you are returned to SPAIDEN.

### Matched Records

Records are matched with a status of “Match” if one, and only one, record in Banner matches the incoming person based on the rules that have been set up.

Data for the matched PIDM is displayed for review by the user. You can select the matched record and return to the main window of SPAIDEN, or you can update the matched person with data entered in the Data Entry block on GOAMTCH before returning to SPAIDEN.

### Potentially Matched Records

Records are matched with a status of “Potential Match” (or “Suspense”) if some, but not all, fields match someone in Banner based on the rules that have been set up. For example, the first and last names for the record match, but the date of birth does not match.

You can create the person as “New”, or you can select one of the potentially matched records as the “Match”.

### Rule Examples

Here is one set of rules that can be used in Banner Student.

Priority	Column Name	Data Element	Length	Required/Exists
2	SPRIDEN_SEARCH_LAST_NAME	LAST NAME/NON-PERSON NAME	10	Required
	SPRIDEN_SEARCH_FIRST_NAME	FIRST NAME	10	Required
	SPBPERS_SSN	SSN/SIN/TIN	9	Required
	SPBPERS_BIRTH_DAY	DATE OF BIRTH DAY	2	Exists
	SPBPERS_BIRTH_MON	DATE OF BIRTH MONTH	2	Exists

Priority	Column Name	Data Element	Length	Required/Exists
	SPBPERS_BIRTH_YEAR	DATE OF BIRTH YEAR	4	Exists
	SPRADDR_CITY	CITY	10	Exists
	SPRADDR_ZIP	ZIP/POSTAL CODE	5	Exists
3	SPRIDEN_SEARCH_LAST_NAME	LAST NAME/NON-PERSON NAME	10	Required
	SPRIDEN_SEARCH_FIRST_NAME	FIRST NAME	10	Required
	SPBPERS_BIRTH_DAY	DATE OF BIRTH DAY	2	Exists
	SPBPERS_BIRTH_MON	DATE OF BIRTH MONTH	2	Exists
	SPBPERS_BIRTH_YEAR	DATE OF BIRTH YEAR	4	Exists
	SPRADDR_CITY	CITY	10	Exists
	SPRADDR_ZIP	ZIP/POSTAL CODE	5	Exists

## Matching Algorithm - Primary and Secondary Matches

The matching algorithm used with Common Matching processing is composed of two matches - primary and secondary. The primary match selects a pool of Banner records that may match based on first, middle, and last name, and/or SSN and ID. If a record is selected as part of the primary match, then at a minimum it will be a potential match. The secondary match then looks at all the records from the primary match pool and uses the rest of the fields in the matching rule to see if only one record matches exactly. If only one record matches exactly, that record is a match. If more than one record matches, then all those records that match or partially match become the potential matches.

An exception to this process is if an incoming record has passed the primary match, but all of the other non-name elements included in the matching rule do not match (and none of the fields are null), then the person is made new.

For example, a rule could be set up as follows:

Element	Required	Length
Last Name	Required	10
First Name	Exists	8

Element	Required	Length
City	Exists	8
ZIP	Exists	5
Date of Birth	Exists	

Banner contains a SPRIDEN record for Joseph Smith in Tampa, FL, born on April 11, 1982. The incoming record is also for a Joseph Smith who lives in Boston, MA, and who was born on August 18, 1981. Assuming there were no other Joseph Smiths in the Banner database, the incoming record would be marked *New*. It would normally have been marked as *Suspended*, because the first and last names matched, but as the rest of the elements in the rule (City, ZIP, Date of Birth) specifically did not match, the person was made new.

## How the Algorithm Processes Rules

The Common Matching algorithm allows for the processing of multiple rules. Priority numbers must be defined for each rule indicating the sequence in which they are to be processed. The strictest rule should be assigned the first priority (i.e., #1). The algorithm will process each rule in order, separately and completely.

- The first step performed by the algorithm is primary matching for the rule. This step defines the population on which the rest of the processing (secondary match) will be performed. If no match occurs during the primary match, then the external record is considered to be new.
- The second step performed by the algorithm is secondary matching processing against the results of the primary match. If the secondary match determines an exact match on only one record, the external source record is considered to be a match.

If more than one record is matched to the criteria, the external source record is considered to be in suspense. The external source record will be considered to be in suspense if data matches part of the criteria of the rules but does not match all the criteria. If the results of the rule are new or matched, the results are returned to the calling process. No other rules are processed.

When all the rules have been processed, the algorithm will interrogate the results and return the results to the calling process. The match status (new, matched, or suspense) will be returned, as well as a results message providing the elements that were matched, not matched, or missing as a result of processing the rule.

When processing online, if a record is determined to be a match using one rule but to be in suspense using one or more additional rules, the record's match status will be set to match, but the user will still be able to view the potentially matched records.

## Rule Indicators

The **Data Required** field on GORCMRL can be set to *Exists* or *Required*.

- A value of *Required* indicates that the data field associated with the indicator is required and must be present on the external source and in Banner. If the field on either the external source or in Banner is null for a data element with the **Data Required** field set to *Required*, then the data element is considered to be not matched. If all data elements are required, but all of the data elements in the secondary match are null either in Banner or the external source, the record will be suspended for review.
- A value of *Exists* indicates that either the external source or the Banner value can be null. If either or both values are null, the field is considered to be a match.

## Rule Priorities

The algorithm processes each rule that has been defined for the data source separately based on the priority given in the Rule Priorities block. If the priority rule determines that the input record is either *New* or *Matched*, that status is the overall status that is returned for the record.

### Note

For online processing, the potential matches that result from processing the rules may be viewed online from the Potential Matches block on the Common Matching Entry Form (GOAMTCH). Potential matches are listed in order by rule priority. ■

## Field Length Values

Whenever a length is specified for a rule on the Common Matching Rules Form (GORCMRL), the comparison is made using the rule length of the fields. For example, using the last name, the comparison would be between the rule lengths of the last name on the external source to the rule length of the last name in Banner. If the rule length is five, then the first five characters of the external source last name are compared to the first five characters of the Banner last name.

A negative length may be entered for the ID and SSN/SIN/TFN to reverse the order from last to first. For example, if -5 is entered for the length of the SSN/SIN/TIN, the last five characters of the external source SSN will be compared to the last five characters of the Banner SSN/SIN/TIN.

For example, for the rule below:

Last Name length = 4

First Name length = 3

SSN/SIN/TFN length = -4

Patricia Longnecker, SSN/SIN/TFN #555116789

The results would be:

The first four characters of the last name would be used: LONG

The first three characters of the first name would be used: PAT

The last four characters of the SSN/SIN/TFN would be used: 6789

## Suggested Rules

It is recommended that each external source type have at least two GORCMRL matching rules defined in order to maximize the number of matches, and therefore minimize the number of suspended records. The key difference between the two recommended rules is in the use of the **Social Security Number** field.

Many institutions now use generated IDs when creating SPRIDEN records in Banner due to the increased reluctance to ask for and to provide social security numbers. This necessitates a matching rule that does not use the **Social Security Number** field, as it will never match to the Generated ID. However, matching on an SSN in combination with a first and last name is still superior to matching only on last and first name alone. So, a second rule incorporating the **Social Security Number** field ensures that if the SSNs are present, it will use them in the matching process.

Rule 1:                   SSN = Y, 9  
                              Lname = Y, 5  
                              Fname = Y, 4  
                              City = Y, 7  
                              ZIP = Y, 5

Rule 2:                   Lname = Y, 5  
                              Fname = Y, 4  
                              City = Y, 7  
                              ZIP = Y, 5

Rule 3:                   SSN = R, 9  
                              Lname = Y, 5  
                              Fname = Y, 4

## Primary Matching Logic

The primary matching process uses Last Name/Non-Person name (SPRIDEN\_SEARCH\_LAST\_NAME), which is a required data element for Common Matching. If First Name (SPRIDEN\_SEARCH\_FIRST\_NAME) or Middle Name (SPRIDEN\_SEARCH\_MI) are specified data elements in a rule, these will also be used as part of the primary match for the name. In addition, if ID (SPRIDEN\_ID) and/or SSN/SIN/TFN (SPBPERS\_SSN) are specified data elements in a rule, they will be used as part of the primary match.

The Common Matching process will use the **Match Type (Indicator)** setting that has been established for the matching source on the Common Matching Source Code Rules Form (GORCMSC) to determine which records are to be selected in Banner.

- When the **Match Type (Indicator)** is set to *Person*, person records will be selected. When GORCMSC\_ENTITY\_CDE is set to *P*, records will be selected from SPRIDEN where SPRIDEN\_ENTITY\_IND is set to *P*.
- When the **Match Type (Indicator)** is set to *Non-Person*, non-person records will be selected. When GORCMSC\_ENTITY\_CDE is set to *C*, records will be selected from SPRIDEN where SPRIDEN\_ENTITY\_IND is set to *C*.
- When the **Match Type (Indicator)** is set to *Both*, person and non-person records will be selected. When GORCMSC\_ENTITY\_CDE is set to *B*, records will be selected from SPRIDEN where SPRIDEN\_ENTITY\_IND is set to *P* or *C*.

The following steps are used in the primary matching process:

*Either Step 1 or Step 2 below must be true for a record to pass the primary match. If the external record fails the primary match, then the match status will be marked as new.*

1. If the SSN/SIN/TFN is defined for the matching source and rule priority number, retrieve all records from Banner with a matching SSN/SIN/TFN.

The SSN/SIN/TFN data element is defined as part of the rule, and the SPBPERS\_SSN is equal to the external source SSN/SIN/TFN.

2. If First Name and/or Middle Name are defined for the matching source and rule priority number, combine them with the Last Name criteria, and retrieve all records from Banner with a matching name.

### Note

When matching non-person records, the First and Middle Names should not be included as part of the rule. ■

- 2.1. The following must be true:

SPRIDEN\_SEARCH\_LAST\_NAME must equal the last name on the external source for the specified length.

 **Note**

If the matching source is defined to match non-person records, and `SPRIDEN_SEARCH_LAST_NAME` is not like the non-person name from the external Source, the matching algorithm will check to see if a matching record exists on the `GORPNM` alias table. ■

**2.2.** One of the following must be true:

First Name data element is not defined.

*or*

First Name data element is defined for the rule, and `SPRIDEN_SEARCH_FIRST_NAME` is equal to the external source first name for the specified length.

 **Note**

If the `SPRIDEN_SEARCH_FIRST_NAME` is not like the first name from the external source, the matching algorithm will check to see if a matching record exists on the `GORNAME` alias table (if the matching source is defined to match person records). ■

**2.3.** One of the following must be true:

Middle Name data element is not defined.

*or*

Middle Name data element is defined for the rule, and `SPRIDEN_SEARCH_MI` is equal to the external source middle name for the specified length.

 **Note**

If the `SPRIDEN_SEARCH_MI` is not like the middle name from the external source, the matching algorithm will check to see if a matching record exists on the `GORNAME` alias table (if the matching source is defined to match person records). ■

- 3.** If ID is defined for the matching source and rule priority number, retrieve all records from Banner with a `SPRIDEN_ID` that is equal to the external source ID.

## Secondary Matching Logic

The secondary matching process compares the data elements defined for the matching source and rule priority number for all records returned by the primary matching process. The goal of the secondary match is to find an exact match between the external source record and a Banner record.

When comparing a data field that has the **Data Required (Indicator)** set to *Exists*, a null value may exist either in Banner or the external source. If a null value exists either in



Banner or the external source for the data element, the data element is considered to be matched.

When the **Data Required (Indicator)** is set to *Required*, if a null value exists either in Banner or the external source for the data element, the data element is considered to be not matched.

This step is repeated for each of the data elements for the rule, and one condition must be true for each for an external source record to be considered to be a match.

- Data element is not defined.
- Data element **Data Required (Indicator)** is set to *Exists* or *Required*, and the Banner value is equal to the external source value for the specified length.  
*or*
- Data element **Data Required (Indicator)** is set to *Exists*, and the Banner value is null.  
*or*
- Data element **Data Required (Indicator)** is set to *Exists*, and the external source value is null.

When the data being matched is part of a logical unit (such as an address), the logical unit is matched separately and completely. For example, when matching on city and ZIP code, the city and ZIP code must be associated with one address.

 **Note**

There is an *exception* to be aware of. For an external source record to be considered as new when the record has already passed the primary match, all non-name data elements must be determined as not being a match, and none of the non-name elements may be null. ■

## Examples of Matching Algorithm Process and Results

Here are some examples of how the matching algorithm works.

### **Example 1:**

If all required data elements are missing, the record will be suspended.

Last Name = Required

First Name = Required

Date of Birth Day = Required

Date of Birth Month = Required

Date of Birth Year = Required

City = Required

*Banner values:* Mildred Jones, Date of Birth = 08/17/1957, City = Topeka

*External values:* Mildred Jones

The external record will pass the primary match, because the first and last names match. However, since all other data elements are missing (i.e, null) from the external source (not matched but are null), the record will be suspended.

**Example 2:**

The external record passes the primary match as the first and last name matches against two Banner records. These two records are then used in the secondary match.

**Rule 1**

Last Name = R

First Name = Y

SSN = Y

Date of Birth = Y

City = Y

ZIP Code = Y

**Rule 2**

Last Name = R

First Name = Y

Date of Birth = Y

City = Y

ZIP Code = Y

The value *R* stands for *Required*. The value *Y* stands for *Exists*.

*Banner values:*

Record 1 - Alberta Rockville, 330229101, Largesse, 06259, 05/01/1985

Record 2 - Alberta Rockville, no SSN, Pomfret, 19355, no Date of Birth

*External values:* Alberta Rockville, 330229101, Largesse, 06259, no Date of Birth

The external record will pass the primary match, because the first and last names match at least one Banner record with the same first and last names.

- Using Rule 1 and the matching algorithm, the external record will be matched against Banner record 1. It will be suspended against Banner record 2.
- Using Rule 2, the external record would be matched against Banner record 1, since the Date of Birth is missing and the City and ZIP match.

### Example 3:

The external record passes the primary match, which usually means that the match status will be *Suspense* at a minimum. However, in this case, because none of the non-name/SSN fields match, the external record has a match status of *New*.

#### Rule 1

Last Name = R

First Name = R

SSN = Y

Date of Birth = Y

City = Y

ZIP Code = Y

#### Rule 2

Last Name = R

First Name = R

Date of Birth = Y

City = Y

ZIP Code = Y

The value *R* stands for *Required*. The value *Y* stands for *Exists*.

*Banner values:* Tomasso Dalimonte, SSN = null, Date of Birth = 06/02/78, City = Marikesh, ZIP = 11233

*External values:* Tomasso Dalimonte, SSN = null, Date of Birth = 09/07/59, City = Woodstock, ZIP = 06281

The external record will pass the primary match, because the first and last names match. Normally, this would mean that the record would be suspended at a minimum. However, because the Date of Birth, City, and ZIP Code fields specifically do not match (i.e., none of them are null), then the record's match status is set to *New*. This is the only exception to the basic matching algorithm.

## Search and Test Score Tape Load

### Overview

The search and test score tape load process allows data from the College Board's Student Search Service, Peterson, and ACT EOS and Private Colleges and Universities search tapes or the data from a tape for SAT, ACT, GRE, GMAT, and AMCAS test scores to be loaded into the Banner Student System. In addition, delimited files (such as AMCAS) can be loaded. The data is initially loaded into separate temporary tables due to its potentially large volume of records.

You may choose to load records individually from the temporary tables into Banner Production tables. Or, you may perform a mass load, taking into account records that may match an existing Banner record. The data in the temporary tables is always accessible using two Banner Student forms. The data may also be used to run reports, create labels,

and generate letters based on a combination of data in the temporary tables and the Banner tables. The purge process is also available to purge temporary table records created by the search or test score report tape load process.

The tape types supported by the search tape and test score tape load functionality are:

- SAT
- ACT
- GRE
- GMAT
- SSS Student Search Service
- Peterson
- ACT EOS Educational Opportunity Service
- PCU Private Colleges and University Search Tape
- AMCAS

Each tape is identified by the electronic prospect code (from STVPREL) and a tape code. These codes will be referred to throughout this process. The codes are system-required on the Electronic Prospect Validation Form (STVPREL) and the Electronic Data File and Tape Validation Form (STVTAPE).

<b>Tape</b>	<b>Prospect Code from STVPREL</b>	<b>Tape Code from STVTAPE</b>
SAT	SAT	SAT
ACT	ACT	ACT
GRE	GRE	GRE
GMAT	GMAT	GMAT
SSS (psat)	SSS-PSAT	SSS_SEARCH
SSS (sat)	SSS_SEARCH	SSS_SEARCH
Peterson	PETERSON	PETERSON
ACT EOS	EOS_ACT	EOS_ACT
PCU	PCU	PCU
AMCAS	AMCS	AMCS

This tape load process uses one program to load data from a file to Oracle. This process can be run from job submission. Once loaded into Oracle, the data is initially loaded into

separate temporary tables due to its potential volume of records. You may choose to load records individually from the temporary tables into Banner production tables. Or, you may perform a mass load, taking into account records that may match an existing Banner record. The data in the temporary tables is always accessible using two Banner Student forms. The data may also be used to run reports, create labels, and generate letters based on a combination of data in the temporary tables and the Banner tables. The purge process is also available to purge temporary table records created by the search or test score report tape load process.

 **Note**

For detailed information on processing AMCAS tape loads, please refer to the section “AMCAS (American Medical College Application Service) Load Procedures Using SRTLOAD” in the procedures section for this chapter. ■

## Use of PIDM In Data File

Data (flat) files are often created and/or downloaded by institutions and sent to marketing organizations. Various data in the file (name, address, etc.) can then be changed by the marketing organization and returned to the institution. When the flat file is returned, the PIDM (if included) can be used to match the incoming tape record to Banner. This reduces creating suspended or duplicate records.

Use the tape/file field name of PIDM (description is *PIDM if person was prior match*) on the Tape Field Name Validation Form (STVTPFD), and apply the rule on the Tape Field Position Rule Form (SRATPFD) for the corresponding tape code to reduce the risk of creating suspended or duplicate records during the matching process.

## Handling of IDs in Temporary Table

SRTLOAD and electronic prospects only load generated prospect IDs to the temporary table. This prevents wasting generated Banner IDs that are also loaded to the temporary tables. If the tape or Web prospect has an SSN, and SRTLOAD or SAAERUL is set to use the SSN, the SSN will be loaded to the temporary table.

SRRPREL and SRIPREL generate a brand new Banner ID only when loading the prospect to Banner for the first time. Prospect IDs that were created in the temporary table SRTIDEN will never be loaded to Banner, unless the SSN was chosen as the temporary ID. Then the SSN will load to Banner if it is found to be a *New* record.

 **Note**

If you are loading Web Prospects or tape records using the SSN as the temporary SRTIDEN \_ID (SAAERUL: group *PREL*, label *WEBGENID*, is set to *S* for Generate ID if Web Prospect or SRTLOAD: SSN or Generated ID parameter is set to *S*), and during the matching process (on SRIPREL or SRRSRIN) the record is determined to be *New* (no match in Banner), but a Banner ID does exist that happens to be identical to the

SSN that was loaded into the temporary table, upon loading this *New* record to Banner (via SRIPREL or SRRPREL), an error will appear: ■

142228889 Boatwright, N 200010 UG 000 311420 Potential Dup ID on SPRIDEN  
Kwame

 **Note**

In this situation, the record must have a new prospect ID generated on SRIPREL (using the Associate Person with ID window on SAAEAPS) in order to be loaded to Banner and so avoid the possible creation of duplicate IDs. ■

## Overall Process

A search tape file or a test file is received from either College Board/SSS, Peterson, EOS (from ACT), AMCAS, or Private Colleges and Universities, or a test score tape file is received, and the data is moved to your host machine. Using the C program SRTLOAD, the data from the search or test score tape is loaded into a set of temporary tables (SRTIDEN, SRTPERS, SRTTELE, SRTADDR, SRTTEST, SRTPREL, SRTTHSCH, SRTPCOL, SRTEMAL, SRTGPAT, SRTCROSS, SRTSUPL, SRTDEGR, SRTMAJR, SRTTSPC, SRTPRAC). These tables are easily accessible through the Search Tape View (SRVPREL). You can then use either the online forms or the match and load processes to load search tape or test score records into the Banner production tables.

Add the interface codes to the Interface Code Validation Form (STVINFC) to identify the different search and test score tapes. To associate each interface code with its matching rules, assign a matching source code to each interface code on STVINFC. You may want to verify that all test score types (SAT, ACT, ACT EOS, GRE, GMAT, and AMCAS) and search types (PSAT, Peterson, PCU) are defined appropriately. Define similar codes on the Electronic Data File and Tape Validation Form (STVTAPE) to associate a specific tape with its predefined field positions on the Tape Field Position Rule Form (SRATPFD). For delimited files, use the Tape File Delimiter Type Rules Form (SORDLIM) to specify what delimiter (and optionally what marker) is used with this file. Define prospect codes, very similar to interface and electronic data file codes, on the Electronic Prospect Validation Form (STVPREL). These codes are associated with the search and test score report tape data loaded into the temporary tables and the Search Tape View (SRVPREL).

There are two options available for loading the search or test score tape data into Banner production from the temporary tables.

### Option 1: Batch Load

The Electronic Prospect Match (SRRSRIN) uses the Common Matching algorithm to determine if a record already exists in Banner for persons in the temporary tables.

- If the record exists in Banner, then the match status on the temporary table for this record is set to *M* (Matched).

- If the record does not match, then the match status is set to *N* (New).
- If the record is considered a suspense, (that is, some elements are matched but not enough to be considered a match), then the match status is set to *S* (Suspense).
- If the record exists on the tape multiple times, or if it exists in the temporary tables more than once for the same electronic prospect code and tape ID, the records are set to *D* (Duplicate).

All records in the temporary files can be viewed on the Electronic Prospect Inquiry Form (SRIPREL). Those records with a status of suspense or duplicate can be viewed on this form by running a query on a match status of *S* or *D*. You may access the Common Matching Entry Form (GOAMTCH) from this form, which runs the matching algorithm using the data in the temporary tables to determine if a matching record exists. Based on the results of the algorithm, you must decide if the record matches an existing Banner record or whether it is a new record. For more information on using GOAMTCH, please refer to the “General Person” “Procedures” section.

Once all suspended or duplicated records have been updated to either *N* (New) or *M* (Matched), the Migrate Electronic Prospects Process (SRRPREL) is run. Depending on the values set for the parameters, as well as the values set for the rules on SAAERUL, a new recruit record may be created or an existing record may be updated at the time the test scores are loaded. If an address with the same address type already exists in Banner, then an additional address record may be created with the same address type and a one-up sequence number. If an existing recruit record is to be updated, then a contact for this specific tape will be added to the record.

If a match does not exist, then a recruit record is created at the time the test scores are loaded for the person (using either the SSN or a generated ID) for the term and level (and campus, if identified in the Electronic Prospect Load Process (SRTLOAD)) specified in the parameters. In addition, records may be created for this person on the following forms, depending on the rules settings on the Electronic Admissions Application Rules Form (SAAERUL):

- SPAPERS – demographic information
- SPAIDEN – address information
- SPATELE – telephone information
- GOAINTL - international information
- SOAPCOL – prior college information
- SOAHSCH – high school information
- SRARECR – source, contact, and interests
- SOATEST – test scores (for test score tapes only, including percentiles for SAT and GRE files)

- SAAADMS – application information
- SOASUPL – applicant supplemental information, for AMCAS only

If a match exists, then what happens will also depend on the values set on the Electronic Admissions Application Rules Form (SAAERUL) where the **Group (Code)** is equal to *PREL*. An existing recruit record may be updated with a new source and/or contact, or an entirely new recruit record may be created at the time the test scores are loaded.

Regardless of the values set on SAAERUL, any null fields on the General Person Form (SPAPERS) will be filled in if the data for these fields exists on the search or test score tape. In either case, the load status on SRIPREL is set to *C*, indicating that a Banner record was created or updated for this person using the data in the temporary tables.

## Option 2: Individual Record Loads

1. Use the Electronic Prospect Inquiry Form (SRIPREL) to query the Search Tape View (SRVPREL) when a person has a stack of returned search cards or paper test score reports, and they need to find the record that matches each. You can search on the following fields: **Prospect ID, Last Name, First Name, M(iddle) I(nitial), Prospect Code, Tape ID, Match Status, Load Status, Street Line 1, ZIP, High School, Birth Date, and Add Date.**

Once a matching record or group of potential matches has been retrieved, you can select a specific record and select the Detail item in the Options Menu.

2. This accesses the Electronic Prospect Detail Form (SRAPREL). This form displays biographical information associated with the search or test score tape record selected on SRIPREL, information about the search tape from which this record was created, or test score information, interest information, and information about the test score report tape from which this record was created.

Once you are convinced you have the correct person, use the **Exit** button to return to the Electronic Prospect Inquiry Form (SRIPREL).

3. A load status code exists for each record in the Search Tape View (SRVPREL). The load status is displayed on the Electronic Prospect Inquiry Form (SRIPREL) and, if it is set to *C*, indicates that a Banner record has been created or updated in Banner for this person from a tape load process. You can refer to the Prospect Code information to determine what type of tape load was used with this record. (If the field is blank, then the record has not been created or updated in Banner.)
4. A match status also exists for each record in the Search Tape View (SRVPREL). This status indicates that the record matched (*M*) someone in Banner production (via the SRRSRIN process or the **Select ID** or **Update ID** buttons on GOAMTCH), that the record is new (*N*) and this person does not exist in Banner, that the record is suspended (*S*), that it is a duplicate (*D*) on the tape, or that an error (*E*) occurred when the SRRSRIN match process was run.



If the record's **Load Status** and **Match Status** fields are blank (indicating that this record has not been matched or loaded), then you need to see if the person already exists in Banner.

Use the Match (GOAMTCH) item in the Options Menu on SRIPREL to go to the Associate Person with ID window on SAAEAPS. Use the **Associate Person with an ID button** or use a Save function to then access GOAMTCH.

5. Before accessing GOAMTCH, you will be asked to assign an ID to the new user, either a generated ID or the person's SSN. *GENERATED* is the default.

When you enter GOAMTCH, the **ID** field will contain either the word *GENERATED* or the selected record's SSN. The **Matching Source** field will contain the matching source code that has been assigned to the interface code, which is also assigned to the electronic prospect code of the selected record on STVPREL.

If no matching source code has been assigned to the interface code, then the **Matching Source** field will contain the default matching source code that has been assigned to the user ID on GORCMUS. If no default source code has been assigned on GORCMUS, then you will be able to select any matching source code from the List of Values.

6. Perform a Next Block to populate the Data Entry block with all of the data for the incoming prospect record that is present in the temporary tables.
7. You can update or adjust the data in the Data Entry block if it does not meet your institution's data standards. These updates will be copied back to the temporary tables and used when the prospect's record is created.
8. Perform a Next Block to run the matching algorithm. The algorithm will determine if the incoming record is new, matched, or a potential match.
9. Determine if the record is to be new or matched, and select the appropriate button.
10. The user will be automatically returned to SRIPREL. The match status will *always* be *Matched*, as the person has now been created in Banner via GOAMTCH. Continue with regular SRIPREL load processing.
11. The **Match Status** field will have been updated and will display an *M* for this record when a new query is run. Whether a match exists in Banner or not, you must select the Create Recruit/Applicant item in the Options Menu to either create or update a Banner recruit record and associated records. The **Load Status** will be set to *C*, indicating that a Banner record has been created and/or updated for this person.

## Purging Records

Use the Electronic Prospect Purge Process (SRTPURG) to purge data from the temporary tables based on the input parameters.

- Use the Electronic Prospect Code parameter to purge all records associated with a specific search tape (for example, Peterson) or specific tape type (for example, SAT).
- Use the Tape ID parameter to:
  - Purge all records associated with one tape of many received from the same search company (for example, College Board Search tapes). For example, two separate tapes may be requested from Student Search, one for students in a specific region, and one for students with certain Advanced Placement exam scores.
  - Purge all records associated with a specific test score tape of many received from the same source. For example, if you use different Tape IDs for each tape load such as SAT1, SAT2, and so on, you will be able to purge only those SAT records associated with the Tape ID SAT1 while leaving the other SAT records on the temporary tables untouched.

## Other Optional Processes Related to Tape Load

### SAT Recentering Process (SOPSATS)

Use the SAT Recentering Process (SOPSATS) to re-center SAT scores at your institution. This step is completed only when SAT tapes are loaded.

The College Board has recentered the score scale for the SAT I as of the April 1995 national administration, which impacts the way scores and other data are reported to your institution. While the 200-800 scale continues to be used, recentering the SAT I has the effect of re-establishing the average score at 500, the mid-point of both the verbal and math scores. This change in SAT I scores also results in changes to the scores for the SAT II subject tests, which are aligned to the SAT I.

Running the SAT Recentering Process (SOPSATS) is the final step in the tape load process when loading SAT tapes. SOPSATS must be run each time an SAT tape is loaded. Once the SAT Recentering Process (SOPSATS) has been run, the original score for a person is no longer displayed in the system; only the re-centered score appears on the Test Score Information Form (SOATEST), where SAT scores are entered and maintained. The **Rcrv** field (Revised/Recentered) on SOATEST flags whether the SAT score displayed is:

NULL	indicates the score has not been changed and should be recentered
R	indicates the score has already been recentered
X	indicates the score has been revised but can be recentered
Z	indicates the score has both been revised and recentered.

The SOPSATS process looks at this flag to determine which scores to recenter. SAT scores that are marked with:

- a null value will be recentered and the flag changed to an R,
- an R will be not be recentered,
- an X will be recentered, and the flag changed to a Z, and
- a Z will not be recentered.

 **Note**

SAT scores which are dated after April 1, 1995 will not be recentered by this report. There is currently no date upon which all scores on a tape will be recentered. ■

For example, if Judy Smith has these scores

Test Code	Description	Score	Date Taken	Rcrv
S01	SAT Verbal	600	15-MAR-94	NULL
S02	SAT Math	500	15-MAR-94	NULL

the report will recenter her scores because they:

- are dated prior to April 1, 1995, and
- have a null value, indicating they can be recentered.

After running the SOPSATS process on this information, her scores would look like this on SOATEST:

Test Code	Description	Score	Date Taken	Rcrv
S01	SAT Verbal	670	15-MAR-94	R
S02	SAT Math	520	15-MAR-94	R

Her original score is no longer displayed. Her recentered scores appear here, flagged with an R in the **Revised or Recentered** field to show they have been recentered. If you are using SunGard Higher Education's tape load process, the SOPSATS process must be run after each tape load of SAT scores.

 **Note**

The new scale for reporting SAT scores may affect your admissions decision process and other processes at your institution. It needs to be determined by your institution if the minimum requirements should be modified. ■

The SAT I tables only deal in scores with increments of 10 (such as 630, 640, 650). The SOPSATS process only converts scores that are originally reported in increments of 10, as all others are invalid scores.

According to the College Board, all SAT scores are reported in increments of 10, so SOPSATS only recenters scores that are reported in increments of 10 (630, 640, 650). If a person has a recorded score of 642, this value is not recentered via the SOPSATS process.

If your institution creates its own combined score of verbal and math, you should recenter the verbal score, recenter the math score, and then add them for the composite. This gives your institution the most accurate picture of what the new composite score is on the recentered scale.

Please refer to the “Required System Values for Validation Forms” section of the “Validation Forms” chapter for a listing of the SunGard Higher Education system-required codes as defined on the Test Code Validation Form (STVTESSC). Only tests with these codes are converted via the SunGard Higher Education-delivered scripts. If you use different values at your institution, you will need to make the appropriate changes to the scripts, for both the SAT I and SAT II codes.

### **Communication Plan Processing Report (SORCPLN)**

This process is optional but highly recommended and assigns the communication plans and generates the materials for persons processed by the tape load. If you do not run SORCPLN, communication plan assignments and material generation will not take place, and the records inserted in the Communication Plan Collector Table (SORCCOL) will not be processed. Note that SORCPLN processes all records in the Communication Plan Collector Table regardless of source, so existing records will also be processed.

### Steps for Individual Record Tape Load Processing

1. Create the data file for loading.
2. Run SRTLOAD to load the data into the temporary tables.

Always run SRTLOAD in audit mode first to determine the values that are missing in Banner. These values will need to be created in Banner or converted on SOTCNVT (where appropriate) before running SRTLOAD in update mode.

3. Use the functionality on SRIPREL (Create Recruit/Applicant item in the Options Menu) to:
  - Query record(s) for the desired tape type.
  - Resolve suspended or duplicate records using the Common Matching Entry Form (GOAMTCH).
  - Create new search or test score records or update existing search or test score records.
  - Create new recruiting records.
  - Insert new source data into existing recruiting and admissions data.

4. (Optional) Run SRTPURG to remove records from the temporary tables based on the report parameter values.

## Steps for Batch Tape Load Processing

1. Create the data file for loading.
2. Run SRTLOAD to load the data into the temporary tables.

Always run SRTLOAD in audit mode first to determine the values that are missing in Banner. These values will need to be created in Banner or converted on SOTCNVT (where appropriate) before running SRTLOAD in update mode.

3. Run SRRSRIN to match the tape data and update each record's match status with a value of *M* (matched), *N* (new), *D* (duplicate), *S* (suspense), or *E* (error). This process uses the matching rules on GORCMRL for the matching source code identified with the prospect code on STVPREL.
4. Run SRRPREL to:
  - Automatically load new and matched records to Banner.
  - Create new search or test score records or update existing search or test score records.
  - Create new recruiting records.
  - Create a corresponding application record.
  - Insert new source data into existing recruiting and admissions data.
5. (Optional) Run SRTPURG to remove records from the temporary tables based on the report parameter values.

## API Errors on SRRPREL, SRRSRIN, and SRIPREL

API errors are all displayed or printed on the reports at the time of the load to Banner using batch loading (SRRPREL, SRRSRIN with the Auto Load (Skip Dup Chk) parameter set to *Y*) or manual loading on SRIPREL. The records revert to a status of *S* (Suspense) without loading any permanent Banner data. The API data issues can be corrected and the batch matching and load processes re-run, or the records can be manually matched and loaded on SRIPREL.

### Loading Records Using SRRPREL

After records have been assigned a match status using SRRSRIN, and SRRPREL is run to load the records to Banner, if API errors are encountered for an individual prospect ID, the prospect ID and the associated errors will be printed on the report, and the **Match Status** will revert back to *S*. No Banner data is loaded for these records, and the report

reflects that information. The API errors will also be printed in the `srrprel.log` file. The process will not abort when API errors are encountered, but records with API errors will not be loaded to Banner until those errors are resolved.

## Loading Records Using SRRSRIN

When matching and loading are performed using SRRSRIN with the Auto Load (Skip Dup Chk) parameter set to *Y*, if API errors are encountered, they will be printed on the report, and the **Match Status** will revert back to *S*. No Banner data is loaded for these records, and the report reflects that information. Also, the API errors for each ID will be listed in the `srrsrin.log` file.

## Matching and Loading Records Manually Using SRIPREL

When the records are loaded manually using SRIPREL, if API errors are encountered, those errors will be displayed in a window, and the **Match Status** will revert back to *S*. No Banner data is loaded for these records, and the report reflects that information. Also, the API errors for each ID will be listed in the `srrsrin.log` file. The API errors need to be resolved, and then record can be re-matched and loaded to Banner.

## Major Code Errors

Major codes on STVMAJR that are not valid cannot be entered on SOTCNVT for use with conversion codes. An error is displayed on SOTCNVT when you attempt to enter an invalid major code.

However, if the **Major (Indicator)** is unchecked on STVMAJR for a major code that had been previously entered as a valid major on SOTCNVT, you will receive the API error messages in SRRPREL, SRRSRIN with the Auto Load (Skip Dup Chk) parameter set to *Y*, and SRIPREL.

To resolve this issue, you can return to STVMAJR and check the **Major (Indicator)** for the major code, or you can remove the invalid major validation data on SOTCNVT. When you access SOTCNVT and an invalid major is listed, the following error message will be displayed: *ERROR Invalid Major Code; Press LIST for valid codes*. When you acknowledge that error message, you will be able to view SOTCNVT and identify the offending major code, since it will not have an associated STVMAJR value.

## Tape Load Processing for Nation Codes Using APIs

API processing requires that the nation code translate correctly and that the address be complete in order to be loaded. A record will not be loaded to Banner if the state code and/or ZIP code or nation code are missing. The nation name will never be loaded to the **Street Line 3** field.

SRTLOAD is used to determine whether the nation code translates correctly or not. Institutions need to make sure the nation code in question exists on STVNATN, so the record will be processed by SRRSRIN and SRRPREL. If the nation code does not exist on

STVNATN, when SRRSRIN is run with the Auto Load (Skip Dup Chk) parameter set to *Y*, or when SRRPREL is run, the record's match status will be changed from *N* or *M* back to *S* (Suspense), and an associated error message will be printed on the report.

Prospect ID: P00106279	Zip, state and nation cannot all be null								
P00106279	Statler, Karlene	S	200222	UG	BIOL	UNKNHS	Prospect not loaded.		

You will then need to use SRIPREL to correct the address and load the record manually.

## Creation of New Records and Display of Associated Messages

SRRSRIN, SRRPREL, and SRIPREL display messages as to whether recruit/applicant records or person records have been created. (The option to create or not create a recruit record is based on how the rules *MCREATENEWRECR* and *NMCREATENEWRECR* are set on SAAERUL. There is another rule, *CREATENEWRECR*, under the *PREL* group that also must have a value of *Y* before a recruit record is created.)

A general person record will always be created, so there will always be a total. If a recruit or applicant was not loaded for the term, but a previous applicant or recruit record existed in the term for which SRTLOAD and/or SRRPREL were run, then a total of the records that already had a record for the term will be counted in the total, even if they were not loaded in that pass.

For instance, when a tape with eight records is loaded to Banner for a *new* term, and no recruit or applicants exist, and no recruits or applicants are created by SRRPREL, then you would see the following.

SAAERUL settings:

*CREATENEWRECR* = *N*

*CREATENEWAPPL* = *N*

*NMCREATENEWRECR* = *N*

*MCREATENEWRECR* = *N*

Run SRRPREL to load eight records to Banner, and the results would be as follows:

- *Number of Prospects Read:* 8
- *Number of General Persons Migrated to Production Banner:* 8 \*\*\*NOTE: Eight of these records have general person records. Eight did not get loaded here. Create person *always* occurs for general person data. So there will always be a value here to load basic person information.
- *Number of Recruits Migrated to Production Banner:* \*\*\*NOTE: Zero recruits were loaded for this term via SRRPREL. This is correct. But if recruit records already

existed for this term but were not loaded via SRRSRIN, that total number of recruits would be listed here.

- *Number of Applicants Migrated to Production Banner:* \*\*\*NOTE: Zero applicants were loaded for this term via SRRPREL. This is correct. But if recruit records already existed for this term but were not loaded via SRRSRIN, that total number of recruits would be listed here.
- *Total Individuals Migrated to Production Banner:* 8 \*\*\*NOTE: Eight existed in the database, so they didn't get loaded this time; they were previously loaded/manually entered. Eight exist.
- *Number of Persons NOT Migrated to Production Banner:* \*\*\*NOTE: No records were loaded via SRKPREL for this run. This is correct.

## Processing Percentiles

Percentiles can be processed by SRTLOAD. The SRTLOAD process will load percentile data for SAT and GRE tests into the SRTTSPC temporary table. The data is then loaded to the Banner production tables using SRRPREL. The SORTSPC table stores the percentiles, which can be viewed on the SOATEST form. You also have the capability on SOATEST to load percentiles manually. Percentile types must first be created on STVTSPT. Only one percentile of the same type may be associated with a test score.

You may choose whether you wish to load SAT or GRE percentiles to Banner using the SAAERUL *LOADPERCENTILES* rule for the group code of *PREL*. A value of *Y* will load the percentiles to Banner. A value of *N* will ignore percentiles.

The tape load process will associate the percentiles with their corresponding test scores. Currently, only SAT and GRE files provide percentiles. SAT and GRE percentile types have been hardcoded for use by SRTLOAD. These codes are delivered for STVTSPT (percentile types), STVTPFD (percentile fields - SRTLOAD will associate these fields with their corresponding percentile types), and SRATPFD (percentile fields with begin and end positions).

### Note

If for any reason you want to change the percentile types that have been delivered and associated with GRE and SAT test codes in Banner Student, you can create new percentile types in STVTSPT and change the type associated with the test score on SOTCNVT. The percentiles will then be associated with the test codes on SORTSPC. ■

The following table contains the percentile types and the associated test scores for which they are currently reported. SRTLOAD has been hardcoded to associate these percentile types with the following test codes.



Percentile Type	Test Code
SVN	S01
SVS	S01
SMN	S02
SMS	S02
SWN	S07
SWS	S07
S2N	WR, WH, SP, SL, PH, MH, 2C, 1C, M2, M1, LT, LR, JL, IT, HB, GM, GL, FR, FL, ES, EN, EH, CL, CH, BY, AH, KL, EB, MB, EP, UH
GRP	GR01, GR02, GR03, G24, G241, G242, G243, G27, G271, G272, G273, G29, G291, G292, G293, G31, G311, G312, G313, G34, G341, G342, G343, G37, G371, G372, G373, G44, G441, G442, G443, G46, G461, G462, G463, G47, G471, G472, G473, G52, G521, G522, G523, G57, G571, G572, G573, G64, G641, G642, G643, G67, G671, G672, G673, G71, G711, G712, G713, G74, G741, G742, G743, G77, G771, G772, G773, G79, G791, G792, G793, G81, G811, G812, G813, G87, G871, G872, G873, G91, G911, G912, G913, G22, G221, G222, G223, G78, G781, G782, G783, G72, G721, G722, G723, G68, G681, G682, G683, G35, G351, G352, G353, GR05

## Search Tape View (SRVPREL)

The Search Tape View (SRVPREL) describes the contents of the following temporary tables: SRTIDEN, SRTPEERS, SRTTELE, SRTADDR, SRTTEST, SRTPREL, SRTHSCH, SRTPCOL. This view is used by the SRIPREL and SRAPREL forms. The data used from SRAPREL is found primarily in the Electronic Prospect Detail block.

## Electronic Prospect Validation Form (STVPREL)

Use this form to define the various types of search or test score tapes that are to be loaded.

The **Prospect Code** is associated with the search or test score tape data loaded into the search tape temporary tables.

Use the **Interface Code** to define which interface code (and therefore matching source code rules) should be used when loading this search or test score tape. The interface code

also determines which conversion rules to use as defined on the Tape Code Conversion Rules Form (SOTCNVT).

The **Tape Code** field associates the tape field positions defined on the Tape Field Position Rule Form (SRATPFD) with a specific prospect and interface code.

**Example:**

The Student Search tape can provide different data depending on whether it contains PSAT or SAT1 data. The file layout is the same in either case, but the major codes have different meanings.

So, the same tape code could be used with two different prospect and interface codes. The two interface codes allow you to set up the appropriate data conversions based on the two sets of input values for “Major”.

Please see the section on “Using the Student Search Service Tape Load with SRTLOAD” for information on how this will be changing in July of 2003 to a single tape of combined data.

## Electronic Data File and Tape Validation Form (STVTAPE)

Use this form to define the unique types of search or test score tapes that a school will load. These codes are associated with the field positions of each tape on the Tape Field Position Rule Form (SRATPFD).

## Tape Field Names Validation Form (STVTPFD)

Use this form to define all the possible field names into which search or test score tape data might be loaded. It may also be used to define all possible field names into which data from other tape sources might be loaded. The fields defined in this table are delivered by SunGard Higher Education.

## Electronic Prospects Default Options Form (SRAPRED)

Use this form to designate default values that can be used to populate the recruiting record (SRBRECR) or applicant record (SARADAP) when a record is created via the Migrate Electronic Prospects Process (SRRPREL) or by using the Create Recruit/Applicant item in the Options Menu on the Electronic Prospect Inquiry Form (SRIPREL). This form is also used by the tape load process.

This form is keyed by the prospect codes on the Electronic Prospect Validation Form (STVPREL), which allows different sets of default options to be created for different prospect codes. The **Recruit Source** and **Level (Code)** are required fields.

SRTLOAD uses the default values on SRAPRED if the corresponding parameter on SRTLOAD is blank. If the corresponding parameter on SRTLOAD is blank, SRTLOAD will use the data that exists on the incoming tape for such fields as Term, Major, etc.

(incorporating the use of SOTCNVT or the validation table if it is a straight conversion). If no value exists on the tape, then SRTLOAD will use the data in the parameter. If no value exists in the parameter, SRTLOAD will use the value on SRAPRED. Certain fields (i.e., Tape Source, SBGI Source Code, etc.) will be populated from STVINFC if no value exists on SRAPRED.

SRAPRED rules will create an application when no recruiting record is created, based on the appropriate rule settings on SAAERUL. Fields that are required for applications (such as student type for AMCAS or other files that do not include this value in any way) need to be set up on SRAPRED for the level code for which SRTLOAD is run so that the application student type and other necessary fields are updated. Providing defaults for the application will create a value, as opposed to a null or 00000, for the program or college, etc., on the application.

When data loaded to the temporary tables by SRTLOAD, the following checks are made: a direct match to a validation table is checked, then SOTCNVT is checked for crosswalk/conversion data, then the parameter values on SRTLOAD are checked, (as well as the existence of a contact and/or source on STVINFC), and finally SRAPRED is checked. SRAPRED is the only place that provides data for student type, program, or college code for the applicant.

SRAPRED values for AMCAS *must* be used for loading various AMCAS application data, since this information is not supplied on the incoming AMCAS file. Values such as student type (which is required for an application), college code, and program will only be added to an application when they have been added to SRAPRED for the level for which you are running SRTLOAD. Recruiting records may be generated, but institutions may choose to not load recruiting records and to only load applications (based on the appropriate SAAERUL rules). A specific rule for the electronic prospect code *AMCS* may be added to SRAPRED with minimal values updated for the level type, student type, college code, and program, if applicable.

## Tape Field Position Rule Form (SRATPFD)

Use this form to define either the exact positions in which each field exists on a search or test score tape or the relative position of each field and then to assign the value in those positions to the appropriate Banner fields.

This form, in combination with the Electronic Prospect Load (SRTLOAD), the Electronic Prospect Match (SSRSRIN), and the Migrate Electronic Prospects Process (SRRPREL), allows institutions to set up tape loads that are not supported by SunGard Higher Education, such as AP (Advanced Placement exams) or other search or test score tapes.

This form displays two sets of information. It displays fields for a default positional layout (such as SAT or ACT) or for a sequential layout (such as AMCAS or a comma delimited file). The layout displayed is determined by the tape code entered in the Key Block. If the tape code has been defined on the Tape File Delimiter Type Rules Form (SORDLIM), then the fields required to define a sequential delimited file will be displayed. If the tape code

has not been defined on SORDLIM, then the fields required to define a positional layout will be displayed.

The **Occurrence** field is used to accommodate those tape values that may occur multiple times such as test scores for different test dates. The fields defined in this form are delivered by SunGard Higher Education.

### Tape File Delimiter Type Rules Form (SORDLIM)

Use this form to assign a delimiter or marker to a specific tape code. The delimiter or marker should match those contained in the delimited input file to be used with this tape code.

### Tape File Test Score Controls Form (SRATPTS)

Use this form to map the test code which contains the “date taken” to all the other test codes for which that date taken applies. For example, the date taken for one set of SAT I scores is contained in only one place, even though that date applies to both the SAT Verbal and Math scores.

### Electronic Prospect Detail Form (SRAPREL)

Use this form to view biographic and search or test score tape data for a person that has been loaded to the temporary tables. The form allows you to view all search tape records for this ID which are present in the Search Tape View (SRVPREL).

This form is accessed independently or from the Electronic Prospect Inquiry Form (SRIPREL) using the Detail item in the Options Menu.

### Electronic Prospect Inquiry Form (SRIPREL)

This form is used to query and view records in the Search Tape View (SRVPREL). This form is also used in conjunction with the Search Tape Matching Process (SRRSRIN) and the Migrate Electronic Prospects Process (SRRPREL).

You can access the Common Matching Entry Form (GOAMTCH) using the Match (GOAMTCH) item in the Options Menu to display information for a prospect ID and then execute the matching process before a new PIDM is created in Banner. SRIPREL uses GOAMTCH and the Common Matching algorithm for data load processing to determine if the incoming record matches an existing Banner record.

Use the following steps to resolve suspended records or to match and load new records from SRIPREL.

1. Query for prospect records (where the **Match Status** is *S* for “suspended”), or by other parameters.
2. If you want to view details about the selected record, choose the Details (SRAPREL) item from the Options Menu. If you want to use the matching algorithm against the selected record, then choose the Match (GOAMTCH) item from the Options Menu.
3. Before you can access GOAMTCH, you will be asked to assign an ID to the new user, either a generated ID or the person's SSN. When the data is saved, you will be taken to GOAMTCH.
4. When you enter GOAMTCH, the **ID** field will contain either the word *GENERATED* or the selected record's SSN. The **Matching Source** field will contain the matching source code that has been assigned to the interface code, which is also assigned to the electronic prospect code of the selected record on STVPREL.

If no matching source code has been assigned to the interface code, then the **Matching Source** field will contain the default matching source code that has been assigned to the user ID on GORCMUS. If no default source code has been assigned on GORCMUS, then you will be able to select any matching source code from the List of Values.

5. Perform a Next Block to populate the Data Entry block with all of the data for the incoming prospect record that is present in the temporary tables.
6. You can update or adjust the data in the Data Entry block if it does not meet your institution's data standards. These updates will be copied back to the temporary tables and used when the prospect's record is created.
7. Perform a Next Block to run the matching algorithm. The algorithm will determine if the incoming record is new, matched, or a potential match.
8. Determine if the record is to be new or matched, and select the appropriate button.
9. The user will be automatically returned to SRIPREL. The match status will *always* be *Matched*, as the person has now been created in Banner via GOAMTCH. Continue with regular SRIPREL load processing.

The new match status, *\*Matched\**, is displayed under that person's record on SRIPREL. When you exit the form or requery against the data in the SRVPREL view, these highlighted values disappear, and the **Match Status** field is updated appropriately.

10. The Migrate Electronic Prospects Process (SRRPREL) can then be used to load those records with a match status *M* (Match) to Banner production. Or, you can use the

Create Recruit/Applicant item in the Options Menu on SRIPREL to create Banner records individually.

All fields on this form are searchable and can be used in combination to locate specific tape loads or populations.

The **Load Status** field indicates that the record for this person has already been created or updated in Banner. A person may be present on multiple search or test score tapes, so they may have multiple records in SRVPREL. This flag, if set to *C*, indicates that this record has been loaded into Banner.

The **Match Status** field displays the match status created by either the Search Tape Matching Process (SRRSRIN) or the Common Matching Entry Form (GOAMTCH), based on the rules on the Common Matching Rules Form (GORCMRL).

This form also allows you to perform the following three tasks:

1. For a selected record, use the Detail item in the Options Menu to access the Electronic Prospect Detail Form (SRAPREL) to view the detailed search or test score tape data for the person.
2. Use the Match item in the Options Menu to access the Common Matching Entry Form (GOAMTCH) to determine if this person already exists in Banner, and then match the person.
3. Use the Create Recruit/Applicant item in the Options Menu to create or update the following Banner records for a person who is either new or has been matched to a Banner record.
  - SPAPERS - demographic information
  - SPAIDEN - address information
  - SPATELE - telephone information
  - GOINTL - international information
  - SOAPCOL - prior college information
  - SOAHSCH - high school information
  - SRARECR - source and contact information
  - SOATEST - test scores (for test score tapes only, including percentiles for SAT and GRE files)
  - SAAADMS - application information
  - SOASUPL - applicant supplemental information, for AMCAS only

## Common Matching Entry Form (GOAMTCH)

If Common Matching is turned on (on GUAINST), and the user is not excluded from Common Matching on GORCMUS, GOAMTCH is called automatically from the Key Block of SPAIDEN, SRAQUIK, SAAQUIK when an ID is generated or entered, and the ID does not already exist in Banner. Whether or not Common Matching is turned on, the user will access GOAMTCH from SRIPREL, SAAEAPS, and SHAEDIS as part of the matching process for data loads.

You can enter information for name, address, telephone, date of birth, SSN, etc., in the Data Entry block. The data entered can be used to assist with matching if the matching rule contains the field being entered. Regardless, the data entered in the Data Entry block will be stored in Banner if the person is found to be new.

The matching process is called when you perform a Next Block from the Data Entry block or select the **Duplicate Check** button. Use the **Duplicate Check** button to execute the matching process at any time during the entry of person information. Only those data elements in this form can be used for online matching rules.

The Match block is automatically displayed after the matching process is completed if a match is found. This block is accessed using Next Block or the Match tab. The data entered remains in the Data Entry block. You can choose to clear the Match information using the **Clear** button. You will then be returned to the Data Entry block. The address information in the Match block displays the address type and address data, if the address was matched as part of the matching algorithm.

The Potential Matches block displays the potential matches (formerly known as suspense records) found during the search. The number of records found is displayed in parentheses in the tab, i.e., "Potential Matches (42)". You can scroll through the potential match records to see the information in each that potentially matches the information in the Data Entry block.

Logical sort order processing can be used to sort the matching results dynamically by ID or name in ascending or descending order using the **Sort** up and down arrow buttons for the **ID** and **Name** fields. The default sort order is by ID and priority (in descending order).

When you click on the **Sort** up arrow, the sort organizes the results in alpha order (A - Z). When you click on the **Sort** down arrow, the sort organizes the results in reverse alpha order (Z - A). Once you have clicked on an up or down arrow, you can mouse over the arrow to see the tool switch hint message, click on the arrow again, reverse its direction, and perform a new sort. For example, after you have sorted on ID or name in A - Z order (using the **Sort** up arrow), you can then click on the arrow again to change it to a **Sort** down arrow, and resort the data in Z - A order.

If any address fields are included in the matching rules being used, and a match exists on the address of a potential match, then that address will be displayed for that record. To see all address records for a selected potential match, select the **All Addresses** pulldown list.

 **Note**

If you use GOAMTCH by itself to match a person to an existing person in Banner, and the existing person in Banner has an address of the same address type (where the addresses themselves do not match), the existing Banner address will be inactivated, and the address that was entered on GOAMTCH will be inserted.

If you use SAAEAPS or SRIPREL to match a person via GOAMTCH and the same scenario exists, SRIPREL and SAAEAPS will put an end date on the existing Banner address and then insert the new address. ■

If the matching rule contains a row for telephone number and/or email address, and a match exists on the telephone number or email address of a potential match, then the phone number and/or email address will be displayed. The date of birth and gender will be displayed for any potential match if they exist in Banner for the potentially matched record, regardless of whether date of birth or gender are used in the matching rule.

The **Matching Rule Sets** field displays the result of the matching algorithm for each field included in the matching rule. This allows a user to know what data elements the matching rule was using, even if they do not have access to the Common Matching Rules Form (GORCMRL).

## Electronic Prospect Load (SRTLOAD)

This process uses a C program to load data from a search input file (for example, College Guide/SSS, or Peterson) or a test score report file (for example, SAT, ACT, GRE, or AMCAS), to the following temporary tables:

- SRTIDEN
- SRTPERS
- SRTTELE
- SRTADDR
- SRTTEST
- SRTPREL
- SRTHSCH
- SRTPCOL
- SRTEMAL
- SRTGPAT
- SRTCRSS



- SRTSUPL
- SRTDEGR
- SRTMAJR
- SRTTSPC
- SRTPRAC

The data in these tables is available using the Search Tape View (SRVPREL) or SRAPREL. Detail is also available when accessing these loaded records on SRIPREL using the Detail [SRAPREL] item in the Options Menu. The SRTLOAD process also creates an audit report detailing the status of each record on the input file.

This process can be used to load positional files (SAT, GRE, etc.) and delimited files (AMCAS). It reads delimited input files based on whether rules for file delimiters or delimiters/markers exist in the SORDLIM table for a given tape code. The process will either look for the fields by position or by sequence number as defined on SRATPF in the SRRTPFD\_START\_POS field. The process refers to the STVTEC\_TESC\_CODE\_DATE\_ORIGIN field for test codes.

You should do the following in preparation for running SRTLOAD:

1. If the input file is delimited, set up the delimiter (and optionally the marker) on SORDLIM for the tape code being used.
2. Set up the corresponding interface (INFC) code and tape code values on STVPREL.
3. Assign the appropriate matching source code to the interface code on STVINFC.
4. Set up rules on SOTCNVT for the conversion of the tape values to the Banner validation table values.

The codes listed below are compared to SOTCNVT for conversion to Banner values and for default values.

If the code on the tape is blank, an asterisk ( \* ) value is matched against SOTCNVT. If the tape value is not blank, the incoming value is matched against SOTCNVT. If there is no available conversion for the tape value or the tape value is not valid on the Banner validation table, the literal DEFAULT is matched against SOTCNVT. If this value is not available, then an error message is printed on the report.

On SOTCNVT, the following tables are validated:

- NATN
- CITZ
- STAT

- INTS
- INTP (PSAT only)
- ETHN
- ETHR (AMCAS only)
- RACE (AMCAS only)
- DEGC
- DEGA (AMCAS only)
- MAJR
- MAJP (PSAT only)
- RELG
- CNTY
- TADM
- TERM
- DEPT
- VTYP
- EDLV
- EGOL
- ADMT (AMCAS only)
- TEAC (AMCAS only)
- TEFR (AMCAS only)
- SBGI (college code conversions)
- SBGH (high school code conversions)
- HGPA (SAT only)
- CAMP
- ESEL
- GNDR
- TESC
- TSPT

 **Note**

The table value of *GNDR* should be used on SOTCNVT to convert various gender formats on incoming tapes to the appropriate Banner

values. *GNDR* works on *SOTCNVT*, even though it does not have a corresponding validation table. ■

The exceptions for determining conversions and default values are for the major code, interest code, term code, level code, campus code, contact type code, source code, address type code, email type code, and telephone code. *SRTLOAD* will appropriately analyze the high school or prior college graduation date on the incoming file against rules on *SOTCNVT* to determine the term code, or it will use the term code entered in the *SRTLOAD* Term Code parameter.

If there is no match, the value from the Term Code parameter is used. The level code, address type code, telephone type code, and email code that is inserted will always be from the input parameter value. If no source code or contact type code are entered in the input parameters, the value from *STVINFC* for the interface will be used. In addition, the test score source inserted on test scores will be the one created on *STVINFC*.

The fields *INTS* and *MAJR* can have multiple values in multiple fields for some types of tape loads. The asterisk ( \* ) and *DEFAULT* functionality will only work on the first match attempt for the field *MAJR*(*MAJR1*). If there are values in fields *MAJR2*, *MAJR3*, or *MAJR4*, the process will attempt to match the values against the *SOTCNVT* crosswalk and the values in *STVMAJR*. If no match is found for these, the output report will display an error indicating the field and the error. *INTS* will not use the asterisk ( \* ) or the *DEFAULT* functionality due to the possibility of many records existing on the incoming data file.

High school codes can be converted using the *SBGH* validation on *SOTCNVT*. If there is no high school conversion on *SOTCNVT*, the *STVSBGI* code will be used if there is a match. Non-high school codes cannot be entered using the *SBGH* validation on *SOTCNVT*. Colleges codes can be converted on *SOTCNVT* with *SBGI* validation, and if a code exists in *STVSBGI*, that code will be loaded.

The default values on *SRAPRED* are used when there are no *SOTCNVT* values *and* if the corresponding parameter on *SRTLOAD* is blank. When there are no *SOTCNVT* values and if the corresponding parameter on *SRTLOAD* is blank, *SRTLOAD* will first use the data that exists on the incoming tape for such fields as Term, Major, etc. If no value exists on the file, and the value does not convert on *SOTCNVT*, then *SRTLOAD* will use the data in the parameter. If no value exists in the parameter, *SRTLOAD* will use the value on *SRAPRED*. The Test Source will default in from *STVINFC*. The Tape Source and Contact Type fields will be populated from *STVINFC* if there are no corresponding *SRTLOAD* parameter values. If no values exist on *STVINFC*, the values will default from *SRAPRED* where appropriate.

Run the process in audit mode to determine which values are missing from Banner (i.e., high school codes, major codes, etc.). If these values are not created in Banner and converted using *SOTCNVT* where appropriate, the value will not be loaded into Banner.

When data is loaded to Banner, the load hierarchy is as follows:

1. Values from SOTCNVT will be loaded first, if they exist.
2. Values from the SRTLOAD parameters will be loaded second, if they have been entered.
3. Values from STVINFC (contact type and/or source code) will be loaded third, if they exist, and if valid parameter values do not exist on SRTLOAD.
4. Values from SRAPRED will be loaded fourth, if they exist.

 **Note**

For AMCAS, the student type will always need to be updated on SRAPRED for the level for which you are running SRTLOAD, so the required Student Type value is loaded for the applicant. ■

When matching nation codes, if no code exists on the tape and a nation description is provided, the nation description will be compared against the nation description in STVNATN. If there is an exact match, the nation code will be updated in the SRTNATN temporary table and can be loaded to Banner.

For example, when no SOTCNVT rules exist for STVNATN and the nation description is provided on the tape:

- Nation *Singapore* on tape will be translated and update SRTADDR\_NATN\_CODE = 133 when STVNATN code 133 = *Singapore*.
- Nation *Mexico* on tape will be translated and update SRTADDR\_NATN\_CODE = 99 when STVNATN code 99 = *Mexico*.
- Nation *Albania* on tape will be translated and update SRTADDR\_NATN\_CODE = 2 when STVNATN code 2 = *Albania*.
- However, *Bahamas* on tape would not be translated, as STVNATN code 10 = *The Bahamas*.

 **Note**

The nation code will be loaded to Street Line 3, and there will be associated API errors because of the nation and the state. The record would need to be resolved manually on GOAMTCH prior to loading. ■

Also, SRTLOAD will provide the following messaging based on the above examples:

<b>Data Item</b>	<b>Nation Code</b>	<b>Message</b>
NATN	99	<i>Nation found from description</i>
NATN	2	<i>Nation found from description</i>
NATN	133	<i>Nation found from description</i>
NATN	BAHAMAS	<i>Not In SOTCNVT, STVNATN</i>

## Loading User-Defined Activity Codes

The college interest information is delivered on the SAT tape file in positions 922-942. A single activity determined by the College Board is represented in each of the 22 positions on tape.

When the SRTLOAD process is run, it looks at each of the 22 positions to determine if they are *on* or *off*. Each position represents a particular activity; for instance ART will always be represented in position 922. SRTLOAD is hardcoded to interpret the activities in each of these positions and convert the value on tape to a corresponding activity code delivered by SunGard Higher Education in STVINTS.

For instance, SRTLOAD interprets the interest code that represents ART in position 922 as *AH* and loads *AH* to the Temporary Interests Table (SRTINTS). These are the activity codes that will ultimately be loaded to Banner. These activity codes are maintained on STVINTS.

You have the option to use your institution-defined activity codes in STVINTS and have them loaded into Banner, rather than having the Banner baseline activity codes loaded by SRTLOAD. This allows you to convert the delivered interests that SRTLOAD uses for each activity to an institution-defined activity from STVINTS on the Tape Code Conversion Form (SOTCNVT). Your institution's validation values will then be loaded to Banner.

### **Note**

Field names and positions will not change on SRATPFD for the SAT tape file. The Banner baseline activity codes that SRTLOAD uses for the SAT tape must remain in STVINTS. The only change necessary to accommodate this modification is to update SOTCNVT. ■

For example, on the SAT tape, position 922 represents ART. In SRATPFD for the **Tape Code** value SAT, the **Field Name** value for position 922 is AH\_INTS\_CODE.

The *AH* represents the activity code that is loaded to Banner if the student has marked position 922 on the tape. The field names for positions 922-942 incorporate the activity code used.

 **Note**

Position 942 equals *NONE OF THE ABOVE*, and SRATPFD does not look at this position. ■

If you prefer to use your own interest code for ART in STVINTS rather than *AH*, then the *AH* can be converted to a value of your choice on SOTCNVT. In this case, the **Tape Value** on SOTCNVT is the Banner-delivered activity code that represents the activity on tape.

Below is an example of how to set up SOTCNVT to convert three of the activity codes: *AH* (ART), *AA* (Intramural Sports), and *AB* (Varsity Sports) to the institution-defined interests of *AR*, *IS*, and *VS* respectively. The **Interface Type** is *SAT*, and the **Validation Table Name** is *INTS*.

Table Name	Tape Value	Conversion Code	Description
INTS	AH	AR	Art
INTS	AA	IS	Intramural Sports
INTS	AB	VS	Varsity Sports

Codes that are not converted in this manner will still be loaded with the hard-coded values.

## SRTLOAD Process Results with PIDM

The Electronic Prospect Load (SRTLOAD) checks the data file for the PIDM based on the start and end positions that are defined on SRATPFD. If a PIDM exists in the file, SRTLOAD compares the PIDM on the tape to the value in the *SPRIDEN\_PIDM* field.

If SRTLOAD finds a matching PIDM in Banner, the *SRTIDEN\_MATCH\_STATUS* field is updated to a status of matched, and the *SRTIDEN\_DATE\_MATCHED* field is also updated accordingly. SRTLOAD only prints PIDM information on the report if there is a PIDM found on the tape. A total of matched PIDMs appears at the end of the report.

### Tape PIDM Matches Banner PIDM

When SRTLOAD determines that the PIDM on the tape *matches* a PIDM in Banner, SRTLOAD prints the corresponding matched/existing Banner ID on the report. The First Name, Middle Name, and Last Name *from the tape* print next to the actual Banner ID.

A message also prints indicating that the *PIDM ON TAPE MATCHES* *SPRIDEN\_PIDM AS* *SPRIDEN\_FIRST\_NAME, SPRIDEN\_LAST\_NAME*. (*SPRIDEN* First and Last Name are the actual Banner First and Last Name associated with the matched PIDM.)

## Tape PIDM Does Not Match Banner PIDM

When SRTLOAD determines that the PIDM on the tape *does not* match a PIDM in Banner, a message prints on the report indicating that the *PIDM ON TAPE DOES NOT MATCH* SPRIDEN\_PIDM. Run the Electronic Prospect Match (SRRSRIN) to determine a match status on the remainder of records with no matched status, or match them manually using the Electronic Prospect Inquiry Form (SRIPREL) and the Common Matching Entry Form (GOAMTCH).

When all matching is completed, run the Migrate Electronic Prospects Process (SRRPREL) to load the records to Banner, or load them manually using SRIPREL and GOAMTCH.

## Matching on Middle Name

When a prospect is pushed to Banner (SRRPREL) that is a match and where the Banner SPRIDEN record has a *NULL* middle name, if the incoming prospect has a middle initial/name, a new Banner SPRIDEN record is generated. The process keeps the existing ID, inserts the new middle name information, creates an alternate SPRIDEN record with the original name, and updates Name Change Indicator.

### Note

An alternate ID with the same name as the current SPRIDEN record is allowed and will not cause API errors when a unique name type is included as part of the alternate ID. ■

When data is loaded to Banner, several checks are made to accommodate the loading of the middle name or middle initial. When the current SPRIDEN record matches an alternate (including the name type), and the current SPRIDEN middle name is *NULL*, the incoming record with the new middle name will not cause an API error, but it will not be loaded.

### Note

An alternate ID with the same name as the current SPRIDEN record is allowed and will not cause API errors when a unique name type is included as part of the alternate ID. ■

Middle name or middle initials will be loaded when:

- An incoming matching prospect has a middle name or middle initial, the current SPRIDEN middle initial is *NULL*, and no alternate IDs exist with the same incoming middle initial or middle name and/or the same first character of the incoming middle initial or middle name.
- An incoming matching prospect has a middle name or middle initial, the current SPRIDEN middle initial is *NULL*, and alternate IDs exist with a different middle initial or middle name.

## Student Search Service Tape Load and SRTLOAD

The College Board Student Search Service (SSS) is combining the SAT majors and the PSAT/NMSQT majors onto a single tape beginning in July 2003.

### SAT and PSAT/NMSQT Majors

Currently, the College Board Student Search Service (SSS) tape is delivered to clients in two different ways. Either it is delivered with between one and five SAT majors listed in positions 156-170 or a single PSAT/NMSQT major code in positions 156-158. Since the delivered SAT and PSAT/NMSQT major codes are converted differently, two sets of conversion codes on STVINFC and conversion rules for majors on SOTCNVT are needed to process each SAT version or the PSAT/NMSQT version of the tape.

As of July 2003, the College Board Search Service (SSS) will deliver the SAT and PSAT/NMSQT majors on a single tape. The five possible SAT major codes will remain listed in positions 156-170. The single PSAT major will be listed in positions 248:250. These positions had previously been blank.

While this processing is available in Banner, it will not impact your current processing of the separate SAT or PSAT/NMSQT tapes. As of July 2003 when you begin to receive the new format (or when you decide to begin your testing), you can change one of your existing conversion rules on SOTCNVT to accommodate the single tape, or you can create a completely new conversion rule.

### Using Tape Code SSS\_SEARCH

Use the tape/file field name *MAJR\_PSAT* for the PSAT/NMSQT major on the Tape Field Names Validation Form (STVTPFD). The description is *PSAT Major*.

The SAT majors (*MAJR\_CODE*, *MAJR\_CODE2*, *MAJR\_CODE3*, *MAJR\_CODE4*, *MAJR\_CODE5*) remain in positions 156-170. Use the tape field name *MAJR\_PSAT* on the Tape Field Position Rule Form (SRATPFDF). *MAJR\_PSAT* uses positions 248-250.

The Temporary Electronic Prospects Table (SRTPREL) can accommodate the five SAT major codes and the PSAT major code. The temporary tables are populated when SRTLOAD is run.

Because the PSAT majors are converted differently than SAT majors and will be delivered on a single tape, dummy validation table names are used on the Tape Code Conversion Form (SOTCNVT) so the major codes are converted properly from PSAT majors, and interest codes are converted properly from PSAT majors. These dummy validation table names are: *MAJP* (used to convert PSAT majors) and *INTP* (used to convert PSAT majors to interests).

The *MAJP* and *INTP* validation table names are not validated on SOTCNVT. The four character table name is loaded to a variable used to execute the conversions. For data entry purposes, validation (List of Values) against the dummy validation table names on



SOTCNVT will call the Banner validation tables STVMAJR and STVINTS, which contain your institution's major and interest values. *MAJP* will validate on STVMAJR. *INTP* will validate on STVINTS.

To translate the SAT majors and interests, you will need to create rules on SOTCNVT for the *MAJR* and *INTS* validation table names.

For example, a sample of data for SAT majors and conversions could appear as follows:

<b>Interface Code</b>	<b>Validation Table Name</b>		
SEARCH	MAJR		

<b>Table</b>	<b>Tape Data</b>	<b>Banner Conversion Code</b>	<b>Description</b>
MAJR	108	DASC	Dairy Science
MAJR	350	ACCT	Accounting

A sample of data for SAT interests and conversions could appear as follows:

<b>Interface Code</b>	<b>Validation Table Name</b>		
SEARCH	INTS		

<b>Table</b>	<b>Tape Data</b>	<b>Banner Conversion Code</b>	<b>Description</b>
INTS	108	AD	Agriculture/Dairy Science
INTS	350	FA	Finance/Accounting

To translate the PSAT majors and interests, you will need to create rules on SOTCNVT for the *MAJP* and *INTP* validation table names.

For example, a sample of data for PSAT majors and conversions could appear as follows:

<b>Interface Code</b>	<b>Validation Table Name</b>		
SEARCH	MAJP		

<b>Table</b>	<b>Tape Data</b>	<b>Banner Conversion Code</b>	<b>Description</b>
MAJP	130	AGRO	Agronomy
MAJP	280	ENGR	Engineering

A sample of data for PSAT interests and conversions could appear as follows:

<b>Interface Code</b>	<b>Validation Table Name</b>
SEARCH	INTP

<b>Table</b>	<b>Tape Data</b>	<b>Banner Conversion Code</b>	<b>Description</b>
INTP	130	AY	Agronomy
INTP	280	EN	Engineering

When the Electronic Prospect Load (SRTLOAD) is processing the SSS\_SEARCH tape and finds the table field name *PSAT\_MAJOR* on SRATPF, it will use the *MAJP* validation table and/or the *INTP* validation table during the conversion of PSAT majors and interests based on your institution's rules on SOTCNVT. SAT majors will be converted from the *MAJR* and *INTS* validation tables based on your institution's rules on SOTCNVT.

The Electronic Admissions Application Rules Form (SAAERUL) contains a delivered rule for use *only* with the SSS\_SEARCH tape. The rule is for the *PREL* group code and the *PSATMAJOR* label and has values of *Y* or *N*.

Group	Label	Description	EDI	Instructions
PREL	PSATMAJOR	Load the PSAT Major First	N	<p>Loads the PSAT major if it exists on tape. This rule is only used for SSS_SEARCH tape processing.</p> <p>When <i>LOADMAJOR</i> is set to <i>Y</i> and <i>PSATMAJOR</i> is set to <i>Y</i>, and the PSAT exists on tape, the PSAT major will be loaded to a field of study row with a <b>Type</b> of <i>MAJOR</i> and a <b>Priority</b> of <i>1</i> (backfilled to the Major 1 field on SRBRECR). The first SAT major code listed on tape will then be loaded to a field of study row with a <b>Type</b> of <i>MAJOR</i> and a <b>Priority</b> of <i>2</i> (backfilled to the Major 2 field on SRBRECR) if it exists.</p> <p>When <i>LOADMAJOR</i> is set to <i>Y</i> and <i>PSATMAJOR</i> is set to <i>N</i>, the PSAT major will not load at all, and the first two SAT major codes on tape will be loaded to a field of study row with a <b>Type</b> of <i>MAJOR</i> and a <b>Priority</b> of <i>1</i> (backfilled to the Major 1 field on SRBRECR) and a field of study row with a <b>Type</b> of <i>MAJOR</i> and a <b>Priority</b> of <i>2</i> (backfilled to the Major 2 field on SRBRECR), if they exist on the tape.</p> <p><b>Note:</b> Whatever your settings are in SAAERUL, if the second major to be loaded translates to 0000 (undeclared), the second major will not be loaded.</p>

Interests will continue to be loaded and translated for all majors based on your institution's rule settings on SOTCNVT and your *MAJOR2INTEREST* and *INTERESTMAX* rule settings on SAAERUL.

 **Note**

If *LOADMAJOR* is set to *Y*, *PSATMAJOR* is set to *N*, *MAJOR2INTEREST* is set to *Y*, and there is a PSAT major on tape that meets your conversion rules, then the PSAT major will still be loaded to the SRTPREL temporary table and will be converted to an interest. However, SRRPREL will not load the PSAT major to the RECRUIT Major 1. If *MAJOR2INTEREST* is

set to *N*, no majors will be translated, regardless of your rules. Also, *INTERESTMAX* will need to be set accordingly. ■

## Electronic Prospect Match (SRRSRIN)

Run this process to determine if a match exists between a record on the Search Tape View (SRVPREL) and Banner production data when search, test score tape, or AMCAS records are loaded in mass. Users should review how Common Matching works with electronic prospect processing when using SRRSRIN and SRRPREL.

The process uses the interface code, its corresponding matching source code, and the rules established on the Common Matching Rules Form (GORCMRL) to determine if a record on SRVPREL has a match in Banner. The process runs against all records in SRVPREL that have a match status of null and a load status of null. This assumes that if you change the matching rules on GORCMRL, you are not able to re-match someone on SRVPREL who has already been matched, because the person's match status will no longer be null. This process sets the match status on SRVPREL to either *N* (New), *M* (Matched) *S* (Suspense), *D* (Duplicate), or *E* (Error). The *S* and *D* records can be viewed and updated on the Common Matching Entry Form (GOAMTCH) which is accessed from the Electronic Prospect Inquiry Form (SRIPREL).

SRRSRIN will mark tape records as duplicates (*D*) when it finds matching information for the same tape ID. Duplicates can result from having multiple records delivered on a single tape for a student. Students can submit more than one request to send a report to your institution within the same reporting period. Students may also take a test more than once and not provide consistent identifying information. Duplicates can also result if SRTLOAD is run more than once with the same tape ID, and the matching process is not executed between loads.

### **For example:**

1. Records are loaded by SRTLOAD with electronic prospect code *SAT* and tape ID of *sat1*.
2. For some reason the matching process is not run, and the records not purged. They remain unprocessed in the temporary tables.
3. SRTLOAD is run again for the same tape electronic prospect code *SAT* and tape ID of *sat1*.
4. When the matching process is run, each of the IDs can be flagged as duplicate.

### **Using the Auto Load Parameter**

The Auto Load (Skip Dup Chk) parameter allows you to choose whether to flag duplicates on a tape or skip the duplicate checking process to reduce the number of duplicates that would need to be handled manually on SRIPREL.

Duplicates are flagged by SRRSRIN when the temporary tables contain records having the same name and date of birth for the prospect code and/or tape ID chosen as parameter values when running SRRSRIN.

SRRSRIN may find duplicates in the following circumstances:

- Single tapes may report the same individual more than once for the prospect code/tape ID.
- Individual tapes may be loaded to the temporary tables multiple times using the same prospect code and/or tape ID.
- Multiple tapes for the same prospect code could be loaded to the temporary tables with the same tape ID, and the same name could appear across multiple tapes.
- Web prospects having the same prospect code, name, and date of birth could be loaded to the temporary tables.

The Auto Load (Skip Dup Chk) parameter is used to bypass the flagging of duplicates by SRRSRIN and to automatically load records to Banner. Auto load processing replaces the manual processing of matching and loading those duplicates on SRIPREL.

When the Auto Load (Skip Dup Chk) parameter is set to *Y*, the matching process is invoked, and *NEW* or *MATCHED* prospects are flagged. Those prospects are immediately loaded to Banner. Duplicate checking does not occur.

When the records are loaded to Banner, each prospect that follows on the tape is evaluated against any records loaded, facilitating more matches, and preventing records from being flagged as duplicates. When the Auto Load (Skip Dup Chk) parameter is set to *Y*, records that were previously flagged as *LOADED* manually on SRIPREL for the same tape type and tape ID will not be processed by SRRSRIN.

When the Auto Load (Skip Dup Chk) parameter is set to *Y*, the SRRSRIN output file will resemble the SRRPREL output file with the information regarding the prospects that have been loaded. If SRRPREL is run after SRRSRIN is run, with the Auto Load (Skip Dup Chk) parameter set to *Y* for the same prospect code and tape ID, there will be no records processed. If all records are processed by SRRSRIN when the Auto Load (Skip Dup Chk) parameter is set to *Y*, there is no reason to run SRRPREL.

 **Note**

Suspended records or records in error may still be found when the Auto Load (Skip Dup Chk) parameter is set to *Y*. These records will need to be handled manually on SRIPREL. ■

The process works as follows:

If a tape ID selected by SRRSRIN contains multiple occurrences of John Smith with the same date of birth or SSN, then when the Auto Load (Skip Dup Chk) parameter is set to *Y*, the first occurrence of John Smith will be flagged as *NEW* (or *MATCHED*), and the record will immediately be loaded to Banner. If subsequent occurrences of the same John Smith

are evaluated on the same tape, each one will be found to be matched against the prior record for John Smith that was already loaded as *NEW* (or *MATCHED*) to Banner.

 **Note**

When the Auto Load (Skip Dup Chk) parameter is set to *Y*, the value for the Report Type parameter in SRRSRIN will be ignored.

If the Auto Load (Skip Dup Chk) parameter is set to *N*, the Report Type parameter value will be passed to SRRSRIN, and the check for duplicates on tape will occur. ■

## Duplicate Processing and the Auto Load Parameter

If the Auto Load (Skip Dup Chk) parameter is set to *N*, then duplicate processing will be run before match processing. In addition, duplicate processing performs the following checks:

1. If two records have the same SSN, they will be marked as duplicates.
2. If two records have the same first and last names and the same dates of birth, they will be marked as duplicates.

The first name match will also use any nick name data created on the Name Translation Rules Form (GORNAME), if no first name matches are found. In addition, if either of the incoming Date of Birth fields are null, but the first and last names match, a record will still be considered to be a duplicate.

## Migrate Electronic Prospects Process (SRRPREL)

This process is used to create or update Banner recruiting and admissions records for the records in the search tape temporary records, including AMCAS records, depending on how the parameters are set. SRRPREL processes all search, test score tape, and AMCAS records that have a match status of *N* (New), *M* (Matched), or *A* (All) or rows with a match status set to *M* or *N* (depending on the parameter value selected). Once a record has been loaded, its load status is set to *C*.

The source and contact codes identified as parameters on the SRTLOAD process are loaded to the new or updated recruiting or admissions records based on the values for these rules on the Electronic Admissions Application Rules Form (SAAERUL). If no values are entered for these parameters in the SRTLOAD process, the values entered on STVINFC will be used. SRRPREL allows for the update of an existing recruiting or admissions record instead of always creating a new recruiting record if you request that additional information be loaded. Default values from SRAPRED will be used if they have been set up.

Use the *CREATENEWAPPL* rule on SAAERUL for the group equal to *PREL* to create an application record at the same time a recruit record is created by SRRPREL. When this rule is set to *Y*, the `sakmods.p_create_application` package is called to create an

application record. When this rule is set to *N*, a corresponding application record is not created.

## Processing Incoming Tape Load Data

The prospect codes on STVPREL need to be mapped to interface codes on the Interface Code Validation Form (STVINFC), using the **Interface Code** field on STVPREL. If the **Interface Code** field is blank, the SRTLOAD process will not know which tape code conversion rules (defined on SOTCNVT) to use when processing the search tape records and will not run to completion.

Regardless of the rules set on SAAERUL, null fields on the General Person Form (SPAPERS) will be filled in with the appropriate data from the search or test score tape.

## Electronic Admissions Application Rules Form (SAAERUL)

This form is used to define the rules which are used when processing electronic applications, electronic prospects, and tape loads. Rows for this table are not intended to be added locally. Rules which will be used in system processing will be delivered by SunGard Higher Education, and users will only need to update the **(Rule) Value** to reflect local processing options if it contains *UPDATE ME*.

Rules fall into three major categories:

- Rules which control processing within self-service admissions, self-service prospects, or tape load processing.  
For example, there is a rule which specifies the number of outside interest slots which will display in Web applications.
- Rules which specify default values for various data elements. These kinds of rules can apply to both Web and EDI applications.
- Rules which govern how data will be loaded into the permanent Banner tables.  
For example, there is a set of rules which specifies whether application records will be created if one already exists for the person, term, level, major, or overall curriculum chosen.

Three general types of values may be required in the **(Rule) Value** field, and the **Rule Description** field will usually indicate the type of value expected.

- Simple descriptive answers, like true, false, or a number to indicate the number of values which will be available.
- A valid Banner validation table code, like an address type code.

- An EDI value which is valid within the TS189 transaction set. A complete, current listing of all codes used in the TS189 transaction set is available on the Web site <http://adm5.byu.edu/ar/aacraoig/igtoc.html>.

(When a valid EDI value is expected, the **EDI Indicator** for the rule will be *Y*).

Use the **Copy PREL Group** button to copy existing electronic prospect rules to a new group code. Once the values have been copied, the **System Required Indicator** defaults to *N* or unchecked, so you can customize the group settings. This allows users to customize the electronic prospect code rules based on each electronic prospect code used, instead of the same set of values applying to all electronic prospect codes.

For example, if an electronic prospect code of *SAT* exists and you want it to be processed differently based on the rules for a group code of *PREL* on *SAAERUL*, then do the following.

1. Define a new group code on the EDI Rule Group Validation Form (STVEGRP) for *SAT*. (The new group code must match the electronic prospect code).
2. Enter *SAT* in the **Group** field on *SAAERUL*.
3. Select the **Copy PREL Group** button. All of the rules that exist for the *PREL* group code will be copied to your new *SAT* group code.
4. You can customize those values, and they will be applied only when the electronic prospect code used on *SRTLOAD*, *SRRSRIN*, or *SRRPREL* is *SAT*.

## Rules on *SAAERUL*

The rules on the Electronic Admissions Application Rules Form (*SAAERUL*) with the **Group (Code)** *PREL* allow you to set up default values for such things as an unknown high school and to control the migration of the data.

### New Recruit Data

Rules are used for determining under what circumstances recruiting records, addresses, and phone numbers will be loaded. For the rule label *CREATENEWRECR* (no recruit exists, create new recruit), the possible values are *Y* or *N*. When an incoming record is being loaded and matched to an existing Banner person, the code will check if a recruiting record already exists for the person. If none does, then the code will check the *CREATENEWRECR* rule. If the rule value is *Y*, then the incoming data will be used to create a recruiting record. If the rule value is *N*, then no recruiting record will be created.

The two other rules used for creating a recruiting record are *MCREATENEWRECR* (matching recruit exists, create new recruit) and *NMCREATENEWRECR* (non-matching recruit exists, create new recruit).

- The possible values for *MCREATENEWRECR* are *Y*, *N*, or *U* (Update). If an incoming record is being loaded, the program will determine if a matching



recruiting record already exists. An existing recruiting record matches if it has the same term, level, and optionally campus.

- If the incoming record matches the existing recruiting record, and the *MCREATENEWRECR* rule value is *Y*, then a new recruiting record will be created.
- If the *MCREATENEWRECR* rule value is *U*, then no new recruiting record will be created, and instead, the existing recruiting record will be updated.
- If the *MCREATENEWRECR* rule value is *N*, then no recruiting record will be added, and the existing recruit record will not be updated.
- The possible values for *NMCREATENEWRECR* are *Y* or *N*. If an incoming record is being loaded, and it does not match to an existing recruiting record (based on term, level, and optionally campus), then the code will check the *NMCREATENEWRECR* rule to determine whether or not to create a new recruiting record.

## New Address Data

The rule label *NEWADDRESS* (no address exists, create one) is used when no address currently exists for the person in Banner. The possible values are *Y* or *N*. If the rule value is set to *Y* and no address currently exists for the person, the incoming address will be loaded.

The two other rules used for creating an address record are *ADDRDIFFTYPE* (address exists with different address type, add address) and *ADDRSAMETYPE* (address exists with same address type, add address). The possible values for these rules are *Y* or *N*.

- If an address already exists in Banner, and the incoming address record has the same address type, the address record will be inserted if the *ADDRSAMETYPE* rule value is *Y*.
- If the incoming address record has an address type that differs from the existing Banner address record, and the *ADDRDIFFTYPE* rule value is *Y*, then the incoming address record will be loaded. If the *ADDRDIFFTYPE* rule value is *N*, it will not be loaded.

## New Phone Data

The rule label *NEWPHONE* (no phone exists, create one) is used when no phone number currently exists for the person in Banner. The possible values are *Y* or *N*, where *Y* creates a new phone number, and *N* does not create a new phone number.

The two other rules used for creating a phone record are *PHONDIFFTYPE* (phone number exists with different phone type, add phone) and *PHONSAMETYPE* (phone number exists with same phone type, add phone). The possible values for these rules are *Y* or *N*.

- If a telephone record already exists in Banner, and the incoming telephone record has the same phone type, the phone number will be inserted if the *PHONSAMETYPE* rule value is *Y*.
- If the incoming phone record has a phone type that differs from the existing Banner phone type, and the *PHONDIFFTYPE* rule value is *Y*, then the incoming phone number will be loaded. If the value is *N*, it will not be loaded.

## Web for Prospects Phone and Address Data

Web for Prospects allows users to enter extra phone numbers in Banner Student Self-Service that are not associated with a specific address. If extra phone numbers are entered by prospects on the Web, they will be processed in conjunction with address/phone data as follows:

1. The primary address (Address 1) is loaded to Banner along with its associated phone number using the electronic prospect rules identified above.
2. The secondary address (Address 2), if it exists, is loaded to Banner along with its associated phone number using the electronic prospect rules identified above.
3. The extra phone numbers entered are processed one at a time, based on the alphabetical order of the telephone type, using the electronic prospect rules identified above.

### **For example:**

- *NEWPHONE* = *Y*
- *NEWADDRESS* = *Y*
- *PHONSAMETYPE* = *N*
- *PHONDIFFTYPE* = *Y*

The person being loaded is new to Banner and has entered a mailing address and phone number. In addition, they have entered a separate “mailing” phone number and a “business” phone number. When the record is processed, the mailing address and phone number will be loaded, because the *NEWADDRESS* and *NEWPHONE* rules are both set to *Y*.

Next, the business phone number will be processed, because it falls first alphabetically based on the phone type. The business phone number will be loaded, because it is a different type than the already processed mailing phone number, and the *PHONDIFFTYPE* rule is set to *Y*. The mailing phone number will then be processed. It will also be loaded to Banner, because it is a different type than one of the existing Banner phone numbers (the business phone that was just processed), and the *PHONDIFFTYPE* rule is set to *Y*.

## List of Rules

The rules on the Electronic Admissions Application Rules Form (SAAERUL) with the **Group (Code)** of *PREL* allow you to control how the incoming data is processed. Please see the table of rules that follows.

### Note

Rows for this table are not intended to be added locally. Rules which will be used in system processing will be delivered by SunGard Higher Education, and users will only need to update the **(Rule) Value** on SAAERUL to reflect local processing options. ■

Please refer to the “Loading Packages/Procedures from Temporary to Production Tables (SRKPREL) Process Flows” section of the “Process Flows” chapter to review process flows describing how recruiting data is loaded and updated.

Group	Label	Description	EDI	Instructions
DISP	WEBPTESTDISP	# of Prospects Test Rows	N	Determines the number of test score rows that will display on the Web for Prospects Web page.
PREL	ACTADMR	Default ADMR code for ACT	N	Identifies the checklist summary request default ADMR code value to be updated in the Application Detail block of the Admissions Application Form (SAAADMS), if it exists for the record. This value will also be used to populate the <b>Admission Request</b> field on the Test Score Information Form (SOATEST).  This default is only used for ACT tape loads and when the ADMR value is not populated on the Test Code Validation Form (STVTESSC) for ACT test code record types.
PREL	ADDRDIFFTYPE	Create address if different type	N	Determines if an address should be created, if one with a different address type already exists. If set to <i>Y</i> , an address record will be created. If set to <i>N</i> , no address record will be created.
PREL	ADDRSAMETYPE	Create address if same type	N	Determines if an address should be created, if one with the same address type already exists. If set to <i>Y</i> , a new address record will be created. If set to <i>N</i> , no address record will be created.

Group	Label	Description	EDI	Instructions
PREL	COMMPLAN	Create commplan collector entry	N	If set to <i>Y</i> , a record will be inserted into the Communication Plan Collector Table (SORCCOL) which is visible on the Communication Plan Collector Form (SOACCOL).
PREL	CREATECONT	Create new contact if recruit or app.	N	<p>If set to <i>Y</i>, the contact code entered as a parameter on the SRTLOAD process for tape load or the contact code listed on the Electronic Prospects Default Options Form (SRAPRED) for electronic prospects will be inserted into the SORCONT table viewable on the Recruit Prospect Information Form (SRARECR) if a recruit record exists and the Admissions Application Form (SAAADMS) if an application record exists.</p> <p>If no contact code was loaded via SRTLOAD, and this parameter is <i>Y</i>, the system will insert the contact code for the appropriate interface code from the Interface Code Validation Form (STVINFC). The appropriate contact code will be loaded each time the recruit is loaded to Banner.</p> <p>If set to <i>N</i>, a contact code will not be created for new recruit records.</p>
PREL	CREATELEARNED	Create learned: Enter Y or N	N	If <i>Y</i> is entered, and if the prospect is new to Banner, or if the prospect is matched to a recruit, and the recruit term, level, and campus are different, then the How I Learned data is created. The learned information will always be created if the prospect is matched to an applicant and the <i>UPDATEIIFAPP</i> is <i>Y</i> , or if the prospect is matched to a recruit with same term, level, and campus. The learned data is entered only on the Web.

Group	Label	Description	EDI	Instructions
PREL	CREATEMATERIALS	Create Materials: Enter Y or N	N	If <i>Y</i> is entered, and if the prospect is new to Banner, or if the prospect is matched to a recruit, and the recruit term, level, and campus are different, then the materials data are created. The materials will always be created if the prospect is matched to an applicant and the <i>UPDATEIIFAPP</i> is <i>Y</i> , or if the prospect is matched to a recruit with same term, level, and campus.
PREL	CREATENEWAPPL	Create New Application	N	Allows schools to indicate that they want an application record created at the same time a recruit record is created by <i>SRRPREL</i> .  <b>Note:</b> When this rule is <i>Y</i> , a new application will only be created when the term, level, college, degree, department, and/or major do not match an existing application.
PREL	CREATENEWRECR	Create new recruit	Y	If set to <i>Y</i> and no recruit record exists, a new recruit record will be created. If set to <i>N</i> and no recruit record already exists, then a new recruit record will not be created.
PREL	CREATESRCE	Create new source	Y	If set to <i>Y</i> , the source code entered as a parameter on the <i>SRTLOAD</i> process for tape load or the source code listed on the Electronic Prospects Default Options Form ( <i>SRAPRED</i> ) for electronic prospects will be inserted into the <i>SRRRSRC</i> table viewable on the Recruit Prospect Information Form ( <i>SRARECR</i> ). If no source code was loaded via <i>SRTLOAD</i> , and this parameter is <i>Y</i> , the system will insert the source code for this from the Interface Code Validation Form ( <i>STVINFC</i> ).

Group	Label	Description	EDI	Instructions
PREL	GMATADMR	Default ADMR code for GMAT	N	<p>Identifies the checklist summary request default ADMR code value to be updated in the Application Detail block of the Admissions Application Form (SAAADMS), if it exists for the record. This value will also be used to populate the <b>Admission Request</b> field on the Test Score Information Form (SOATEST).</p> <p>This default is only used for GMAT tape loads and when the ADMR value is not populated on the Test Code Validation Form (STVTESC) for GMAT test code record types.</p>
PREL	GREADMR	Default ADMR code for GRE	N	<p>Identifies the checklist summary request default ADMR code value to be updated in the Application Detail block of the Admissions Application Form (SAAADMS), if it exists for the record. This value will also be used to populate the <b>Admission Request</b> field on the Test Score Information Form (SOATEST).</p> <p>This default is only used for GRE tape loads and when the ADMR value is not populated on the Test Code Validation Form (STVTESC) for GRE test code record types.</p>
PREL	HOMESCHOOL	SBGI code, if the prospect checks the <b>Home School</b> checkbox on Web for Prospects Web page	N	<p>This applies only to the Web. The value entered on SAAERUL for this must be a valid high school on STVSBGI.</p>
PREL	HSCHADMR	Default High School Checklist	N	<p>This value will be used to populate the <b>Admissions Request</b> field on the High School Information Form (SOAHSCH). This default is <i>only</i> used when the Admissions Request value is not populated on the Source/Background Institution Code Validation Form (STVSBGI).</p>

Group	Label	Description	EDI	Instructions
PREL	HSCHSELFREPORT	Update self-reported items	N	If set to <i>Y</i> , then the student self-reported items, such as GPA, class rank, etc., will be loaded to the appropriate tables.
PREL	INTERESTMAX	Maximum interest to load	1	Indicates the number of interests to be loaded from a search tape to the SORINTS table if the <i>LOADINTEREST</i> group label is set to <i>Y</i> .
PREL	LOADINTEREST	Load interests	N	If set to <i>Y</i> , interests provided on the tape will be loaded to the SORINTS table. All interest codes must have Banner conversion values defined on the Tape Code Conversion Form (SOTCNVT) for the <b>Validation Table Name</b> of INTS.
PREL	LOADMAJOR	Use provided major	N	If set to <i>Y</i> , majors provided on the tape will be loaded to a field of study row with a <b>Type</b> of <i>MAJOR</i> and a <b>Priority</b> of <i>1</i> (backfilled to the Major 1 field on SRBRECR) and to a field of study row with a <b>Type</b> of <i>MAJOR</i> and a <b>Priority</b> of <i>2</i> (backfilled to the Major 2 field on SRBRECR). All tape major codes must have Banner conversion values defined on the Tape Code Conversion Form (SOTCNVT) for the <b>Validation Table Name</b> of MAJR.
PREL	LOADOLDTESTS	Load older test scores	N	If set to <i>Y</i> , test score records with test dates older than the current record's scores will also be loaded.
PREL	MAJOR2INTEREST	Load major to interests	N	If set to <i>Y</i> , and <i>LOADINTEREST</i> is set to <i>Y</i> , major codes provided on the tape will be loaded to the SOTINTS table. All tape major codes must have Banner conversion values set appropriately on the Tape Code Conversion Form (SOTCNVT) for the <b>Validation Table Name</b> of INTS.

Group	Label	Description	EDI	Instructions
PREL	MCREATENEWRECR	Matching create new recruit	N	<p>If set to <i>Y</i>, and the incoming record matches an existing recruiting record, then a new recruiting record is created.</p> <p>If set to <i>U</i>, and the incoming record matches an existing recruiting record, then no recruiting record is created, and the existing record is updated. If a matching recruiting record exists, and the incoming contact, source, and/or interests are different, those values are updated.</p> <p>If set to <i>N</i>, and the incoming record matches an existing recruiting record, then no recruiting record is created, and no records are updated.</p> <p>A match exists if the incoming record has the same term, level, and optionally campus as the existing recruiting record.</p>
PREL	NEWADDRESS	Create address	Y	<p>If set to <i>Y</i>, and no address record exists for the person in Banner, an address record will be created. If set to <i>N</i>, and no address record exists, no record will be created.</p>
PREL	NEWPHONE	Create phone	Y	<p>If set to <i>Y</i>, and no phone record exists for the person in Banner, a phone record will be created. If set to <i>N</i>, and no phone record exists, no record will be created.</p>
PREL	NMCREATENEWRECR	Non-match create new recruit	N	<p>If set to <i>Y</i>, and the incoming record does not match an existing recruit record, a new recruiting record is created. If set to <i>N</i>, no recruiting record is created.</p> <p>A match exists if the incoming record has the same term, level, and optionally campus as the existing recruiting record.</p>



Group	Label	Description	EDI	Instructions
PREL	PCOLADMR	Default Prior College Checklist	N	This value will be used to populate the <b>Admissions Request</b> field on the Prior College Form (SOAPCOL). This default is <i>only</i> used when the Admissions Request value is not populated on the Source/Background Institution Code Validation Form (STVSBGI).
PREL	PHONDIFFTYPE	Create phone if different type exists	N	Determines if a phone record should be created, if one with a different phone type already exists. If set to <i>Y</i> , a phone record will be created. If set to <i>N</i> , no phone record will be created.
PREL	PHONSAMETYPE	Create phone if same type exists	N	Determines if a phone record should be created, if one with the same phone type already exists. If set to <i>Y</i> , a new phone record will be created. If set to <i>N</i> , no phone record will be created.
PREL	PRIMESRCE	Create source as primary	N	If set to <i>Y</i> , and <i>CREATESRCE</i> is set to <i>Y</i> , then the source code loaded to the <i>SRRRSRC</i> table will be set as the primary source. Only one source will be flagged as primary for each recruit term and sequence number upon loading to Banner.

Group	Label	Description	EDI	Instructions
PREL	PSATMAJOR	Load the PSAT Major First	N	<p>Loads the PSAT major if it exists on tape. This rule is only used for SSS_SEARCH tape processing.</p> <p>When <i>LOADMAJOR</i> is set to <i>Y</i> and <i>PSATMAJOR</i> is set to <i>Y</i>, and the PSAT exists on tape, the PSAT major will be loaded to a field of study row with a <b>Type</b> of <i>MAJOR</i> and a <b>Priority</b> of <i>1</i> (backfilled to the Major 1 field on SRBRECR). The first SAT major code listed on tape will then be loaded to a field of study row with a <b>Type</b> of <i>MAJOR</i> and a <b>Priority</b> of <i>2</i> (backfilled to the Major 2 field on SRBRECR) if it exists.</p> <p>When <i>LOADMAJOR</i> is set to <i>Y</i> and <i>PSATMAJOR</i> is set to <i>N</i>, the PSAT major will not load at all, and the first two SAT major codes on tape will be loaded to a field of study row with a <b>Type</b> of <i>MAJOR</i> and a <b>Priority</b> of <i>1</i> (backfilled to the Major 1 field on SRBRECR) and a field of study row with a <b>Type</b> of <i>MAJOR</i> and a <b>Priority</b> of <i>2</i> (backfilled to the Major 2 field on SRBRECR), if they exist on the tape.</p> <p><b>Note:</b> Whatever your settings are in SAAERUL, if the second major to be loaded translates to 0000 (undeclared), the second major will not be loaded.</p>

Group	Label	Description	EDI	Instructions
PREL	SATADMR	Default ADMR code for SAT	N	<p>Identifies the checklist summary request default ADMR code value to be updated in the Application Detail block of the Admissions Application Form (SAAADMS), if it exists for the record. This value will also be used to populate the <b>Admission Request</b> field on the Test Score Information Form (SOATEST).</p> <p>This default is only used for SAT tape loads and when the ADMR value is not populated on the Test Code Validation Form (STVTESC) for SAT test code record types.</p>
PREL	UNKNOWNHSCH	SBGI code, if the student enters an invalid SBGI code on the Web	N	<p>This source/background institution (SBGI) code will fill in the SRTHSCH_SBGI_CODE, and the code the student entered will fill into SRTHSCH_SBGI_CODE_INVALID. This code is also used if student leaves the SBGI code blank but enters a name of the institution or any of the self-reported data. This rule is for the Web only. The value entered on SAAERUL for this must be a valid high school on STVSBGI.</p>
PREL	UNKNOWNPCOL	SBGI code, if the student enters an invalid SBGI code on the Web	N	<p>This source/background institution (SBGI) code will fill in the SRTPCOL_SBGI_CODE, and the code the student entered will fill into SRTPCOL_SBGI_CODE_INVALID. This code is also used if student leaves the SBGI code blank but enters a name of the institution or any of the self-reported data. This rule is for the Web only. The value entered on SAAERUL for this must be a valid college on STVSBGI.</p>

Group	Label	Description	EDI	Instructions
PREL	UPDATEIFAPP	Update recruit record if application exists	N	<p>If set to <i>Y</i>, then the settings of the previous rules will be followed, even if a recruit record already exists for this person for the same term, level, and campus. If set to <i>N</i>, and a matching recruit record already exists, then based on your SAAERUL settings, the process will:</p> <ul style="list-style-type: none"> <li>• Insert new test score records on the Test Score Information Form (SOATEST).</li> <li>• Insert new high school records on the High School Information Form (SOAHSCH).</li> <li>• Insert new college records on the Prior College Form (SOAPCOL).</li> <li>• Insert the contact code into the SORCONT table.</li> <li>• Insert the source code into the SRRRSRC table if a matching recruit record exists or insert the source code into the SARRSRC table if a matching application record exists.</li> <li>• Update null values on the General Person Form (SPAPERS).</li> </ul>
PREL	VTYPADMR	Default ADMR Code for the Visa	Y	<p>Identifies the Checklist Summary Request Code for the Visa Code value to be inserted on the Admissions Application Detail block of the Admissions Application Form (SAAADMS) when loading a record from the Banner Student Self-Service Prospects (Recruiting) or Admissions modules. This rule is <i>only</i> used by the Web interface.</p>
PREL	WEBGENID	For Web only, use generated ID, or use entered SSN for ID	N	<p>Enter <i>G</i> to always use the generated ID which uses SOBSEQN functions. Enter <i>S</i> to use the SSN entered on the Web. If neither is entered, use a generated ID.</p>

 **Note**

The College Board Student Search Service provides AP exam codes indicating which exams the student took. However, no scores are provided with these exams. A school indicates to the College Board Student Search Service that they want any records for students with one or more AP exams between some range of scores (2 –5, 3 – 5, etc.). Given that the Test Score Information Form (SOATEST) requires a test score, AP exam codes will *not* be loaded into Banner. They will be accessible via the Search Tape View (SRVPREL). ■

 **Note**

You still use the Tape Code Conversion Form (SOTCNVT) to convert values from the various search tapes to Banner values. ■

## Electronic Prospect Purge (SRTPURG)

This process is used to delete records from the search or test score tape temporary tables based on the report parameter values. This process allows you to designate which records to purge. All data associated with a search or test score tape record is deleted.

 **Note**

Run the process in audit mode to determine which records will be removed from the temporary tables. ■

## Tape Code Conversion Form (SOTCNVT)

This form is used to convert codes on interface tapes to valid Banner values before data is added to the system during the tape load process. For example, if the SAT tape has a major code of *ENGL* for English and your institution's code for English is *100*, the table name would be *MAJR*, the tape value would be *ENGL* and the converted value would be *100*.

If there is a field on the tape which is left blank, but which is required in Banner, then an asterisk (\*) needs to be entered in the **Tape Value** field with the appropriate conversion value which will be assigned in Banner. For example, if the Major Code is blank on the tape, then a Major Tape Value of \* with a Converted Code of *0000* should be maintained.

If an entry exists on the tape but does not exist in SOTCNVT, a default entry needs to be added that has *DEFAULT* in the Tape Value column with the appropriate converted value to be assigned in Banner. For example, if a major of Forestry comes from the tape, and forestry is not a valid major at your institution, then a *DEFAULT* value of *0000* Undeclared Major or some other code of Unavailable Major should be maintained.

For example, the following two entries exist on SOTCNVT:

Table Name	Tape Value	Converted Code
MAJR	*	000A
MAJR	DEFAULT	0000

The student has not specified a major field of study, hence no value exists on the tape. Therefore, the tape value of \* would be used, and the major code would be created with 000A - Unknown Major. If the student has specified a major of Geology, which does not exist at the institution, and therefore does not exist on the SOTCNVT form, the DEFAULT value of 0000 - Undeclared Major will be used.

Use the **Copy Values** button to copy values from one interface code to another. When you select the button, the List of Values will display a row for each interface code which contains conversion values for the validation table entered in the Key Block. If no validation table name is entered, then the List of Values will display all interface codes that contain conversion records.

For example, if you have an **Interface Code** of *PCU*, and that code has conversions for **Validation Table Name** *INTS* (interests) defined on SOTCNVT, and you want to copy that data to an **Interface Code** of *SAT*, do the following.

1. Enter *SAT* in the **Interface Code** field and *INTS* in the **Validation Table Name** field.
2. Select the **Copy Values** button.
3. Select *PCU* from the Interface Codes for the Table window that appears and select **OK**. The rows from *PCU* with the table name equal to *INTS* are copied back to SOTCNVT for the **Interface Code** of *SAT* and the **Validation Table Name** of *INTS*.

If you want all conversion values from one interface code (i.e, *PCU*) copied to another interface code (i.e, *SAT*), do the following:

1. Enter *SAT* in the **Interface Code** field, and leave the **Validation Table Name** field blank.
2. Select the **Copy Values** button.
3. The Interface Codes with Conversion Rules window will appear, displaying all the interface codes that contain any conversion records.

The form allows *NATN* to be validated against the Nation Code Validation Form (STVNATN) for those tapes which have the Foreign Nation indicator field included. This allows for incoming nation data to be converted to the values existing in Banner. This validation is associated with an Interface Type to allow for different settings based on the incoming values provided with each tape type (*SAT*, *ACT*, *GRE*, and *GMAT*).

SOTCNVT validates the following fields:

SOTCNVT Table	Banner Validation Form	SRTLLOAD Field
NATN	STVNATN	SRTADDR_NATN_CODE
CITZ	STVCITZ	SRTPERS_CITZ_CODE
STAT	STVSTAT	SRTADDR_STAT_CODE
INTS	STVINTS	SRTINTS_INTS_CODE
INTP	STVINTS	SRTINTS_INTS_CODE
ETHN	STVETHN	SRTPERS_ETHN_CODE
ETHR	STVETHN	SRTPERS_ETHN_CODE
RACE	GORRACE	GORPRAC_RACE_CDE
DEGC	STVDEGC	SRTPREL_DEGC_CODE
DEGA	STVDEGC	SRTSUPL_APPL_TYPE
MAJR	STVMAJR	SRTPREL_MAJR_CODE
MAJP	STVMAJR	SRTPREL_MAJR_CODE
RELG	STVRELG	SRTPERS_RELG_CODE
CNTY	STVCNTY	SRTADDR_CNTY_CODE
TADM	STVTADM	SRTTEST_TADM_CODE
TERM	STVTERM	SRTPREL_TERM_CODE
DEPT	STVDEPT	SRTPREL_DEPT_CODE
VTYP	STVVYP	SRTINTL_VTYP_CODE_CURR_ENT
EDLV	STVEDLV	SRTPREL_EDLV_CODE
EGOL	STVEGOL	SRTPREL_GRAD_LEVEL
GNDR	N/A	SRTPERS_SEX
SBGI	STVSBGI	SRTPCOL_SBGI_CODE *

\* Prior college codes are tied to the SRATPFD variable PCOL\_SBGI\_CODE.

SOTCNVT Table	Banner Validation Form	SRTLOAD Field
SBGH	STVSBGI	SRTHSCH_SBGI_CODE
ADMT	STVADMT	SRTPREL_ADMT_CODE
CAMP	STVCAMP	SRTPREL_CAMP_CODE
ESEL	STVESEL	SRTSUPL_ESEL_CODE
TEAC	STVTEAC	SRTTEST_TEAC_CODE
TESC	STVTESC	SRTTEST_TESC_CODE
TEFR	STVTESC	SRTTEST_TEFR_CODE
TSPT	STVTSPT	SRTTSPC_PERCENTILE
HGPA	N/A	SRTHSCH_GPA

 **Note**

The table value of *GNDR* should be used on SOTCNVT to convert various gender formats on incoming tapes to the appropriate Banner values. *GNDR* works on SOTCNVT, even though it does not have a corresponding validation table. ■

SRTLOAD will first try to convert the above fields using the INFC code defined for the prospect code on STVPREL. If the field on the tape is null, then it will try the value \*. The \* in the tape value on SOTCNVT signifies that this value is used in Banner if the value from the tape file is null. In addition, if the tape value does not exist on the SOTCNVT crosswalk and is not valid in the Banner validation table, a message will print on the SRTLOAD report with the error. In the case where the value is not a valid Banner value, a match on SOTCNVT is attempted with the tape value of DEFAULT. This is where the default value is stored for the table.

The values used to convert the Term are the High School Graduation date or the Prior College Graduation date. The valid formats to enter on SOTCNVT in the tape value are YY, YYYY, 01-MON-YY, 01-MON-YYYY, 01MMYY, and 01MMYYYY. The YY and YYYY are the graduation year, and the MON and MM are the graduation month. If the graduation month is not on the tape or a match is not found, the month of June is used in the comparison.

The major and degree are required values on SRTPREL. If a default is not available on SOTCNVT, the values *0000* and *000000* are used.



## Race/Ethnicity Conversion

SOTCNVT uses the conversion value of *ETHR* to convert the incoming AMCAS RACE CODE 1 to the SRTPERS\_ETHN\_CODE value when the incoming AMCAS Hispanic Indicator is set to *N*.

The conversion value of *RACE* uses the GORRACE table. The incoming race value is converted based on the existing rules applied on GORRACE to load the incoming race value and associated institutional race code (GORRACE\_RACE\_CDE) to the SRTPRAC\_RACE\_CDE field. The conversion code of “\*” can be used for NULL data. The conversion code of DEFAULT can be used when data does not convert.

### Note

AMCAS has ten potential race codes that may be NULL, but the rule for “\*” will only be loaded to SRTSUPL and SRTPRAC one time. ■

AMCAS files will convert the race values from GORRACE, and the data will be loaded to SRTSUPL and to SRTPRAC. Non-AMCAS files will convert the race values from GORRACE, and the data will be loaded only to SRTPRAC. (Currently, no baseline electronic prospect files provide race information besides AMCAS.) Web prospects and Web applicants can submit race information using Banner Student Self-Service.

When validation is not set up on SOTCNVT for GORRACE (and when no DEFAULT or \* conversion values can be applied), validation may occur directly on GORRACE (if the incoming AMCAS value happens to match a GORRACE value), and then the race codes will be loaded to SRTPRAC.

A script is delivered to add the table values of *RACE* based on previous rules that had been established for the *ETHR* rule prior to Release 7.3. A valid institution race code must exist on STVETHN in order for the conversion of the race codes to apply and for SOTCNVT/*RACE* validation to be updated appropriately.

## Using PCU Tape Load

PCU (Private College Guide Search) tape load can be used with electronic prospects processing. Student type (freshman, transfer, other) and prior college information is processed for transfer records, as well as intended enrollment dates, current college name, and high school and prior college GPAs. SRRSRIN, SRRPREL, and SRTPURG can be run by student types. SRTLOAD can be used to collect data for prior college degree tracking.

## Loading Records to Banner

Records are loaded to Banner as follows during PCU processing.

- The student type is loaded from the SRTPREL\_STYP temporary table field to the SRBRECR\_STYP\_CODE Banner field.

- The high school GPA is loaded from the `SRTHSCH_GPA` temporary table field to the `SORHSCH_GPA` Banner field.
- The college code from the `UNKNOWNCPOL` rule on `SAAERUL` is loaded from the `SRTPCOL_SBG_CODE` temporary table field to the `SOAPCOL_SBG_CODE` Banner field. If no rule exists on `SAAERUL` for `UNKNOWNCPOL`, no other college data will be loaded.
- The PCU prior college degree from `SRTLOAD` is loaded from the `SRTDEGR_DEGC_CODE` temporary table field to the `SORDEGR_DEGC_CODE` Banner field, if a GPA exists.
- The prior college GPA is loaded from the `SRTPCOL_GPA_TRANSFERRED` temporary table field to the `SORDEGR_GPA_TRANSFERRED` Banner field.

## Forms Used with PCU Tape Load Processing

### *Tape Field Names Validation Form (STVTPFD)*

Use the values have on this form for student type, enrollment date, high school GPA, prior college GPA, and prior college name.

### *Tape Field Position Rule (SRATPFD)*

Use the values on this form for student type, enrollment date, high school GPA, prior college GPA, and prior college name where the **Tape Code** value is *PCU*.

### *Electronic Prospect Detail Form (SRAPREL)*

Use the **Student Type** field in the Electronic Prospect block in the main window. While most incoming non-PCU prospect records will not have a student type or will have a student type that defaults from `SRAPRED`, this field is important for PCU processing, so you can view/query PCU student types of *O* (Other) based on the rule set up on `SOTCNVT`.

### *Electronic Prospect Inquiry Form (SRIPREL)*

Use the **Student Type** field for PCU processing. While most incoming non-PCU prospect records will not have a student type or will have a student type that defaults from `SRAPRED`, this field is important for PCU processing, so you can view/query PCU student types of *O* (Other) based on the rule set up on `SOTCNVT`.

### *Tape Code Conversion Form (SOTCNVT)*

Use the crosswalk capability on `SOTCNVT` for student types (`STVSTYP`). `SOTCNVT` also accommodates the intended enrollment date.

- The term converts the two character year (YY positions 58-59) for the year of high school graduation to the recruiting term code.

- The same conversion rule for term will also be used to convert the four character intended enrollment date (MMYY positions 197-200) to the recruiting term code when the intended enrollment date exists and there is a valid conversion value.

 **Note**

For term records on SOTCNVT, YY conversions for the high school graduation year and MMYE conversions for the intended enrollment date will exist for the same conversion rule. ■

## PCU Term Code SOTCNVT Conversions

The high school graduation date and the intended enrollment date share the SOTCNVT rule where the **Interface Type** is *PCU* and the **Validation Table Name** is *TERM*. When an intended enrollment date exists, that value will be checked first for conversion. If the conversion takes place as a result of the *DEFAULT* rule on SOTCNVT, the system will check to see if a high school graduation date exists. If the high school graduation date exists, the conversion will be attempted. If no conversion takes place, the *DEFAULT* rule will be used, if it exists. If no rule exists for either value (high school graduation date or intended enrollment date) the \* (NULL) rule will be used, if it exists.

 **Note**

Functionality currently exists for the conversion of the high school GPA and the prior college GPA. You will need to set up rules to convert the incoming PCU high school GPA (*HGPA*) and the prior college GPA (*CGPA*). ■

## Processing and Validation of Student Type

The incoming student type values from the PCU tape load are:

- *T* (Transfer)
- *F* (Freshman)
- *O* (Other, Unknown)

For the PCU 2007 Regulatory File, it is recommended that the incoming student types are converted appropriately so they can be loaded to Banner. Conversion values should be set up for *T*, *F*, and *O*, as well as the optional values for the \* (NULL) and *DEFAULT* rules on SOTCNVT. The PCU suggests that users do not process incoming records with student types of *O* (in positions 60 - 61) for loading into the Banner production tables without first performing a manual review of the data.

These records, for example, may have been filled out by a parent, and the information may contain parent data as opposed to student data, and therefore should not be loaded into Banner. Unless the actual data file is carefully reviewed, there is no way to know what the student types are until after they have been loaded into the temporary tables when SRTLOAD is run, and the data is viewed on SRIPREL/SRAPREL.

## Setup Steps on SOTCNVT

SunGard Higher Education recommends the following data be set up on SOTCNVT for the PCU student type, in order to track and process (or not process) PCU student type records with a value of *O*.

1. Set up a unique conversion value for the student type of *O* (Other).

Having a single, unique conversion value for the student type allows you to track, review, and process these records efficiently. The conversion value for *O* (Other) should not be used for any other PCU student type conversions on SOTCNVT. The PCU suggests manually reviewing records with a student type of *O*, before they are loaded into Banner.

2. Set up appropriate conversion values for the student types of *F* and *T*.

These values should be different than the value used to convert the student type of *O*.

3. Set up a \*(NULL) rule for any PCU student type values that are null.

This value should be different than the value used to convert the student type of *O*.

4. Set up a *DEFAULT* rule for any PCU student type that will not be translated correctly.

This value should be different than the value used to convert the student type of *O*.

### Note

If the **Student Type** field on SRAPRED has a default value for the electronic prospect code *PCU*, it is recommended that this default value *not be equal to* the SOTCNVT rule that has been set up for the unique conversion of the PCU student type value of *O*.

If NULL student types are delivered on the PCU file, and no rule exists on SOTCNVT for \*(NULL) student types, the student type value on SRAPRED will be defaulted. This default value from SRAPRED should not be confused with the student type conversion on SOTCNVT for incoming records with student types of *O*. Setting up your SOTCNVT and SRAPRED rules as suggested will allow you to tie a unique student type to the incoming PCU student type of *O*. ■

5. Once appropriate student types have been assigned via SRTLOAD based on the rules on SOTCNVT, you can run SRRSRIN, SRRPREL, and SRTPURG, and process records by specific student types.

## Reports Used with PCU Tape Load Processing

### *Electronic Prospect Load (SRTLOAD)*

#### *Prior College Degree Tracking*

SRTLOAD will update the prior college for the *UNKNOWNPCOL* rule on SAAERUL, when a current college name exists on the incoming file. If the *UNKNOWNPCOL* rule does not exist, no prior college will be loaded to the temporary table. No attempt will be made to convert the incoming PCU Current College Name field. (This field is a free format field from the PCU.) The field value may be selected from a pick list provided by the PCU or may be manually entered by recruit/prospect.

Due to the variety of data entry options (selecting a college name or manually entering the data), the absence of an incoming college code to be used for conversion to Banner, the PCU value length of 100 characters (in contrast to the 30 character description length on STVSBGI), as well as potential misspellings, abbreviations, and formatting and data inconsistencies related to manual entry, no attempt will be made to compare the incoming PCU Current College Name value against the description in STVSGBI to avoid corrupt, incorrect, or incomplete data.

Use the PCU Prior College Degree Code parameter for prior college degree tracking. You can enter the degree code that will be applied to the prior college record, for PCU processing. The parameter is validated against the Degree Code Validation Form (STVDEGC).

The PCU file provides a prior college GPA, but it does not provide a degree code. If the prior college GPA exists, it cannot be loaded without an associated degree and/or degree sequence number. The degree GPA also requires the existence of the *UNKNOWNPCOL* rule on SAAERUL. The PCU Prior College Degree Code parameter will provide a degree code that is loaded to the SRTDEGR/SORDEGR tables when a prior college GPA and an incoming current college name exist. When the degree from the parameter and the GPA are loaded, the degree will not be flagged as primary, since the PCU does not provide that information in the file. The degree will not be loaded without an existing GPA.

#### **Note**

No college and/or degree information will be loaded without an *UNKNOWNPCOL* rule in SAAERUL. If it is preferred no PCU college, degree, and/or GPA data be loaded to Banner, this rule may be removed from SAAERUL. ■

#### *Processing and Output*

SRTLOAD will perform the following during processing:

- It will load the student type value to the SRTPREL\_STYP field in Banner.

- It will load the incoming high school GPA to the `SRTHSCH_GPA` field in Banner. A high school code must exist for conversion or default, or the incoming high school GPA will not be loaded.
- It will load the incoming prior college GPA to the `SRTPCOL_GPA_TRANSFERRED` field in Banner. The prior college GPA will not be loaded unless the `UNKNOWNPCOL` rule has been set up on `SAAERUL`, and the PCU degree has been entered in the PCU Prior College Degree Code parameter in `SRTLOAD`.

Prior to the optional Summary Report in the `SRTLOAD` output, a list of ID numbers is printed from the incoming PCU file for records with the student type of *O*. (Please note that you may have chosen a different student type for these records on `SOTCNVT`.) This list of IDs can be used to review the records on `SRIPREL`. The records with a student type of *O*, as well as any other records, can then be loaded manually or processed using `SRRSRIN` and/or `SRRPREL`.

### ***Electronic Prospect Match (SSRSRIN)***

You can run this process by student types, using the Student Type parameter. This parameter is optional, and multiple values may be entered. If left blank, all incoming student types will be processed for the prospect code and tape ID. The parameter is validated against the Student Type Code Validation Form (`STVSTYP`).

For each student type code that is entered in the parameter, only records on the incoming file with matching student types will be processed. When specific student types are excluded from the match and/or load processes, they can be manually reviewed and matched and/or pushed on `SRIPREL` and/or purged using `S RTPURG`. This allows you to selectively process or not process PCU student types.

If `NULL` student types need to be processed, all applicable student types should be processed first, so that only the `NULL` types remain. Leave the Student Type parameter blank, and the `NULL` student types will be picked up, as they will be the last types that remain during processing.

#### **Note**

The Student Type parameter is used mainly for PCU processing, but it is valid for all electronic prospect codes. Only the PCU file currently provides an incoming variable for the student type.

Student type values for other files (SAT, ACT, etc.) will be `NULL`, or they will use the default student type for the specific electronic prospect code that was updated on `SRAPRED`. ■

If the Auto Load (Skip Dup Chk) parameter is set to *N* (perform duplicate processing), and the Student Type parameter is updated, a match status will be assigned for the student types that have been entered. When the Student Type parameter is blank, a match status will be assigned to all student types.

If the Auto Load (Skip Dup Chk) parameter is set to *Y* (load new and matched IDs), and the Student Type parameter is updated, a match status will be assigned for the student types that have been entered, and the records will be loaded to Banner. When the Student Type parameter is blank, a match status will be assigned to all student types, and the records will be loaded to Banner.

### ***Migrate Electronic Prospects Process (SRRPREL)***

You can run this process by student types, using the Student Type parameter. This parameter is optional, and multiple values may be entered. If left blank, all incoming student types will be processed for the prospect code and tape ID. The parameter is validated against the Student Type Code Validation Form (STVSTYP).

For each student type code that is entered in the parameter, only records on the incoming file with matching student types will be processed. When specific student types are excluded (not entered in this parameter), they can be manually reviewed and pushed (or not) on SRIPREL and/or purged using S RTPURG. This allows you to selectively process or not process PCU student types.

If NULL student types need to be processed, all applicable student types should be processed first, so that only the NULL types remain. Leave the Student Type parameter blank, and the NULL student types will be picked up, as they will be the last types that remain during processing.

#### **Note**

The Student Type parameter is used mainly for PCU processing, but it is valid for all electronic prospect codes. Only the PCU file currently provides an incoming variable for the student type.

Student type values for other files (SAT, ACT, etc.) will be *NULL*, or they will use the default student type for the specific electronic prospect code that was updated on SRAPRED. ■

### ***Electronic Prospect Purge (S RTPURG)***

You can run this process by student types, using the Student Type parameter. This parameter is optional, and multiple values may be entered. If left blank, all incoming student types will be processed for the prospect code and tape ID. The parameter is validated against the Student Type Code Validation Form (STVSTYP).

For each student type code that is entered in the parameter, only records on the incoming file with matching student types will be processed. When specific student types are excluded (not entered in this parameter), they can be manually reviewed and pushed (or not) on SRIPREL and/or purged using S RTPURG. This allows you to selectively process or not process PCU student types.

If NULL student types need to be processed, all applicable student types should be processed first, so that only the NULL types remain. Leave the Student Type parameter

blank, and the NULL student types will be picked up, as they will be the last types that remain during processing.

#### **Note**

The Student Type parameter is used mainly for PCU processing, but it is valid for all electronic prospect codes. Only the PCU file currently provides an incoming variable for the student type.

Student type values for other files (SAT, ACT, etc.) will be *NULL*, or they will use the default student type for the specific electronic prospect code that was updated on SRAPRED. ■

## Using ACT Tape Load

SRTLLOAD can also be used to load ACT Electronic Student Record (Colleges and Universities) data to Banner.

When loading Canadian province data, make sure the ACT-defined values that are reported exist and have been updated appropriately in STVSTAT and/or SOTCNVT. The Canadian province data is loaded to the SRTADDR\_STAT\_CODE field and/or the SPRADDR\_STAT\_CODE field in Banner.

SRTLLOAD loads the Canadian province and Canadian postal code values to the corresponding temporary tables in Banner. (Values exist on STVTPFD and SRATPFD for *CANADIAN\_PROVINCE* and *CANADIAN\_POSTAL\_CODE*.) The process also accommodates the nation code for Canada (*CN*) when that code is listed as the state code value on the file.

When data exists for a Canadian province, the state code value will be the nation code on the ACT file. This field could also be blank, but the ACT indicates the value should be *CN* when values exist for the Canadian province and Canadian postal code on the file.

### Updating the Canadian Nation Code in STVNATN and/or SOTCNVT

For a nation code to be converted from the ACT file, the value of *CN*, with a description of *Canada*, should be added to STVNATN, or the appropriate conversions should be set up on SOTCNVT. When the state code on the file is *CN*, a check will occur for Canadian province code and Canadian postal code values. When no conversion takes place for the *CN* nation code in STVNATN or SOTCNVT, and the Canadian province code and Canadian postal code values exist, the nation, Canadian province, and Canadian postal code values will not be loaded to Banner.

### Reviewing the State Code List

The list of state codes used by the ACT includes Puerto Rico and the US Trust Territories. You need to review the state code list from the ACT and update STVSTAT appropriately. You also need to review and update SOTCNVT for an **Interface Type** of *ACT* and a **Validation Table Name** of *STAT*.



## Loading Multiple Records

Students may appear on an ACT file more than once if they have taken multiple tests in different locations (such as national, state, etc.). These multiple occurrences of the tests may have the same month and year dates. ACT does not provide a day to distinguish between test dates. To accurately differentiate between these records, ACT recommends that you *always* use the test location value, in addition to the test date (month and year) value.

In Banner, SOATEST does not allow the entry of multiple test scores for the same test on the same date. SOATEST requires a unique “day” in order to process the test score. In this case, the day is loaded as the first day of the month and year that is reported as the test date value on the file. When test scores are reported on the same test date (month and year) with different test locations, the test “day” is defaulted as the next available one-up day for the same month and year for the particular test code.

You need to review the ACT test location value and update STVTADM and/or SOTCNVT appropriately. This ensures that test scores for multiple tests taken in the same month and year will be loaded to Banner when the test location is changed. The test location updates the **Administration Type** value on SOATEST.

## Viewing Present Test Location on SRAPREL

The ACT test location can be viewed on SRAPREL in the Percentile block of the Test Scores and Percentiles window. As you scroll through the test records in the Test Score block, the test type, date taken, and test location/test score administration type code (STVTADM) values are displayed in the *test type taken on date with administrative type* field in the Percentile block.

## 2010 ACT File Format

The 2010 file format uses new codes, conversion values, and fields. Field positions have been changed. Test codes have been removed. Data has been updated for race/ethnicity, majors, and religious affiliation. A phone number data type is now used.

### Note

Please review the ACT EXPLANATION OF 2010 IMPLEMENTATION OF CHANGES in REPORTING of RACE/ETHNICITY INFORMATION on ACT STUDENT RECORDS to assist in converting race and ethnicity codes for your institution. SunGard does not provide conversions of existing data related to ACT student records. You can evaluate all new and changed ACT codes and make appropriate updates on SOTCNVT. ■

Details regarding the changes to the ACT Electronic Student Record for 2010-2011 can be found at the following link: <http://www.act.org/aap/infosys/changes.html>.

### ***File Updates***

The following items have been updated in the ACT file.

<b>Updated Items</b>	<b>Positions</b>	<b>New/Changed ACT Values</b>	<b>SRATPFD Tape Code</b>	<b>SOTCNVT Validation</b>
Race/Ethnicity	471	SOTCNVT	ETHN_CODE	ETHN
Major	411-413	SOTCNVT	MAJR_CODE	MAJR
Religious Affiliation	606-607	SOTCNVT	RELG_CODE	RELG

The following items have been added to the ACT file.

<b>New Items</b>	<b>Positions</b>	<b>New/Changed ACT Values</b>	<b>SRATPFD Tape Code</b>	<b>SOTCNVT Validation</b>
Type of Telephone	100	SOTCNVT	TELE_TYPE_CODE	TELE
Race/Ethnicity	608	SOTCNVT	HISP_IND 1 = Y 2 = N	N/A
Race/Ethnicity	609-613	SOTCNVT	RACE1 - RACE5	RACE

The following additional changes have been made that are not related to the regulatory updates.

<b>Changes</b>	<b>Positions</b>	<b>New/Changed ACT Values</b>	<b>SRATPFD Tape Code</b>	<b>SOTCNVT Validation</b>
Percentiles added	See “Percentiles associated with test scores” topic	N/A	See “Percentiles associated with test scores” topic	N/A
Street Address Line 1 extended	45-84	N/A	STREET_LINE1	N/A

### ***Conversion of Codes***

The following conversion values should be reviewed and changes made to SOTCNVT as needed.

- The ETHN\_CODE value is now reported in position 471. You should review the conversion values and update SOTCNVT as necessary for **Interface Type** of *ACT* and **Validation Table Name** of *ETHN*.
- The MAJR\_CODE value is now reported in position 411-413. You should review the conversion values and update SOTCNVT as necessary for **Interface Type** of *ACT* and **Validation Table Name** of *MAJR*.
- The RELG\_CODE value is now reported in position 606-607. You should review the conversion values and update SOTCNVT as necessary for **Interface Type** of *ACT* and **Validation Table Name** of *RELG*.
- The TELE\_TYPE\_CODE value is reported in position 100. You should review the conversion values and update SOTCNVT as necessary for **Interface Type** of *ACT* and **Validation Table Name** of *TELE*.
- The TELE\_TYPE\_CODE value will be loaded with the telephone number using the following hierarchy:
  - SOTCNVT - Valid tape value conversion rule or *DEFAULT* tape value rule (if one exists)
  - SRTLLOAD - Value in the Telephone Type Code parameter
  - STVATYP - **Telephone Type** value (if it exists) associated with the SRTLLOAD Address Type Code parameter value.
  - Telephone type that matches the STVATYP **Address Type** value.

This is used when the STVATYP **Telephone Type** value is *Null*, and a valid STVTELE telephone type **Code** value exists (such as *MA*) that matches the STVATYP **Address Type** value (such as *MA*).

- The HISP\_IND value is reported in position 608. The value in the HISP\_IND field will be loaded to the temporary SRTPERS\_ETHN\_CATEGORY field and the permanent SPBPERS\_ETHN\_CDE field in Banner.

#### **Note**

There is no conversion available on SOTCNVT for the HISP\_IND field. ■

The ACT Hispanic or Latino Background values are:

- 1 - Yes
- 2 - No
- 3 - Prefer not to respond

When these values are loaded into Banner, the following occurs:

- When the incoming value is 1, the SRTPERS\_ETHN\_CATEGORY field or the SPBPERS\_ETHN\_CDE field is set to *HISP*.
- When the incoming value is 2, the SRTPERS\_ETHN\_CATEGORY field or the SPBPERS\_ETHN\_CDE field is set to *NON-HISP*.

- When the incoming value is another value or is *Null*, the SRTPERS\_ETHN\_CATEGORY field or the SPBPERS\_ETHN\_CDE field is set to *NULL* or *NONE*.

Once the HISP\_IND values have been loaded to the Banner production tables, they are displayed in the **New Ethnicity** field on SPAPERS. The field values are *Hispanic or Latino, Not Hispanic or Latino, or None*. The setting of the **Ethnicity and Race Confirmed** indicator and **Confirmed Date** value will be updated as appropriate.

- The RACE1 - RACE5 values are reported in positions 609-613. You should review the conversion values and update SOTCNVT as necessary for **Interface Type** of *ACT* and **Validation Table Name** of *RACE*. Refer to the following website: <http://www.act.org/aap/infosys/changes.html>

ACT race values in positions 614-615 are not currently loaded to Banner. If you choose to load these race values from the ACT file, you need to modify SRATPFD to include values for RACE6 and RACE7. Be sure to account for these codes on SOTCNVT for **Interface Type** of *ACT* and **Validation Table Name** of *RACE*.

The following table shows the ACT Race fields that are not loaded to Banner and how they can be added at your institution.

<b>ACT Race Fields not Loaded to Banner</b>	<b>Position on Incoming File</b>	<b>User Accommodation</b>
Prefer Not to Respond	Position 614  No data load to Banner implies not reported or no response.	Add RACE6 to SRATPFD and create conversion value for “No Response” if your institution requires this information.
Multiracial	Position 615  ACT may report a single value for Multiracial in position 615 for converted records only.	Add RACE7 to SRATPFD and create conversion value for “Multiracial” if your institution requires this information.

### ***Percentiles Associated with Test Scores***

ACT National Norm Percentiles associated with test scores are used in the file. Previously, some percentiles had been loaded as test scores in SOATEST. Those test score field name values have been removed from SRATPFD for the **Tape Code** of *ACT*. New ACT national norm percentiles are loaded as the true percentiles associated with the test scores. Also, some test scores had no percentiles loaded as test scores or other data. Those test scores now include the associated ACT national norm percentiles.

#### **Note**

The test score field names that are no longer used have not been removed from STVTPFD. However, now percentiles are loaded instead of

test scores, based on the ACT fields that have been added to SRATPFD.

SunGard does not provide any conversion scripts to convert the old test scores (that represented percentiles on SOATEST) to the new percentiles. ■

The following table shows the current ACT test score field names used on SRATPFD, the obsolete test score field names that are no longer loaded to Banner, and the new ACT National Norm Percentile field names on SRATPFD that are used instead.

<b>ACT Test Score Field Name</b>	<b>Obsolete Test Score Field Name</b>	<b>ACT Percentile Field Name</b>
A07_TEST_SCORE	NEW_TEST_SCORE	A07_NATIONAL_NORM
SWR_TEST_SCORE	NWR_TEST_SCORE	NWR_NATIONAL_NORM
SUM_TEST_SCORE	NUM_TEST_SCORE	NUM_NATIONAL_NORM
SRH_TEST_SCORE	NRH_TEST_SCORE	NRH_NATIONAL_NORM
SEA_TEST_SCORE	NEA_TEST_SCORE	NEA_NATIONAL_NORM
SAG_TEST_SCORE	NAG_TEST_SCORE	NAG_NATIONAL_NORM
SGT_TEST_SCORE	NGT_TEST_SCORE	NGT_NATIONAL_NORM
SSS_TEST_SCORE	NSS_TEST_SCORE	NSS_NATIONAL_NORM
SAL_TEST_SCORE	NAL_TEST_SCORE	NAL_NATIONAL_NORM

The following table compares the overall values and the file positions. It shows the:

- current ACT test score field names on SRATPFD
- new ACT percentile field names on SRATPFD
- obsolete test score field names no longer loaded to Banner and replaced by the new percentile field names
- percentile type

<b>Current Test Scores</b>	<b>From</b>	<b>To</b>	<b>New Percentiles</b>	<b>From</b>	<b>To</b>	<b>Obsolete Test Scores</b>	<b>Percentile Type</b>
			<i>Not previously loaded</i>			<i>No previous percentile representation</i>	
A01_TEST_SCORE	261	262	A01_NATIONAL_NORM	773	774	No score previously loaded	ANN
A02_TEST_SCORE	263	264	A02_NATIONAL_NORM	775	776	No score previously loaded	ANN
A03_TEST_SCORE	265	266	A03_NATIONAL_NORM	777	778	No score previously loaded	ANN
A04_TEST_SCORE	267	268	A04_NATIONAL_NORM	779	780	No score previously loaded	ANN
A05_TEST_SCORE	269	270	A05_NATIONAL_NORM	781	782	No score previously loaded	ANN
A06_TEST_SCORE	272	274	N/A	N/A	N/A	N/A	N/A

Current Test Scores	From	To	New Percentiles	From	To	Obsolete Test Scores	Percentile Type
			<i>New National Norm Percentiles</i>			<i>Test score fields no longer loaded - replaced by New National Norm Percentiles</i>	
A07_TEST_SCORE	163	164	A07_NATIONAL_NORM	167	168	NEW_TEST_SCORE	ANN
SWR_TEST_SCORE	165	166	NWR_NATIONAL_NORM	169	170	NWR_TEST_SCORE	ANN
SUM_TEST_SCORE	320	321	NUM_NATIONAL_NORM	334	335	NUM_TEST_SCORE	ANN
SRH_TEST_SCORE	322	323	NRH_NATIONAL_NORM	336	337	NRH_TEST_SCORE	ANN
SEA_TEST_SCORE	324	325	NEA_NATIONAL_NORM	338	339	NEA_TEST_SCORE	ANN
SAG_TEST_SCORE	326	327	NAG_NATIONAL_NORM	340	341	NAG_TEST_SCORE	ANN
SGT_TEST_SCORE	328	329	NGT_NATIONAL_NORM	342	343	NGT_TEST_SCORE	ANN
SSS_TEST_SCORE	330	331	NSS_NATIONAL_NORM	344	345	NSS_TEST_SCORE	ANN
SAL_TEST_SCORE	332	333	NAL_NATIONAL_NORM	346	347	NAL_TEST_SCORE	ANN

SRTLOAD loads these percentiles and the corresponding ACT National Norm Percentile fields for the STVTPST code of ANN.

ACT SRATPFD National Norm Percentile Codes	Corresponding ACT SRATPFD Test Score Fields	Associated STVTPST Code
A01_NATIONAL_NORM	A01_TEST_SCORE	ANN
A02_NATIONAL_NORM	A02_TEST_SCORE	ANN
A03_NATIONAL_NORM	A03_TEST_SCORE	ANN
A04_NATIONAL_NORM	A04_TEST_SCORE	ANN
A05_NATIONAL_NORM	A05_TEST_SCORE	ANN
A07_NATIONAL_NORM	A07_TEST_SCORE	ANN
NWR_NATIONAL_NORM	SWR_TEST_SCORE	ANN
NUM_NATIONAL_NORM	SUM_TEST_SCORE	ANN
NRH_NATIONAL_NORM	SRH_TEST_SCORE	ANN
NEA_NATIONAL_NORM	SEA_TEST_SCORE	ANN
NAG_NATIONAL_NORM	SAG_TEST_SCORE	ANN
NGT_NATIONAL_NORM	SGT_TEST_SCORE	ANN
NSS_NATIONAL_NORM	SSS_TEST_SCORE	ANN
NAL_NATIONAL_NORM	SAL_TEST_SCORE	ANN

Field name values have been added to the Tape Field Names Validation Form (STVTPFD) for use with the ACT file.

Field Name	Description	System Required
TELE_TYPE_CODE	Telephone Type Code	Yes
A01_NATIONAL_NORM	ACT English National Norm	Yes
A02_NATIONAL_NORM	ACT Math National Norm	Yes
A03_NATIONAL_NORM	ACT Reading National Norm	Yes
A04_NATIONAL_NORM	ACT Science National Norm	Yes
A05_NATIONAL_NORM	ACT Composite National Norm	Yes
A07_NATIONAL_NORM	ACT Combined English/Writing National Norm	Yes
NWR_NATIONAL_NORM	ACT Writing National Norm	Yes
NUM_NATIONAL_NORM	ACT Usage/Mech National Norm	Yes
NRH_NATIONAL_NORM	ACT Rhetorical Skills National Norm	Yes
NEA_NATIONAL_NORM	ACT Elem Algebra National Norm	Yes
NAG_NATIONAL_NORM	ACT Alg/Coord Geom National Norm	Yes
NGT_NATIONAL_NORM	ACT Plane Geom/Trig National Norm	Yes
NSS_NATIONAL_NORM	ACT Soc Stud/Sci National Norm	Yes
NAL_NATIONAL_NORM	ACT Arts/Lit National Norm	Yes

Field names have been updated on the Tape Field Position Rule Form (SRATPFD) for the **Tape Code** value *ACT*. The start and end positions have been changed.

Field Name	Old Start	Old End	New Start	New End
RELG_CODE	468	468	606	607
STREET_LINE1	45	74	45	84

The following field name value has been removed for the **Tape Code** value *ACT*.

Field Name	Start Position	End Position	Occurrence
STREET_LINE2	75	84	1

 **Note**

The STREET\_LINE1 field name has been expanded to use positions 45-84 and can accommodate the entire street address on one line. STREET\_LINE2 is no longer used. ■

Percentile field names have been added that replace existing test score field names. The values are loaded as percentiles.

Old Field Name	New Field Name	Start Position	End Position
NEW_TEST_SCORE	A07_NATIONAL_NORM	167	168
NWR_TEST_SCORE	NWR_NATIONAL_NORM	169	170

Old Field Name	New Field Name	Start Position	End Position
NUM_TEST_SCORE	NUM_NATIONAL_NORM	334	335
NRH_TEST_SCORE	NRH_NATIONAL_NORM	336	337
NEA_TEST_SCORE	NEA_NATIONAL_NORM	338	339
NAG_TEST_SCORE	NAG_NATIONAL_NORM	340	341
NGT_TEST_SCORE	NGT_NATIONAL_NORM	342	343
NSS_TEST_SCORE	NSS_NATIONAL_NORM	344	345
NAL_TEST_SCORE	NAL_NATIONAL_NORM	346	347

Field name values have been added for the **Tape Code** value *ACT*.

Field Name	Start Position	End Position	Occurrence
HISP_IND	608	608	1
TELE_TYPE_CODE	100	100	1
RACE1	609	609	1
RACE2	610	610	1
RACE3	611	611	1
RACE4	612	612	1
RACE5	613	613	1
A01_NATIONAL_NORM	773	774	1
A02_NATIONAL_NORM	775	776	1
A03_NATIONAL_NORM	777	778	1
A04_NATIONAL_NORM	779	780	1
A05_NATIONAL_NORM	781	782	1

The *ANN* test score percentile code has been added to the Test Score Percentile Type Validation Form (STVTSPT for use with the ACT file).

Code	Description	System Required
ANN	ACT National Norm Cumulative Percent	Yes

## 2010 ACT EOS File Format

Electronic file characteristics for the ACT EOS Electronic Student Record 2010-2011 do not include positional changes. However, the ACT is delivering the Race/Ethnicity value in position 150 and the Intended College Major value in positions 181-183 with new and/or different code values.

You will need to follow up with the ACT EOS for more information on code changes, new codes, file layout, and delivery dates for the 2010-2011 reporting year. You can then modify the rules on SOTCNVT appropriately for your ACT EOS interface type code for the **Validation Table Name** of *ETHN* and the **Validation Table Name** of *MAJR*. Changes



to your SOTCNVT rules will need to be coordinated with delivery and processing of the first ACT EOS file of the 2010-2011 reporting year.

Details regarding the changes to the ACT EOS 2010-2011 for 2010-2011 can be found at the following link: [ACT-EOS@act.org](mailto:ACT-EOS@act.org) or through [www.act.org/eos](http://www.act.org/eos).

 **Note**

Refer to FAQ #1-DJSK96 (ACT EOS Electronic Student Record 2010-2011) on the Customer Support Center for more information. ■

## Using Peterson Tape Load

SRTLOAD can be used to load Peterson data, including home and mobile phone numbers. When SRTLOAD is run for Peterson tape load, the value in the Telephone Type Code parameter should reflect the telephone type that is appropriate for a home phone. However, SRTLOAD does allow for the use of multiple telephone type codes. SRATPFDF also allows for multiple occurrences of phone area code and phone number data.

### Using SRTLOAD With Peterson Tape Load

SRTLOAD accepts the entry of multiple telephone type codes and accommodates up to nine telephone numbers on an incoming file. Multiple values can be entered in the Telephone Type Code parameter.

- When SRTLOAD processes multiple phone codes, the telephone type code in the Telephone Type Code parameter is specifically associated with the occurrence of the telephone number on the incoming file.
- When a value is entered in the Telephone Type Code parameter, the value must be preceded by the corresponding occurrence of the telephone number for the associated tape code in SRATPFDF.

SRTLOAD will not run to completion if the number of telephone type codes entered do not match the occurrences of the phone number in SRATPFDF. In this situation, the following error will be displayed in the log file:

```
Parameter 16 Invalid Telephone Sequence Number  
srtload terminated with error  
0 lines written to /export/home/lparrish/jobsub/srtload_200590.lis
```

To load telephone numbers successfully, the Telephone Type Code parameter must *always* be preceded by the occurrence number, *even* when a single telephone number exists on the incoming file. In this case, 1 would be used. The number of occurrences of the telephone type code *must* match the number of occurrences of the telephone numbers in SRATPFDF for the file being processed.

## First and Second Occurrence of Phone Number

The primary phone number or the phone number associated with an address is considered to be the first occurrence of the phone number when that phone number exists and is loaded into Banner. For the Peterson file, that is the home phone value.

- Occurrence one is associated with the home phone value.

The telephone code preceded by a value of 1 for the Telephone Type Code parameter will *always only* correspond to the home phone (such as *IMA*).

- Occurrence two is associated with the mobile phone value.

The telephone code preceded by a value of 2 for the Telephone Type Code parameter will *always only* correspond to the mobile phone (such as *2MO*).

### Note

The second phone number will not be visible on SRAPREL/SRIPREL or GOAMTCH. It will not be used in common matching. It will not be printed on the SRTLOAD output. However, the Control Page for the report will show the second occurrence for the Telephone Type Code parameter, if it is entered on GJAPTCL. ■

The order in which the codes are entered in the Telephone Type Code parameter is associated with the occurrence of the telephone number in SRATPFDF. The occurrences of telephone type codes in the Telephone Type Code parameter *must* match the number of occurrences of the *PHONE\_AREA* and *PHONE\_NUMBER* **Field Name** values listed in SRATPFDF.

- When the Telephone Type Code parameter is set to *IPR*, it will be associated with the first occurrence of the home phone value that reflects occurrence one of *PHONE\_AREA* and *PHONE\_NUMBER* in SRATPFDF.
- When the Telephone Type Code parameter is set to *2MO*, it will be associated with the second occurrence of the mobile phone value that reflects occurrence two of *PHONE\_AREA* and *PHONE\_NUMBER* in SRATPFDF.

### Note

If users prefer that one or both of the Peterson phone numbers not be loaded to Banner for any reason, the associated fields and occurrences can be removed from SRATPFDF. ■

## Saved Parameter Sets

All incoming files processed by SRTLOAD that include a telephone number will require the value for the Telephone Type Code parameter to be preceded by an occurrence of the telephone number on SRATPFDF. (Currently, only Peterson provides more than a single telephone code.) For all other files (except for Peterson) this will be 1. For example, when a user attempts to enter only the code, such as *MA*, the following error message will be displayed if the Telephone Type Code parameter value is not preceded by the occurrence: *ERROR: Parameter value failed STVTELE\_EQUAL\_2345 validation.*

If saved rule settings exist for SRTLOAD and the Telephone Type Code parameter, the delivered `suppdf1.sql` script can be used to modify the existing telephone type code to be preceded by 1. (As SRTLOAD previously only accommodated a single entry for the telephone type code, that value will always be 1.) Saved rule settings can be found in the GJRJPRM and GJBPRUN tables.

### Job Submission Navigation Tips for Multiple Telephone Type Codes

When processing files with multiple occurrences for telephone numbers in SRATPFDD, do the following for SRTLOAD in job submission (GJAPCTL), to enter parameter values for the multiple occurrences.

1. Navigate to the Telephone Type Code parameter (number 16) in the Parameter Values block.
2. Enter the code for home phone, *IMA*.
3. Perform an Insert Record function and then a Duplicate Record function.

This creates a second row for Parameter 16. The added parameter will still display the *IMA* value.

4. Change the parameter value to the code for mobile phone, *2MO*.
5. Save your changes.

### 2010 Peterson File Format

Significant positional changes have been made to the 2010 file. The file uses eight additional interest codes (numbered 7 - 14) from SRATPFDD and STVTPFDD. The *NATION\_CODE* field name is also included in the file to Address: Country Code item.

You will need to update the Tape Code Conversion Form (SOTCNVT) appropriately. Please contact Peterson directly for details regarding the Peterson Fixed File Data Dictionary and/or Peterson Codes for translation on SOTCNVT.

### 2010 GRE File Format

The GRE record layout has been updated and a provision added for the future release of the GRE revised General Test. A copy of the 2010-2011 GRE Optional Score Reporting Record Layout is available at: [www.ets.org/gre/2010recordlayout](http://www.ets.org/gre/2010recordlayout).

The overall length of the GRE Optional Score Reporting Record Layout has been increased from 500 to 600 characters. The location of each field after position 70 has been modified. The Tape Field Position Rule Form (SRATPFDD) has been updated to accommodate these field position changes for field names with a **Tape Code** value of *GRE*. A script is delivered to update the rows on SRATPFDD.

## Additional Fields

The following fields have been added to the record layout. Associated updates have been made to SRATPFDF as needed.

- Intended Graduate Major Field Code

This field name will not be added to SRATPFDF at this time, since this value will be *Null* until Fall 2011. In Fall 2011, the *MAJR\_CODE* field name start and end positions (37-40) can be changed to use the positions for the Intended Graduate Major Field Code field (71-74). The *MAJR\_CODE2* field name can also be added for positions 37-40, once both majors are being reported.

- Intended Graduate Major Field Name

This field name is not used. Only the Major Field Code is used.

- Examinee's ISO Country Code

The *NATION\_CODE* field name (positions 329-331) has been added to SRATPFDF. The *NATION\_NAME* field name is no longer used and has been removed from SRATPFDF.



### Note

You will need to build a crosswalk rule on the Tape Code Conversion Form (SOTCNVT) for the specific ISO Country Code listing used by the GRE. Refer to the ETS website for their ISO Country Code list.

[http://www.ets.org/Media/Tests/GRE/pdf/gre\\_0910\\_online\\_bulletin.pdf](http://www.ets.org/Media/Tests/GRE/pdf/gre_0910_online_bulletin.pdf)

- Examinee's Telephone Number

This is a free-format field that is 20 characters in length. Field names for *PHONE\_AREA* (positions 345-347) and *PHONE\_NUMBER* (positions 348-354) have been added to SRATPFDF.

- Examinee's E-mail Address

The *EMAIL\_ADDR* field name has been added to SRATPFDF in positions 365-409.

Field name values have been added to SRATPFDF for the **Tape Code** value *GRE*.

Field Name	Start Position	End Position	Occurrence
EMAIL_ADDR	365	409	1
NATION_CODE	329	331	1
PHONE_AREA	345	347	1
PHONE_NUMBER	348	354	1
PHONE_COMMENT	355	364	1
STREET_LINE3	226	257	1

Values have been added to STVTPFD for use with the GRE file.

Field Name	Description	System Required
PHONE_COMMENT	Phone Comment for GRE	Yes
STREET_LINE3	Street Address Line 3	Yes

### Modified Fields

The following fields have been modified on the record layout. Associated changes have been made to SRATPFD.

- Examinee's Street Address  

Previously the Examinee's Street Address field used two 45-character fields. Now it uses three 32-character fields. The field names on SRATPFD are *STREET\_LINE1* (positions 162-193), *STREET\_LINE2* (positions 194-225), *STREET\_LINE3* (positions 226-257).

*STREET\_LINE3* is loaded to SRTADDR and then pushed to SPRADDR by SRKPREL.
- The Social Security Number (SSN) field has been truncated to report only the last four digits. The last four digits of the SSN are not loaded to Banner for the following reasons:
  - This value is not unique to the individual.
  - This value is of limited use for common matching.
  - This value is not provided with international records.
  - This value is not equal to the SSN and is not loaded to the SPBPERS\_SSN column in the SPBPERS table. It would prevent the update of the actual SSN if it existed in the SPBPERS\_SSN column. SRKPREL does not update existing fields. The package only updates *Null* fields.
- The SSN field name is no longer used and has been removed from SRATPFD.

### Revised General Test Codes

Test codes for 03 Revised General Quantitative, Revised General Verbal, and Revised General Writing have been added to the Test Code Validation Form (STVTEC) in preparation for the GRE revised General Test and the associated scores and percentiles. New GRE tests will be administered in Fall 2011.

Test Code	Description	Number of Positions	Data Type	Min Score	Max Score	System Required
G03Q	GRE Revised General Quantitative	3	Numeric	130	170	Yes
G03V	GRE Revised General Verbal	3	Numeric	130	170	Yes
G03W	GRE Revised General Writing	3	Numeric	0.0	6.0	Yes

### Intended Graduate Major Field Code

The Intended Graduate Major Field Code field is used for 2010-2011 reporting. It is optional. This field is the same as the existing Department Code List field that was used for 2009-2010 reporting. The Department Code List field is used to capture the department at the score recipient's institution where the applicant wants their scores sent. It is optional. The Department Code List field (*MAJR\_CODE* field name in positions 37-40 in Banner) should be used until the revised General Test is delivered. It can be used to report a major if one exists.

When the revised General Test is introduced in Fall 2011, applicants will be required to respond to a question regarding their Intended Graduate Major. The data in the Intended Graduate Major Field Code and the Department Code List fields may not always match, but the fields should match in most cases. As the Department Code List field is not a required field, data for that field may not be received from every score recipient. Remember that not all students will take the revised General Test, so the Intended Graduate Major may not be reported.

To capture the Intended Graduate Major (once GRE reports this information in Fall 2011), you may change the *MAJR\_CODE* field name on SRATPFDD to use positions 71-74 and then discontinue the use of *MAJR\_CODE* in positions 37-40 for the Department List Code. The *MAJR\_CODE2* field name may then be added for positions 37-40, once both majors are being reported.

You will need to review GRE major codes in the following file: [http://www.ets.org/Media/Tests/GRE/pdf/gre\\_0910\\_online\\_bulletin.pdf](http://www.ets.org/Media/Tests/GRE/pdf/gre_0910_online_bulletin.pdf). You can then review and update codes for conversion on SOTCNVT for **Interface Type GRE** and **Validation Table Name MAJR**, when these changes take effect.

### Examinee's ISO Country Code

For the Examinee's ISO Country Code field, the *NATION\_CODE* field name (positions 329-331) is used on SRATPFDD. The *NATION\_NAME* field name is no longer used and has been removed from SRATPFDD.

Previously, the Nation Name field was translated and loaded to the *STREET\_LINE3* columns in the Banner temporary tables. Street Line 3 data has been added to the GRE as

part of the Examinee's Street Address field, so the Banner STREET\_LINE3 column is required for potential address information.

You will need to review GRE nation codes in the following file: [http://www.ets.org/Media/Tests/GRE/pdf/gre\\_0910\\_online\\_bulletin.pdf](http://www.ets.org/Media/Tests/GRE/pdf/gre_0910_online_bulletin.pdf). You can then review and update codes for conversion on SOTCNVT for **Interface Type GRE** and **Validation Table Name NATN**.

## Examinee's Telephone Number

The Examinee's Telephone Number field is twenty characters in length and uses positions 345-364 for the area code, phone number, and phone comment information. It is optional, numeric, and free format. The data is captured for the GRE as numbers. The GRE does not provide a telephone type.

The **Phone Comment** field in the Electronic Prospect Details block of SRAPREL is used for the comment information. This field is populated by the SRTTELE\_COMMENT column.

The GRE does not require that an examinee (either national or international) provide a telephone number. If a telephone number is provided, the GRE does not indicate whether the number is national or international. The country code and city code that precede an international telephone number are also optional. Codes of *1* or *011* can be used.

The Electronic Prospect Load (SRTLOAD) loads the first ten characters as the phone area code and phone number. If more than ten digits exist, all characters are loaded to the SRTTELE\_COMMENT column in the SRTTELE temporary table. The **Phone Comment** field in the Electronic Prospect Details block of the Electronic Prospect Detail Form (SRAPREL) is populated by the SRTTELE\_COMMENT column.

When SRTLOAD is run, a hierarchy value of "1" must be entered in the Telephone Type Code parameter as a prefix to the telephone type code, in order to load the GRE telephone number and type to Banner. For example, with the telephone type of *MA*, the prefix of *1* creates a value of *1MA*. You may choose to create a new telephone type to load GRE phone numbers using this parameter.

### Note

When duplicate Examinee Names appear in the file, GRE telephone numbers should *always* be identical. ■

## Tips for Loading GRE Phone Numbers

Here are some suggestions for loading phone numbers.

- Review the GRE reported phone comments on SRAPREL, after running SRTLOAD.
- Create a unique telephone type code for GRE phone numbers, and use the code in the Telephone Type parameter when SRTLOAD is run. This may assist with reviewing the GRE phone numbers.

- Use the SRRSRIN process for matching incoming records. Records set to *N* (New) do not have phone number data inserted or updated. SRRPREL logic can be used to load the phone number information. This ensures that existing phone comments are loaded to Banner.
- Contact the GRE for assistance in defining telephone data in the future, so it can be loaded to Banner as appropriate.

## Load Telephone Information

The GRE delivers an unformatted set of numbers up to 20 characters as the GRE phone number in positions 345-364.

SRTLOAD loads the first ten positions as the area code and phone number as defined on SRATPFD for the *PHONE\_AREA* (positions 345-347) and *PHONE\_NUMBER* (positions 348-354) field names. The data is loaded to the SRTTELE\_PHONE\_AREA and SRTTELE\_PHONE\_NUMBER columns in the SRTTELE temporary table.

SRTLOAD also evaluates if a digit exists in position 355 for the *PHONE\_COMMENT* field name (positions 355-364) on SRATPFD. If a digit exists in position 355, the entire GRE phone number from positions 345-364 is loaded to the SRTTELE\_COMMENT column in the SRTTELE temporary table. The phone number is preceded by the text *GRE Phone Reported*. This provides a reference to the origin of the phone number. This is displayed in the **Phone Comment** field on SRAPREL.

### Note

The Phone Comment field in the file may not always contain 20 digits. However any digits that exist beyond the first ten will be collected entirely as comments. ■

The SRKPREL package uses the value in the SRTTELE\_COMMENT column to populate the SPATELE\_COMMENT column when the *PHONE\_AREA* and *PHONE\_NUMBER* field name logic is set up to load the information to SPATELE. The telephone number is also loaded to SPATELE in this case.

The insert and update logic in SRTLOAD and SRKPREL used to load area code or phone number data has not been modified. Phone information is loaded based on the settings for the phone and address rules on SAAERUL.

## Match and Push Phone Information

This section discusses matching the telephone data and pushing it into Banner.

### *Manual Match for New ID with Manual Push*

When the match is performed manually and the **Create New** button on the Common Matching Entry Form (GOAMTCH) is selected, a new person record is created for the ID when phone number data exists. Records will not include telephone comments, even if



they exist. (A Banner General package creates the telephone data on GOAMTCH using Banner General tables, and no TELEPHONE\_COMMENT column exists for the update.)

When the manual push to Banner occurs through SRKPREL, if a new telephone number is created, the associated comment from the SRTTELE table will also be carried through the process. A new telephone number is not always created. The Banner General package applies the address type and sequence number, and sets the record to *Primary* if appropriate. When the data is pushed to Banner, SRKPREL checks whether the same telephone type, telephone number, and address type exist. If they do, the record is considered to be a duplicate, and the telephone number may not be pushed to Banner a second time.

#### ***Manual Match for Selected ID with Manual Push***

When the match is performed manually and the **Select ID** button on the Common Matching Entry Form (GOAMTCH) is used for an existing record that is a match, telephone records are not created.

When the manual push to Banner occurs through SRKPREL, if a new telephone number is created, the associated comment from the SRTTELE table will also be carried through the process.

#### ***Manual Match to Update ID with Manual Push***

When the match is performed manually and the **Update ID** button on the Common Matching Entry Form (GOAMTCH) is selected, telephone records may be created. Records will not include telephone comments, even if they exist. (A Banner General package creates the telephone data on GOAMTCH using Banner General tables, and no TELEPHONE\_COMMENT column exists for the update.)

When the manual push to Banner occurs through SRKPREL, if a new telephone number is created, the associated comment from the SRTTELE table will also be carried through the process.

#### ***Batch Process Match with Batch Push***

When the match is performed using the Electronic Prospect Match (SRRSRIN), telephone records are not created. When the push to Banner is performed using the Migrate Electronic Prospects Process (SRRPREL), SRKPREL processes the data the same way as the manual push process.

When the manual push to Banner occurs through SRKPREL, if a new telephone number is created, the associated comment from the SRTTELE table will also be carried through the process.

#### ***Batch Process Match with Manual Push***

When the match is performed using the Electronic Prospect Match (SRRSRIN), and the new records are pushed into Banner, SRKPREL processes the data, and telephone records

are created. New records can be queried on the Electronic Prospect Inquiry Form (SRIPREL).

When the manual push to Banner occurs through SRKPREL, if a new telephone number is created, the associated comment from the SRTTELE table will also be carried through the process.

## Recruiting Reports

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This section contains a sample of each report in the Recruiting module. Parameter definitions are also provided for your convenience.

The following reports are run through the Recruiting module:

Rec/Enroll Analysis - How Learned Report	(SRRENRH)
Recr/Enrl Analysis - Source/Recr Report	(SRRENRL)
Recruits Never Applied to Inst. Report	(SRRINQR)
Communication Plan Processing Report	(SORCPLN)
Electronic Prospect Load	(SRTLOAD)
Electronic Prospect Purge	(SRTPURG)
Search Tape Matching Process	(SRRSRIN)
Migrate Electronic Prospects Process	(SRRPREL)
Electronic Prospect Email Process	(SRREMAL)

## Rec/Enroll Analysis - How Learned Report (SRRENRH)

**Description** This report is used to produce a statistical report of recruits, applicants, and enrollees by a How I Learned code for a term range. The data collected are based first on the prospect How I Learned About code and then on term. An optional section may be printed for How I Learned About codes which have no corresponding recruiting data associated with them.



**Note**

The App (Applied) column displays a count of those recruits that *exactly* match an applicant (SARADAP) for: PIDM, term, level, degree, and major. ■

Parameters	Name	Required?	Description	Values
	From Term	Yes	Enter the term code representing the term from which the recruiting enrollment analysis is to be run.	Term Code Validation Form (STVTERM)
	To Term	Yes	Enter the term code representing the term to which the recruiting enrollment analysis is to be run.	Term Code Validation Form (STVTERM)
	How I Learned About	No	Enter the code(s) for the source of the prospect contact, or enter % for all.	Web Prospect How I Learned About Validation Form (STVLEND)
	Recruiter Codes (Default = All)	No	Enter the code(s) for the recruiter(s) to be reported, or enter % for all.	Recruiter Code Validation Form (STVRECR)
	Print All How I Learned Codes	No	Enter <i>Y</i> to print the How I Learned About codes which have no associated recruiting records. Enter <i>N</i> to not print this section of the report.	Y Print codes N Do not print codes

## Report Sample—Recr/Enroll Analysis - How Learned Report (SRRENRH)

12-MAY-2006 12:51:13 200440	BANNER University Rec/Enroll Analysis-HowLearned	PAGE 1 SRRENRH
How I Learned About Analysis		
Learned: PORTAL College Portal Term: 200443		
Code	Description	Recr App Acc Reg
WW	Bill Watson	1 0 0 0
	TOTAL	1 0 0 0
Learned: CAMP_VIS Campus visit with tour Term: 200443		
Code	Description	Recr App Acc Reg
	Recruiter Not Assigned	1 0 0 0
	TOTAL	1 0 0 0

12-MAY-2006 12:51:13 200440	BANNER University Rec/Enroll Analysis-HowLearned	PAGE 2 SRRENRH
The following how I learn about have provided no recruits:		
TV	Television	
CAMPUS_VIS	Campus visit with tour	
PRINTAD011	Print ad in Newsweek	
PRINTAD012	Print ad in Time	

12-MAY-2006 12:51:13 BANNER University PAGE 3  
200440 Rec/Enroll Analysis-HowLearned SRRENRH

Recruiter Analysis

Recruiter: WW Bill Watson Term: 200443

Code	Description	Recr	App	Acc	Reg
PORTAL	College Portal	1	0	0	0
	TOTAL	1	0	0	0

Recruiter: Recruiter Not Assigned Term: 200443

Code	Description	Recr	App	Acc	Reg
CAMPUS_VIS	Campus visit with tour	1	0	0	0
	TOTAL	1	0	0	0

12-MAY-2006 12:51:13 BANNER University PAGE 4  
200440 Rec/Enroll Analysis-HowLearned SRRENRH

The following recruiters have no recruits:

MAH Margy Hickson

12-MAY-2006 12:51:13 BANNER University PAGE 5  
200440 Rec/Enroll Analysis-HowLearned SRRENRH  
\* \* \* REPORT CONTROL INFORMATION - SRRENRH - Release 7.3 \* \* \*

RPTNAME: SRRENRH  
FROM TERM: 200440  
TO TERM: 200443  
How I Learn Code(s).....: All How I Learn About Codes Used  
Recruiter Code(s)...: All Recruiters Used  
Print All How I learn About Code(s): Y

RECORD COUNT: 4

## Recr/ Enrl Analysis - Source/Recr Report (SRRENRL)

**Description** This report is used to produce a statistical report of recruits, applicants, and enrollees by source and recruiter for a term range. You may print an optional section for source codes which have no corresponding recruiting data associated with them.

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	From Term	Yes	Enter the term code representing the term from which the recruiting enrollment analysis is to be run.	Term Code Validation Form (STVTERM)
	To Term	Yes	Enter the term code representing the term to which the recruiting enrollment analysis is to be run.	Term Code Validation Form (STVTERM)
	Source Codes (Default = All)	No	Enter the code(s) for the enrollment source(s) to be reported or leave blank for all sources to be included in the analysis.	Source/Background Institution Code Validation Form (STVSBGI)
	Recruiter Codes (Default = All)	No	Enter the code(s) for the specific recruiter information to be included or leave blank to include all recruiter information.	Recruiter Code Validation Form (STVRECR)
	Print All Source Codes (Y/N)	No	Enter <i>Y</i> to print the source codes which have no associated recruiting records. Enter <i>N</i> to not print this section of the report.	Y Print codes N Do not print codes

## Report Sample—Recr/Enrl Analysis - Source/Recr Report (SRRENRL)

30-MAR-2006 07:12:09 200440	BANNER University Recr/Enrl Analysis-Source/Recr	PAGE 1 SRRENRL
SOURCE ANALYSIS		
Source: A00001	Bulletin Board Posting-5/87	Term: 200443
Code	Description	Recr App Acc Reg
WZ	Bill Watson	1 0 0 0
	TOTAL	1 0 0 0
Source: AC0000	Adult/Continuing Ed	Term: 200443
Code	Description	Recr App Acc Reg
WZ	Bill Watson	1 0 0 0

30-MAR-2006 07:12:09 200440	BANNER University Recr/Enrl Analysis-Source/Recr	PAGE 2 SRRENRL
RECRUITER ANALYSIS		
A00001	Bulletin Board Posting-5/87	1 0 0 0
AC0000	Adult/Continuing Ed	1 0 0 0

30-MAR-2006 07:12:09 200440	BANNER University Recr/Enrl Analysis-Source/Recr	PAGE 3 SRRENRL
* * * REPORT CONTROL INFORMATION - SRRENRL - Release 7.3 * * *		
RPTNAME: SRRENRL		
FROM TERM: 200440		
TO TERM: 200443		
Source Code(s).....: All Sources Used		
Recruiter Code(s)....: All Recruiters Used		
Print All Source Code(s): N		
RECORD COUNT: 4		

## Recruits Never Applied to Inst. Report (SRRINQR)

**Description** This report produces a list of recruits who have no admission records with a term that is greater than or equal to the recruit term specified in the Term parameter for the following conditions: where the level of the admissions application is the same as the level of the recruiting record, the primary curriculum degree, and major of the application, or the secondary curriculum degree and the major of the application are the same as the degree and the major of the recruiting term. If multiple recruiting records exist for a person within the same term, each recruiting record is individually compared to each admissions application that may exist for terms greater than or equal to the recruiting term. If any match is found based on the criteria described, the recruit will be selected.

This report is also used to delete recruiting records and high school, prior college, and prior test information. In addition, if the Delete Indicator parameter is selected, communication plans, sources, outside interests, cohorts, mail, and comments associated with the recruit will be deleted.

If the Print Indicator parameter is selected, the report output will include a listing of the recruits selected. If the Delete Indicator parameter is selected, the report output will contain only the report control information indicating the total number of recruiting records deleted.

Parameters	Name	Required?	Description	Values
	Term Code	Yes	Enter the term code representing the recruiting term for which you wish to run the report.	Term Code Validation Form (STVTERM)
	Delete High School Info (Y/N)	Yes	Enter <i>Y</i> to delete high school information; enter <i>N</i> to save high school information.	Y Delete high school information N Save high school information
	Delete Prior College Info (Y/N)	Yes	Enter <i>Y</i> to delete prior college information; enter <i>N</i> to save prior college information.	Y Delete prior college information N Save prior college information
	Delete Prior Test Info (Y/N)	Yes	Enter <i>Y</i> to delete prior test information; enter <i>N</i> to save prior test information.	Y Delete prior test information N Save prior test information
	(P)rint/(D)elete Indicator	Yes	Enter <i>P</i> to print the list of recruits without admission records. Enter <i>D</i> to delete the existing records.	P Print recruits without admission records D Delete existing records



<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	Contact Code	No	Enter the contact code(s) to be processed.	Contact Type Code Validation Form (STVCTYP)
	Source Code	No	Enter the source/background institution code(s) to be processed.	Source/Background Institution Code Validation Form (STVSBGI)
	Level Code	No	Enter the level code to be processed.	Level Code Validation Form (STVLEVL)
	Campus Code	No	Enter the campus code to be processed.	Campus Code Validation Form (STVCAMP)
	College Code	No	Enter the college code to be processed.	College Code Validation Form (STV_COLL)
	Degree Code	No	Enter the degree code to be processed.	Degree Code Validation Form (STVDEGC)
	Program Code	No	Enter the program code to be processed.	Program Definition Rules Form (SMAPRLE)
	Major Code	No	Enter the major code to be processed.	Major, Minor, Concentration Code Validation Form (STVMAJR)

## Report Sample—Recruits Never Applied to Inst. Report (SRRINQR)

28-APR-2000 10:31:21 199810	Banner University Recruits Never Applied To Inst	PAGE 1 SRRINQR			
Term: 199810					
Recruit ID	Recruit Name	Recruiter	Level	Degree	Major
212645368	Smythe, Sybil Catherine	Unassigned	UG	BA	ANTH
@00000636	Harrison, Lorna	Cheryl James	UG	BA	ANTH
@00002015	Smithers, Marilyn L		UG	BA	ANTH
@00002016	McDonald, Jake K		UG	BA	ANTH
@00002021	Randle, Molly M		UG	BA	ANTH
227863773	Cook, Nancy E		UG	BA	ANTH
@00002025	Faruqui, Saima N		UG	BA	ANTH
111443333	MacDougal, John M		UG	BA	ANTH

28-APR-2000 10:31:21 199810	Banner University Recruits Never Applied To Inst * * * REPORT CONTROL INFORMATION - SRRINQR - Release 4.3 * * *	PAGE 2 SRRINQR
RPTNAME: SRRINQR TERM: 199810 PRINT OR DELETE: P  RECORD COUNT: 8 DELETE HIGH SCHOOL INFORMATION: N DELETE PRIOR COLLEGE INFORMATION: N DELETE TEST INFORMATION: N CONTACT: SOURCE: LEVEL: UG CAMPUS: M COLLEGE: AS DEGREE: BA PROGRAM: MAJOR CODE: ANTH		

## Communication Plan Processing Report (SORCPLN)

**Description** This report is used to show a person's movement from an old communication plan to a new communication plan. Old plans may be inactivated or deleted, and old materials associated with plans may be deleted or saved.



**Note**

Please refer to the Communication Plan Processing information in the “Recruiting Procedures” section of this chapter for further detail on the use of this process. ■

Parameters	Name	Required?	Description	Values
	Sort Option	Yes	Enter the sort option for name (N) or ID (I).	N Name I ID
	Inactivate Old Communication Plans	Yes	Enter <i>I</i> to inactivate any old communication plans or <i>D</i> to delete old communication plans.	I Inactivate D Delete
	Delete Materials	Yes	Enter <i>Y</i> to delete materials associated with old communication plans. Enter <i>N</i> to save materials associated with old communication plans.	Y Delete old materials N Save old materials

### Report Sample—Communication Plan Processing Report (SORCPLN)

09-MAR-2006 19:16:13		BANNER University Communication Plan Processing							PAGE 1 SORCPLN	
ID	Name	Act	Typ	Term	Seq	Old Plan ADMT Plans	Material Deleted	New Plan	Material Generated	Message
A00048381	Connors, Bart M	3	S							No new plan for curr
A00048381	Connors, Bart M	4	S							No new materials genrtd

09-MAR-2006 19:16:13

BANNER University  
Communication Plan Processing

PAGE 2  
SORCPLN

\* \* \* REPORT CONTROL INFORMATION - SORCPLN - Release 7.3 \* \* \*

RPTNAME: SORCPLN  
Sort Option - Name, ID: N  
Old Plans: Inactivate or Delete: I  
Delete Material: N

RECORD COUNT: 2

## Electronic Prospect Load (SRTLOAD)

**Description** This process loads data from a search input file (for example, College Guide/SSS, PCU, or Peterson) or a test score report file (for example, SAT, ACT, GRE, or AMCAS), to the following temporary tables:

- SRTIDEN
- SRTPERS
- SRTTELE
- SRTADDR
- SRTTEST
- SRTPREL
- SRTHSCH
- SRTPCOL
- SRTEMAL
- SRTGPAT
- SRTCRESS
- SRTSUPL
- SRTDEGR
- SRTMAJR
- SRTTSPC

The data in these tables is available using the Search Tape View (SRVPREL) or SRAPREL. Detail is also available when accessing these loaded records on SRIPREL using the Detail [SRAPREL] item in the Options Menu. The SRTLOAD process also creates an audit report detailing the status of each record on the input file.

This process can be used to load positional files (SAT, GRE, etc.) and delimited files (AMCAS). It reads delimited input files based on whether rules for file delimiters or delimiters and markers exist in the SORDLIM table for a given tape code. The process will either look for the fields by position or by sequence number as defined on SRATPF in the SRRTPFD\_START\_POS field. The process refers to the STVTESS\_TESS\_CODE\_DATE\_ORIGIN field for test codes.

## Report Setup and SOTCNVT Rules

You should do the following in preparation for running SRTLOAD:

- If the input file is delimited, set up the delimiter (and optionally the marker) on SORDLIM for the tape code being used.
- Set up the corresponding interface (INFC) code and tape code values on STVPREL.
- Assign the appropriate matching source code to the interface code on STVINFC.
- Set up rules on SOTCNVT for the conversion of the tape values to the Banner validation table values.

The codes listed below are compared to SOTCNVT for conversion to Banner values and for default values.

If the code on the tape is blank, an asterisk ( \* ) value is matched against SOTCNVT. If the tape value is not blank, the incoming value is matched against SOTCNVT. If there is no available conversion for the tape value or the tape value is not valid on the Banner validation table, the literal DEFAULT is matched against SOTCNVT. If the literal DEFAULT is not available, then an error message is printed on the report.

On SOTCNVT, the following tables are validated:

- NATN
- CITZ
- STAT
- INTS
- INTP (PSAT only)
- ETHN
- ETHR (AMCAS only)
- DEGC
- DEGA (AMCAS only)
- MAJR
- MAJP (PSAT only)

- RELG
- CNTY
- TADM
- TERM
- DEPT
- VTYP
- EDLV
- EGOL
- ADMT (AMCAS only)
- TEAC (AMCAS only)
- TEFR (AMCAS only)
- SBGI (college code conversions)
- SBGH (high school code conversions)
- HGPA (SAT only)
- CAMP
- ESEL
- GNDR
- TESC
- TSPT

The exceptions for determining conversions and default values are for the major code, interest code, term code, level code, campus code, contact type code, source code, address type code, email type code, and telephone code. SRTLOAD will appropriately analyze the high school or prior college graduation date on the incoming file against rules on SOTCNVT to determine the term code, or it will use the term code entered in the SRTLOAD Term Code parameter.

If there is no match, the value from the Term Code parameter is used. The level code, address type code, telephone type code, and email code that is inserted will always be from the input parameter value. If no source code or contact type code are entered in the input parameters, the value from STVINFC for the interface will be used. In addition, the test score source inserted on test scores will be the one created on STVINFC.

The fields INTS and MAJR can have multiple values in multiple fields for some types of tape loads. The asterisk ( \* ) and DEFAULT functionality will only work on the first match attempt for the field MAJR(MAJR1). If there are values in fields MAJR2, MAJR3, or MAJR4, the process will attempt to match the values against the SOTCNVT crosswalk and the values in STVMAJR. If no match is found for these values, the output report will display an error indicating the field and the error. INTS will not use the asterisk ( \* ) or the DEFAULT functionality due to the possibility of many records existing on the incoming data file.

High school codes can be converted using the SBGH validation on SOTCNVT. If there is no high school conversion on SOTCNVT, the STVSBGI code will be used if there is a match. Non-high school codes cannot be entered using the SBGH validation on SOTCNVT. Colleges codes can be converted on SOTCNVT with SBGI validation, and if a code exists in STVSBGI, that code will be loaded.

The default values on SRAPRED are used when there are no SOTCNVT values *and* if the corresponding parameter on SRTLOAD is blank. When there are no SOTCNVT values and if the corresponding parameter on SRTLOAD is blank, SRTLOAD will first use the data that exists on the incoming tape for such fields as Term, Major, etc. If no value exists on the file, and the value does not convert on SOTCNVT, then SRTLOAD will use the data in the parameter. If no value exists in the parameter, SRTLOAD will use the value on SRAPRED. The Test Source will default in from STVINFC. The Tape Source and Contact Type fields will be populated from STVINFC, if there are no corresponding SRTLOAD parameter values. If no values exist on STVINFC, the values will default from SRAPRED where appropriate.

## Loading Data to Banner

When data is loaded to Banner, the load hierarchy is as follows:

1. Values from SOTCNVT, if they exist.
2. Values from the SRTLOAD parameters, if they have been entered.
3. Values from STVINFC (contact type and/or source code), if they exist, and if valid parameter values do not exist on SRTLOAD.



4. Values from SRAPRED, if they exist.



**Note**

For AMCAS, the student type will always need to be updated on SRAPRED for the level for which you are running SRTLOAD, so the required Student Type value is loaded for the applicant. ■

When matching nation codes, if no code exists on the tape and a nation description is provided, the nation description will be compared against the nation description in STVNATN. If there is an exact match, the nation code will be updated in the SRTNATN temporary table and can be loaded to Banner.

For example, when no SOTCNVT rules exist for STVNATN and the nation description is provided on the tape:

- Nation *Singapore* on tape will be translated and update SRTADDR\_NATN\_CODE = 133 when STVNATN code 133 = *Singapore*.
- Nation *Mexico* on tape will be translated and update SRTADDR\_NATN\_CODE = 99 when STVNATN code 99 = *Mexico*.
- Nation *Albania* on tape will be translated and update SRTADDR\_NATN\_CODE = 2 when STVNATN code 2 = *Albania*.
- However, *Bahamas* on tape would not be translated, as STVNATN code 10 = *The Bahamas*.



**Note**

The nation code will be loaded to Street Line 3, and there will be associated API errors because of the nation and the state. The record would need to be resolved manually on GOAMTCH prior to loading. ■

SRTLOAD will provide the following messaging based on the above examples:

Data Item	Nation Code	Message
NATN	99	<i>Nation found from description</i>
NATN	2	<i>Nation found from description</i>
NATN	133	<i>Nation found from description</i>
NATN	BAHAMAS	<i>Not In SOTCNVT, STVNATN</i>

## PCU Prior College Degree Tracking

SRTLOAD will update the prior college for the *UNKNOWNPCOL* rule on SAAERUL, when a current college name exists on the incoming file. If the *UNKNOWNPCOL* rule does not exist, no prior college will be loaded to the temporary table. No attempt will be made to convert the incoming PCU Current College Name field. (This field is a free format field from the PCU.) The field value may be selected from a pick list provided by the PCU or may be manually entered by the recruit or prospect.

Due to the variety of data entry options (selecting a college name or manually entering the data), no attempt will be made to compare the incoming PCU Current College Name value against the description in STVSGBI to avoid corrupt, incorrect, or incomplete data. Data can be corrupt, incorrect, or incomplete due to: the absence of an incoming college code to be used for conversion to Banner, the PCU value length of 100 characters (in contrast to the 30 character description length on STVSBGI), as well as potential misspellings, abbreviations, and formatting and data inconsistencies related to manual entry.

Use the PCU Prior College Degree Code parameter for prior college degree tracking. You can enter the degree code that will be applied to the prior college record for PCU processing. The parameter is validated against the Degree Code Validation Form (STVDEGC).

The PCU file provides a prior college GPA, but it does not provide a degree code. If the prior college GPA exists, it cannot be loaded without an associated degree and/or degree sequence number. The degree GPA also requires the existence of the *UNKNOWNPCOL* rule on SAAERUL. The PCU Prior College Degree Code parameter will provide a degree code that is loaded to the SRTDEGR/SORDEGR tables when a prior college GPA and an incoming current college name exist. When the degree from the parameter and the GPA are loaded, the degree will not be flagged as primary, since the PCU does not provide that information in the file. The degree will not be loaded without an existing GPA.



### Note

No college or degree information will be loaded without an *UNKNOWNPCOL* rule in SAAERUL. If it is preferred no PCU college, degree, or GPA data be loaded to Banner, this rule may be removed from SAAERUL. ■

## PCU Processing and Output

SRTLOAD will perform the following during PCU processing:

- It will load the student type value to the SRTPREL\_STYP field in Banner.

- It will load the incoming high school GPA to the `SRTHSCH_GPA` field in Banner. A high school code must exist for conversion or default, or the incoming high school GPA will not be loaded.
- It will load the incoming prior college GPA to the `SRTPCOL_GPA_TRANSFERRED` field in Banner. The prior college GPA will not be loaded unless the `UNKNOWNPCOL` rule has been set up on `SAAERUL`, and the PCU degree has been entered in the PCU Prior College Degree Code parameter in `SRTLOAD`.

Prior to the optional Summary Report in the `SRTLOAD` output, a list of ID numbers is printed from the incoming PCU file for records with the student type of *O*. (Please note that you may have chosen a different student type for these records on `SOTCNVT`.) This list of IDs can be used to review the records on `SRIPREL`. The records with a student type of *O*, as well as any other records, can then be loaded manually or processed using `SRRSRIN` and/or `SRRPREL`.

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	Data File Name	Yes	Enter the path and file name containing the search tape records or test score tape records to be loaded (for example, <code>/tmp/search.data</code> ).	
	Electronic Prospect Code	Yes	Enter the electronic prospect code to be used in the load.	Electronic Prospect Validation Form (STVPREL)
	Tape ID	No	Enter the additional ID of the tape, which is useful if multiple tapes are being loaded for the same electronic prospect code.	
	AMCAS School Number	No	Enter the AMCAS school code to be processed in the load.  This parameter is optional for all incoming AMCAS files. If there are multiple school numbers on the incoming file, the parameter will sort the data by the school number entered and only process those records. If this parameter is left NULL, then all records on the file will be processed.	

Parameters	Name	Required?	Description	Values
	SSN or Generated ID	Yes	<p>Enter <i>S</i> to use the SSN from the data file or <i>G</i> to always generate a new ID.</p> <p><b>Note:</b> If the ID is generated or the incoming data is all zeros (as is the case with some ACT records), the process will display <i>GEN</i> in the ID field on the output report when the report is executed in audit mode. The actual generated IDs will display on the output report when the report is executed in update mode.</p>	<p><i>S</i> Use SSN from data file</p> <p><i>G</i> Generate a new ID</p>
	Term Code	No	Enter the term code that will be used if a term code cannot be determined from the high school graduation date on the search or test score tape and the SOTCNVT conversion rules, or if no term has been entered on SRAPRED.	Term Code Validation Form (STVTERM)
	Level Code	Yes	Enter the level code that will go on the prospect's recruit record.	Level Code Validation Form (STVLEVL)
	Campus Code	No	Enter the campus code that will go on the prospect's recruit record.	Campus Code Validation Form (STVCAMP)
	AMCAS Degree Code	No	<p>Enter the degree code for the prospect record.</p> <p>This parameter is optional for all tapes except AMCAS. AMCAS requires the degree code for the application.</p> <p>AMCAS applications will not have a degree code if: this parameter is not entered, the incoming AMCAS APPL_TYPE does not have a corresponding conversion on SOTCNVT for validation table name <i>DEGA</i>, or a degree has been entered for the level code on SRAPRED for which SRTLOAD is run.</p>	Degree Code Validation Form (STVDEGC)

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	AMCAS Major Code	No	<p>Enter the major code for the prospect/application record.</p> <p>This parameter is optional for all tapes except AMCAS. AMCAS requires the major code for the application when SRTLOAD is run for the electronic prospect code <i>AMCS</i>.</p> <p>If no AMCAS major code is entered for this parameter, you must have a major code listed on SRAPRED for the level code for which you are running SRTLOAD. SRTLOAD will indicate a missing major for AMCAS on the log file, and the process will terminate if no AMCAS major is found on SRTLOAD or SRAPRED.</p>	Major, Minor, Concentration Code Validation Form (STVMAJR)
	Department Code	No	<p>Enter the department code for the prospect record.</p> <p>AMCAS files do not provide for a department code. You can establish the department code for AMCAS applicants using this parameter or entering a department code value on SRAPRED for the level for which you are running SRTLOAD.</p> <p>If department code is required for curriculum processing at your institution, the department code is needed for the application to be processed correctly whether it is updated via the SRTLOAD parameter or using SRAPRED.</p>	Department Code Validation Form (STVDEPT)
	Contact Code	No	Enter the contact code that will go on the prospect's recruit record.	Contact Type Code Validation Form (STVCTYP)
	Source Code	No	Enter the source/background institution code that will go on the prospect's recruit record.	Source/Background Institution Code Validation Form (STVSBGI)

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	Address Type Code	Yes	Enter the address type code for the prospect's address to be used. If no value is entered, <i>MA</i> is the default.	Address Type Code Validation Form (STVATYP)
	Address Source Code	Yes	Enter the address source code for the prospect's recruit record.	Address Source Validation Form (STVASRC)
	Telephone Type Code	No	<p>Enter the default telephone type code for the prospect's recruit record. For all tape loads, this code <i>must</i> be preceded by an occurrence number.</p> <p>When the Telephone Type parameter is NULL, the telephone type that is loaded with the telephone number should be the telephone type that is associated with the address type on STVATYP.</p> <p>When the Telephone Type parameter is NULL, and no corresponding STVATYP value exists for the telephone type, the telephone type that is loaded should match the address type code, as long as it is also a valid STVTELE code.</p> <p>If none of the above is true, then the default telephone type is <i>MA</i>.</p>	Telephone Type Validation Form (STVTELE)
	Email Type Code	No	Enter the email type code for the prospect's email.	E-mail Address Type Validation Form (GTVEMAL)
	Print Test Scores	Yes	Enter <i>Y</i> to print test scores on the report while processing test score records. Enter <i>N</i> to suppress printing test scores.	<p>Y Print test scores</p> <p>N Do not print test scores</p>
	Default Test Month	No	Enter the default month for the test. Valid values are 01 - 12.	

Parameters	Name	Required?	Description	Values
	Print County Code Errs (AMCAS)	Yes	<p>Enter <i>Y</i> to print validation errors for the county for AMCAS processing or <i>N</i> to not print validation errors. The default is <i>Y</i>.</p> <p>This option is provided since many county codes exist that do not validate and could needlessly create a long report with many redundant errors.</p> <p>This parameter is optional for all tapes except AMCAS.</p>	<p><i>Y</i> Print validation errors</p> <p><i>N</i> Do not print validation errors</p>
	Print Validation Summary	Yes	<p>Enter <i>Y</i> to print the validation summary or <i>N</i> to not print the validation summary. The default is <i>Y</i>.</p> <p>SRTLOAD checks for non-validated codes for each pidm/ID and prints a summary by validation table/code at the end of the report for more efficient viewing and correction of errors. This summary prevents the need to search through each ID and view duplicate errors.</p> <p>SRTLOAD should first be run in Audit Mode so that reported validation errors can be reviewed. When the errors are resolved, SRTLOAD should be re-run in Audit Mode to be sure all validation errors have been resolved, prior to running the report in Update Mode.</p>	<p><i>Y</i> Print validation summary</p> <p><i>N</i> Do not print validation summary</p>
	Run Mode	Yes	<p>Enter <i>U</i> to update the database or <i>A</i> to run an audit report.</p> <p><b>Note:</b> Run the process in Audit Mode to determine which values are missing from Banner (for example, high school codes, major codes). If these values are not created in Banner and converted using SOTCNVT where appropriate, the value will not be loaded into Banner.</p>	<p><i>U</i> Update the database</p> <p><i>A</i> Produce audit report</p>

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	Effective Date (AMCAS)	No	Enter the effective date for which AMCAS records should be loaded. Records having a date that is greater than or equal to this date will be loaded.	
	PCU Prior College Degree Code	No	Enter the degree code to be applied to the prior college record for PCU processing.	Degree Code Validation Form (STVDEGC)



## Report Sample—Electronic Prospect Load (SRTLLOAD)

*This sample shows the AMCAS output.*

11-JUL-2007 08:46:31		BANNER University Electronic Prospect Load						Page: 1 SRTLLOAD	
ID	NAME	SBGI	GRD YR	STREET	CITY	ST	ZIP/CNTRY	BIRTH DATE	
P00283183	Klough, Gerald	1301	1992	250 M St, NW	Rockville	MI	21137	09/13/47	
	TEST CODE	TEST DATE	SCORE						
	MBS	01-APR-1991	12						
	MBS	01-APR-2004	12						
	MPS	01-APR-1991	12						
	MPS	01-APR-2004	12						
	MVR	01-APR-1991	09						
	MVR	01-APR-2004	09						
	MWS	01-APR-1991	Q						
	MWS	01-APR-2004	Q						
P00283184	Agent, Ben	1301	1992	250 M St, NW	Rockville	MI	21137	11/24/46	
	TEST CODE	TEST DATE	SCORE						
	MBS	01-JUN-1989	12						
	MPS	01-JUN-1989	12						
	MVR	01-JUN-1989	09						
	MWS	01-JUN-1989	Q						
P00283185	Parsad, Santa	5875	1997	622 Vonda View Blvd.	Franklin	KY	42134	09/17/75	
	TEST CODE	TEST DATE	SCORE						
	MBS	01-APR-2006	10						
	MBS	01-APR-2003	08						
	MPS	01-APR-2006	06						
	MPS	01-APR-2003	07						
	MVR	01-APR-2006	12						
	MVR	01-APR-2003	11						
	MWS	01-APR-2006	P						
	MWS	01-APR-2003	P						
P00283186	Vanjoy, Dave	1057	1997	9641 Waterford Pl. Apt.	Loveland	OH	45140	08/12/75	
	CONV TABLE	TAPE VALUE							
	CNTY	073							ERROR
	CNTY	031							Not In SOTCNVT,STVCNTY
									Not In SOTCNVT,STVCNTY
	TEST CODE	TEST DATE	SCORE						
	MBS	01-AUG-2006	13						
	MBS	01-AUG-2003	10						
	MPS	01-AUG-2006	12						
	MPS	01-AUG-2003	10						
	MVR	01-AUG-2006	12						
	MVR	01-AUG-2003	12						
	MWS	01-AUG-2006	R						
	MWS	01-AUG-2003	R						
	SBGI	1057							PCOL Not In SOTCNVT,STVSBGI
	PCOL	UNKNPC							Default from SARERUL
P00283187	Atkins, Sam	11275	1998	8 Townwood Drive Unit 2	Richmond Hill	ON	L4E 4X9	11/19/73	

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BANNER University  
Electronic Prospect Load

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SRTLLOAD

ID	NAME	SBGI	GRD	YR	STREET	CITY	ST	ZIP/CNTRY	BIRTH DATE
P00283187	Atkins, Sam	11275	1998	8	Townwood Drive Unit 2	Richmond Hill	ON	L4E 4X9	11/19/73
		CONV TABLE							
		VTYP							
		TEST CODE							
		MBS							
		MPS							
		MVR							
		MWS							
		SBGI							
		PCOL							
P00283188	Versa, Angie	2953	2004	302	Columbus Avenue	Boston	MA	02116	06/17/81
		CONV TABLE							
		CNTY							
		TEST CODE							
		MBS							
		MPS							
		MVR							
		MWS							
P00283189	Munson, Matt	1301	1992	250	M St, NW	Rockville	MI	21137	09/12/41
P00283190	Jakes, Thomas	1301	1992	250	M St, NW	Rockville	MI	21137	10/13/62
P00283191	Gordon, Frank	1301	1992	250	M St, NW	Rockville	MI	21137	11/14/47

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BANNER University  
Electronic Prospect Load

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SRTLLOAD

\* \* \* REPORT SUMMARY INFORMATION - SRTLLOAD - Release 7.4 \* \* \*

RPTNAME:	TABLE	TAPE VALUE	ERROR	DESCRIPTION
SRTLLOAD	CNTY	073	Not In	SOTCNVT,STVCNTY
	CNTY	031	Not In	SOTCNVT,STVCNTY
	CNTY	025	Not In	SOTCNVT,STVCNTY
	SBGI	1057	PCOL Not In	SOTCNVT,STVSBGI
	SBGI	1080	PCOL Not In	SOTCNVT,STVSBGI
	VTYP	NO	Not In	SOTCNVT,STVVTYP

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BANNER University  
Electronic Prospect Load

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SRTLOAD

\* \* \* REPORT CONTROL INFORMATION - SRTLOAD - Release 7.4 \* \* \*

RPTNAME: SRTLOAD  
FILENAME : /export/home/lparrish/2008.dat  
PREL CODE : AMCS  
TAPE CODE : AMCS08 AMCAS 2008 Test Score File  
INFC CODE : AMCS  
TAPE ID : 2008  
AMCAS SCHOOL CODE:  
SSN,GENERATE ID : G  
TERM CODE : 200122 \* Value Input \*  
LEVEL CODE : GR  
CAMPUS CODE : M  
AMCAS DEGREE CODE : MD  
AMCAS MAJOR CODE : MED  
DEPARTMENT CODE : 2500  
CONTACT CODE : TAP  
SOURCE CODE : AMCAS  
ADDRESS TYPE : PO  
ADDRESS SOURCE : AAMC  
TELE TYPE : 1 PR  
EMAIL TYPE : HOME  
PRINT TESTS : Y  
DEFAULT MONTH : 05  
PRINT COUNTY ERRORS: Y  
PRINT ERROR SUMMARY: Y  
RUN MODE : U  
EFFECTIVE DATE :  
PCU PRIOR DEGREE CODE :

Number of Records Read from Tape: 9  
Total of Prospects Loaded : 9  
Total of PIDMs Matched : 0  
Total of Conversion Errors : 8

***This sample shows the Peterson's output.***

11-JUL-2007 08:35:23		BANNER University Electronic Prospect Load					Page: 1 SRTLOAD		
ID	NAME	SBG	GRD	YR	STREET	CITY	ST	ZIP/CNTRY	BIRTH DATE
P00283047	Oramas, Natasha	311011	2009	313	70th St	West New York	NJ	07093-2415	04/12/1991
P00283048	Pollard, Eric CONV TABLE HSCH	TAPE VALUE UNKNHS	2009	170	Tulip Ln	Notasulga	AL	36866-3328	01/14/1991
P00283049	Falk, Jacque	373390	2008	Rr 6	Box 995	Stilwell	OK	74960-8706	06/27/1990
P00283050	Daniels, Katherine CONV TABLE HSCH	TAPE VALUE UNKNHS	2009	994	18th Ave	Newark	NJ	07106-2622	03/20/1991
P00283051	Jones, Sheila	431463	2009	3813	Walsingham Cv	Memphis	TN	38128-1934	02/02/1991
P00283052	Roberts, Antoinette	343715	2008	775	Shady Grove Rd	Eden	NC	27288-7658	10/01/1990
P00283053	Francois, Kenny CONV TABLE HSCH	TAPE VALUE UNKNHS	2008	4425	18th Pl Sw	Naples	FL	34116-5919	08/21/1990
P00283054	Rodriguez, Paige	442199	2009	1021	Stanley St	El Paso	TX	79907-2332	04/30/1991
P00283055	Palomino, Cristina CONV TABLE HSCH	TAPE VALUE UNKNHS	2010	8347	Forrest Haven Ct	El Paso	TX	79907-4369	07/14/1992
P00283056	Fowler, Andre	393342	2009	2704	W Cheltenham Ave	Philadelphia	PA	19150-1312	10/04/1990
P00283057	Hernandez, Mayra CONV TABLE HSCH	TAPE VALUE UNKNHS	2009	2510	Lee St	Houston	TX	77026-6921	07/25/1991
P00283058	Floyd, Heather CONV TABLE INTS HSCH	TAPE VALUE DRM UNKNHS	2009	13	Stroll Ln	Elgin	SC	29045-8512	06/11/1991
P00283059	Long, Stephany CONV TABLE HSCH	TAPE VALUE UNKNHS	2008	5703	Bay Oaks Dr	Monroe	LA	71203-3205	01/11/1990
P00283060	Harris, Tajah CONV TABLE HSCH	TAPE VALUE UNKNHS	2009	6344	Crosswind Dr	Shreveport	LA	71119-8407	07/04/1991
P00283061	Lopez, Jeremy CONV TABLE HSCH	TAPE VALUE UNKNHS	2009	819	Bobwhite St	Fruitland	ID	83619-2714	03/15/1991
P00283062	Harris, David		2008	2807	Wildwood Dr	Jasper	AL	35501-3342	02/16/1990

ID	NAME	SBGI	GRD YR	STREET	CITY	ST	ZIP/CNTRY	BIRTH DATE
P00283062	Harris, David CONV TABLE HSCH	UNKNHS	2008	2807 Wildwood Dr	Jasper	AL	35501-3342	02/16/90
		TAPE VALUE UNKNHS			ERROR Default from SARERUL			
P00283063	Zadeh, Sarah CONV TABLE INTS	052590	2008	26024 Reed Way	Loma Linda	CA	92354-3889	04/10/1990
		TAPE VALUE DRM			ERROR Not In SOTCNVT,STVINTS			
P00283064	AKINTOMIDE, OLUWABUNMI CONV TABLE HSCH		2008	2849 EAGLEDALE DR	INDIANAPOLIS	IN	46222-4751	05/16/1991
		TAPE VALUE UNKNHS			ERROR Default from SARERUL			
P00283065	Patel, Shreeji	310342	2009	131 Alton St	Elizabeth	NJ	07202-1612	08/20/1991
P00283066	Daugherty, Johnathan CONV TABLE HSCH		2009	145 Greenbriar Cir	Mannford	OK	74044-9610	07/05/1990
		TAPE VALUE UNKNHS			ERROR Default from SARERUL			
P00283067	Cleveland, Desmond	111333	2009	Po Box 33	Marshallville	GA	31057-0033	03/25/1991
P00283068	Sparkling, Shelarice	232707	2009	1354 Francis Ave	Muskegon	MI	49442-4171	05/12/1991
P00283069	Mohan, Sheba CONV TABLE HSCH		2008	2817 Cresthaven Dr	Mesquite	TX	75149-3572	05/02/1990
		TAPE VALUE UNKNHS			ERROR Default from SARERUL			
P00283070	Lemus, Luis CONV TABLE HSCH		2009	519 E 3rd Ave	El Paso	TX	79901-2866	08/12/1991
		TAPE VALUE UNKNHS			ERROR Default from SARERUL			
P00283071	Baek, Hyeon Kyeong	052887	2009	6779 Beadnell Way, 121	San Diego	CA	92117-5153	03/27/1991
P00283072	Bell, Austin	162155	2009	4665 Dryden Ct	Iowa City	IA	52245-9262	10/29/1990
P00283073	Sandhu, Navneet	361329	2008	12691 Gordon St	N Royalton	OH	44133-3708	01/07/1990
P00283074	Ingram, Demario CONV TABLE HSCH		2008	2901 Gatewood Dr	Phenix City	AL	36870-2335	03/15/1990
		TAPE VALUE UNKNHS			ERROR Default from SARERUL			
P00283075	Sterling, Katya CONV TABLE INTS HSCH		2009	1003 Walker Ave, 904b	Elizabeth City	NC	27909-5001	12/07/1990
		TAPE VALUE DRM UNKNHS			ERROR Not In SOTCNVT,STVINTS Default from SARERUL			
P00283076	Ahmad, Farzan	052279	2008	1300 N Shaffer St, 33	Orange	CA	92867-3702	10/06/1990
P00283077	DiNardo, Dominique CONV TABLE HSCH		2009	114 Edgewood Ave	Yonkers	NY	10704-2324	09/18/1991
		TAPE VALUE UNKNHS			ERROR Default from SARERUL			

ID	NAME	SBGI	GRD YR	STREET	CITY	ST	ZIP/CNTRY	BIRTH DATE
P00283078	Ochoa, Oscar		2008	901 Harris Ave	Granger	WA	98932-9546	11/11/1989
	CONV TABLE HSCH	TAPE VALUE UNKNHS		ERROR Default from SARERUL				
P00283079	Ingram, Calvin	112038	2009	102 Summerfield Dr	Mcdonough	GA	30253-5302	11/27/1990
P00283080	Caram, Antonio		2009	1115 Lavender Cir	Fort Lauderdale	FL	33327-2437	01/31/1991
	CONV TABLE HSCH	TAPE VALUE UNKNHS		ERROR Default from SARERUL				
P00283081	Sekhon, Harsh		2009	13308 Mystic St	Whittier	CA	90605-2826	01/08/1991
	CONV TABLE INTS HSCH	TAPE VALUE DRM UNKNHS		ERROR Not In SOTCNVT,STVINTS Default from SARERUL				
P00283082	Abiye, Aden	441745	2009	5555 Amesbury Dr, Apt 71	Dallas	TX	75206-3050	08/31/1990
P00283083	Beaty, Rekente	011585	2010	6 Jenkins Apts	Lafayette	AL	36862-1943	07/29/1992
P00283084	Rico, Enrique	446365	2009	12302 Lone Shadow	Live Oak	TX	78233	07/27/1991
P00283085	Deng, Gary		2009	7221 Windy Peak Ct	Las Vegas	NV	89113-3089	05/09/1991
	CONV TABLE HSCH	TAPE VALUE UNKNHS		ERROR Default from SARERUL				
P00283086	Ugarte, Aidee		2009	Po Box 281	Eagle Pass	TX	78853-0281	05/29/1990
	CONV TABLE HSCH	TAPE VALUE UNKNHS		ERROR Default from SARERUL				
P00283087	Chea, Pengsean		2009	17576 Filbert St	Fontana	CA	92335-5980	01/08/1991
	CONV TABLE HSCH	TAPE VALUE UNKNHS		ERROR Default from SARERUL				
P00283088	Page, Dennis	333260	2008	521 S 11th Ave	Mount Vernon	NY	10550-4307	09/16/1990
P00283089	Bokhari, Maheen		2008	730 Coney Island Ave	Brooklyn	NY	11218-4333	03/09/1990
	CONV TABLE HSCH	TAPE VALUE UNKNHS		ERROR Default from SARERUL				
P00283090	Lakehal, Nadjib	101199	2008	12743 Sw 61st Ter	Miami	FL	33183-1331	07/02/1990
	CONV TABLE INTS	TAPE VALUE DRM		ERROR Not In SOTCNVT,STVINTS				
P00283091	Williams, Camille	230875	2009	6421 Wagner St	Detroit	MI	48210-1623	12/23/1990
	CONV TABLE INTS	TAPE VALUE DRM		ERROR Not In SOTCNVT,STVINTS				
P00283092	Walton, Brittney		2009	1319 Yows St	Borger	TX	79007-2521	10/21/1990
	CONV TABLE HSCH	TAPE VALUE UNKNHS		ERROR Default from SARERUL				

ID	NAME	SBGI	GRD YR	STREET	CITY	ST	ZIP/CNTRY	BIRTH DATE
P00283093	Montaque, Brittney CONV TABLE HSCH	TAPE VALUE UNKNHS	2008	7081 Nw 16th St, B415	Plantation	FL	33313-5241	04/11/1990
				ERROR Default from SARERUL				
P00283094	Siatu'u, Reina CONV TABLE HSCH	TAPE VALUE UNKNHS	2009	7435 Jacaranda Leaf St	Las Vegas	NV	89139-5651	08/28/1991
				ERROR Default from SARERUL				
P00283095	Williams, Tawnya CONV TABLE HSCH	TAPE VALUE UNKNHS	2008	427 E University Dr	Auburn	AL	36832-6847	09/06/1989
				ERROR Default from SARERUL				
P00283096	Daniels, Lenoris	112555	2008	Po Box 1041	Rochelle	GA	31079-1041	12/05/1989
P00283097	Moore, Dwayne CONV TABLE HSCH	TAPE VALUE UNKNHS	2008	100 Millennium Dr	Aberdeen	MS	39730-3707	04/21/1990
				ERROR Default from SARERUL				
P00283098	Gambrel, Sarah CONV TABLE INTS	TAPE VALUE DRM	2009	6605 Preston Rd	Red Springs	NC	28377-7619	12/15/1990
				ERROR Not In SOTCNVT,STVINTS				
P00283099	Brito, Janessa	101153	2009	15157 Sw 32nd Ln	Miami	FL	33185-3975	01/20/1991
P00283100	Moncada, Gabriela	191780	2008	Spartan Ln.	Kenner	LA	70065	08/23/1990
P00283101	Murphy, Sherquetta	343195	2009	158 Cedar Ct	Raeford	NC	28376-8694	03/02/1991
P00283102	Cassada, Caleb CONV TABLE INTS	TAPE VALUE DRM	2009	58 Massey Rd	Asheville	NC	28804-9614	04/26/1991
				ERROR Not In SOTCNVT,STVINTS				
P00283103	Dodson, Heather	442290	2008	4604 E Highway 34	Ennis	TX	75119-0065	03/27/1990
P00283104	Brown, Shawanda CONV TABLE HSCH	TAPE VALUE UNKNHS	2009	8625 American St	Detroit	MI	48204-3399	03/07/1991
				ERROR Default from SARERUL				
P00283105	Galindo, Jose CONV TABLE HSCH	TAPE VALUE UNKNHS	2008	517 Worthway Dr	Grand Prairie	TX	75051-1161	11/20/1989
				ERROR Default from SARERUL				
P00283106	Renteria, Marlene	050651	2008	921 S Oleander Ave	Compton	CA	90220-3725	11/09/1990
P00283107	Prado, Manuel CONV TABLE HSCH	TAPE VALUE UNKNHS	2009	928 Daffodil St	Los Banos	CA	93635-4556	07/28/1991
				ERROR Default from SARERUL				
P00283108	Carter, Whitney CONV TABLE	TAPE VALUE	2008	4814 Highway 104 E	Dyersburg	TN	38024-7719	12/15/1989
				ERROR				

ID	NAME	SBGI	GRD	YR	STREET	CITY	ST	ZIP/CNTRY	BIRTH DATE
P00283108	Carter, Whitney INTS	430610	2008	4814 Highway 104 E Not In	Dyersburg SOTCNVT,STVINTS	TN	38024-7719	12/15/89	
P00283109	Swies, Arielle	100521	2009	5996 Nw Theda Ln	Port Saint Lucie	FL	34983-3307	01/29/1991	
P00283110	Taylor, Deirdre CONV TABLE HSCH	TAPE VALUE UNKNHS	2008	9148 Shadow Oaks Ln	Olive Branch ERROR Default from SARERUL	MS	38654-3065	11/28/1989	
P00283111	Ray, Jarod	370180	2009	7930 Dickson Rd	Ardmore	OK	73401-7859	12/25/1990	
P00283112	Acosta, Zenon CONV TABLE HSCH	TAPE VALUE UNKNHS	2008	Po Box 827	Sonora ERROR Default from SARERUL	TX	76950-0827	11/23/1989	
P00283113	Warbington, Colby CONV TABLE INTS HSCH	TAPE VALUE DRM UNKNHS	2009	7665 Monroe Ave, 55	Kansas City ERROR Not In SOTCNVT,STVINTS Default from SARERUL	MO	64132-2089	04/14/1991	
P00283114	Tran, Thinh	442510	2008	6101 Maurie Ct	Fort Worth	TX	76148-3837	04/08/1990	
P00283115	Henderson, Marla CONV TABLE INTS	TAPE VALUE DRM	2008	435 El Portal Ct	Merced ERROR Not In SOTCNVT,STVINTS	CA	95348-2834	03/11/1990	
P00283116	Hung, Tsung CONV TABLE HSCH	TAPE VALUE UNKNHS	2009	8703 Loop 540	Beasley ERROR Default from SARERUL	TX	77417-9505	06/16/1991	
P00283117	Williams, Clarissa	250105	2008	Po Box 51	Bassfield	MS	39421-0051	01/12/1990	
P00283118	Nunez, Noemi	051885	2008	2659 Fernwood Ave	Lynwood	CA	90262-1746	11/15/1990	
P00283119	Hoffman, Faith CONV TABLE HSCH	TAPE VALUE UNKNHS	2008	194 Apple Dr	Cresson ERROR Default from SARERUL	PA	16630-1655	08/01/1990	
P00283120	Mcdaniel, Brittany CONV TABLE HSCH	TAPE VALUE UNKNHS	2008	511 James Street	Tallassee ERROR Default from SARERUL	AL	36078	11/07/1989	
P00283121	Jarrell, Madison CONV TABLE INTS HSCH	TAPE VALUE DRM UNKNHS	2008	1492 Saint Annes Ct	Concord ERROR Not In SOTCNVT,STVINTS Default from SARERUL	NC	28027-9721	10/03/1990	
P00283122	Lui, Nicollette	330710	2008	67 73rd St	Brooklyn	NY	11209-1903	09/07/1990	
P00283123	Blankenship, Kayla		2008	Po Box 243	Rosedale	VA	24280-0243	02/05/1990	



ID	NAME	SBGI	GRD YR	STREET	CITY	ST	ZIP/CNTRY	BIRTH DATE
P00283123	Blankenship, Kayla CONV TABLE HSCH	UNKNHS	2008	Po Box 243	Rosedale	VA	24280-0243	02/05/90
		TAPE VALUE UNKNHS			ERROR Default from SARERUL			
P00283124	Quinitchett, Andre'	331820	2008	851 E Market Street	Elmira	NY	14901-3312	04/30/1990
P00283125	Alonzo, Heather	192680	2008	325 Albany Ave	Shreveport	LA	71105-2001	03/14/1989
P00283126	Gomez, Jessica CONV TABLE HSCH	UNKNHS	2009	10415 Woodhue St	Whittier	CA	90606-2938	10/10/1991
		TAPE VALUE UNKNHS			ERROR Default from SARERUL			
P00283127	Worthy, Bronson	432430	2009	4037 Orleans Rd	Memphis	TN	38116-5421	01/08/1991
P00283128	Kwak, Angela CONV TABLE HSCH	UNKNHS	2008	205 S.Main Street SPLHS	Concordia	MO	64020	06/27/1989
		TAPE VALUE UNKNHS			ERROR Default from SARERUL			
P00283129	Guerrero, Gabrielle CONV TABLE HSCH	UNKNHS	2009	91-218 Pihapono Pl	Ewa Beach	HI	96706-5128	04/01/1991
		TAPE VALUE UNKNHS			ERROR Default from SARERUL			
P00283130	Garcia, Angie	310612	2008	161 Congress St, 1r	Jersey City	NJ	07307-2609	05/28/1990
P00283131	Estrada, Alexis CONV TABLE HSCH	UNKNHS	2009	1501 Tiverton Ave	Sacramento	CA	95822	10/20/1991
		TAPE VALUE UNKNHS			ERROR Default from SARERUL			
P00283132	Tengco, Alyssa Angelica CONV TABLE HSCH	UNKNHS	2009	30905 Avenida Juarez	Cathedral City	CA	92234-2914	04/18/1991
		TAPE VALUE UNKNHS			ERROR Default from SARERUL			
P00283133	Little, Kristopher	042040	2008	2508 James St	White Hall	AR	71602-3708	06/21/1990
P00283134	Lewis, Alexandra CONV TABLE HSCH	UNKNHS	2008	125 Lincoln Street Ext	Waverly	NY	14892-9747	04/27/1990
		TAPE VALUE UNKNHS			ERROR Default from SARERUL			
P00283135	Bernal, Norma CONV TABLE HSCH	UNKNHS	2009	520 W 112th St	Los Angeles	CA	90044-4204	05/19/1991
		TAPE VALUE UNKNHS			ERROR Default from SARERUL			
P00283136	Acuna, Angela	050115	2008	1016 Rotherham Dr	Antioch	CA	94509-4736	09/24/1990
P00283137	King, Alicia	393650	2008	1407 Brownsville Rd	Pittsburgh	PA	15210-3605	03/05/1990
P00283138	Shelton, Sarah CONV TABLE INTS	470450	2008	312 Rosebud Rd	Chatham	VA	24531-4765	05/11/1990
		TAPE VALUE DRM			ERROR Not In SOTCNVT,STVINTS			
P00283139	Sheikh, Haseeb	335403	2008	204 Nome Ave	Staten Island	NY	10314-6025	06/02/1990

ID	NAME	SBGI	GRD YR	STREET	CITY	ST	ZIP/CNTRY	BIRTH DATE
P00283140	Reyes, Ilse CONV TABLE HSCH	TAPE VALUE UNKNHS	2008	2625 Summit View St ERROR Default from SARERUL	Grand Prairie	TX	75050-4363	07/28/1990
P00283141	Charlemagne, Carmen CONV TABLE HSCH	TAPE VALUE UNKNHS	2009	7905 Madeira St ERROR Default from SARERUL	Hollywood	FL	33023-4521	08/27/1991
P00283142	Gudehithlu, Sheila CONV TABLE HSCH	TAPE VALUE UNKNHS	2008	1935 N Saute Ave ERROR Default from SARERUL	chicago	IL	60707	02/11/1990
P00283143	Ihara, Grecia CONV TABLE INTS	TAPE VALUE DRM	110146 2008	14 Beaudin St, D ERROR Not In SOTCNVT,STVINTS	Fort Benning	GA	31905-2185	03/07/1990
P00283144	Travis, Nissian	140880	2008	6228 S Park Shore E	Chicago	IL	60637	11/04/1989
P00283145	Pratte, Natalie CONV TABLE HSCH	TAPE VALUE UNKNHS	2008	140 William Penn Way ERROR Default from SARERUL	New Brighton	PA	15066-3334	08/28/1990
P00283146	Daniels, Kaila	120180	2008	Po Box 630732	Lanai City	HI	96763-0732	09/20/1990
P00283147	Peake, Jennifer	391645	2008	7740 Appalachian Trl E	Harrisburg	PA	17112-9407	07/06/1990
P00283148	Jedlicka, Meredith	111734	2008	236 Westwood Dr Nw	Marietta	GA	30064-1770	04/02/1990
P00283149	Smith, Jasmine	010775	2009	90 Grace Dr	Courtland	AL	35618-3401	12/31/1990
P00283150	Hawkins, Jonathan CONV TABLE INTS	TAPE VALUE DRM	491060 2008	2520 Valley Dr ERROR Not In SOTCNVT,STVINTS	Pt Pleasant	WV	25550-2031	05/20/1990
P00283151	Vargas, Fabiola	470797	2008	6001 Arlington Blvd, 320	Falls Church	VA	22044-2706	09/26/1989
P00283152	Morgan, Janeen CONV TABLE INTS HSCH	TAPE VALUE DRM UNKNHS	2008	1415 A Brown Ave ERROR Not In SOTCNVT,STVINTS Default from SARERUL	Evanston	IL	60201-3901	12/03/1989
P00283153	Martinez, Elizandra CONV TABLE HSCH	TAPE VALUE UNKNHS	2008	Po Box 1623 ERROR Default from SARERUL	Olathe	CO	81425-0280	11/27/1989
P00283154	Gore, Richard CONV TABLE HSCH	TAPE VALUE UNKNHS	2008	2761b Pilgram Rd ERROR Default from SARERUL	Chester	SC	29706-6468	06/07/1990
P00283155	Padilla, Andrea		2009	384 San Diego Ave, C	El Centro	CA	92243-1522	08/07/1991

ID	NAME	SBGI	GRD YR	STREET	CITY	ST	ZIP/CNTRY	BIRTH DATE
P00283155	Padilla, Andrea CONV TABLE HSCH	UNKNHS TAPE VALUE UNKNHS	2009	384 San Diego Ave, C	El Centro	CA	92243-1522	08/07/91
P00283156	Orozco, Gabrielle CONV TABLE HSCH	TAPE VALUE UNKNHS	2009	1124 Sweetwater Dr	Burleson	TX	76028-6196	12/30/1990
P00283157	Scruggs, Ashley CONV TABLE INTS	341803 TAPE VALUE DRM	2008	294 Burnside Trl	Hendersonville	NC	28792-7544	11/16/1989
P00283158	Moss, Brad CONV TABLE HSCH	TAPE VALUE UNKNHS	2008	2419 Carina Ter Nw	Acworth	GA	30101-3450	10/10/1989
P00283159	Gosey, Hedalina CONV TABLE HSCH	TAPE VALUE UNKNHS	2009	45 Gasaway Ln	Florien	LA	71429-4104	05/16/1991
P00283160	Frey, Megan CONV TABLE INTS	365574 TAPE VALUE DRM	2008	38415 North Ln, # D202	Willoughby	OH	44094-7439	09/17/1990
P00283161	Tamimi, Iman CONV TABLE HSCH	TAPE VALUE UNKNHS	2008	125 Wesley Clark Blvd	Madison	AL	35756-4030	11/06/1989
P00283162	McDonald, Sarah CONV TABLE INTS HSCH	TAPE VALUE DRM UNKNHS	2008	105 Shady Maple Dr	Clarksville	TN	37043-6235	10/31/1989
P00283163	Wilson, Curtis	180980	2008	20 Pritchardsville Rd	Glasgow	KY	42141-8222	04/05/1989
P00283164	Mcwaters, Auguste CONV TABLE HSCH	TAPE VALUE UNKNHS	2008	9754 Beach Rose Court	Las Vegas	NV	89148	09/27/1989
P00283165	Biederman, Alec CONV TABLE HSCH	TAPE VALUE UNKNHS	2008	450 Sears St	Bucyrus	OH	44820-1542	08/19/1990
P00283166	Jordan, Sasha-laine	361288	2008	Po Box 605363	Cleveland	OH	44105-0363	01/25/1990
P00283167	Abdo, Capri CONV TABLE HSCH	TAPE VALUE UNKNHS	2008	7005 Bayou Landing Dr	Ocean Springs	MS	39564-8040	12/19/1989
P00283168	Blackstock, Rebekah	431300	2008	1805 Oxford Dr	Maryville	TN	37803-6421	12/20/1989

ID	NAME	SBGI	GRD YR	STREET	CITY	ST	ZIP/CNTRY	BIRTH DATE
P00283169	Aiken, Stephanie CONV TABLE HSCH	TAPE VALUE UNKNHS	2008	113 Grand Teton Dr	Ocean Springs	MS	39564-5914	07/25/1990
				ERROR Default from SARERUL				
P00283170	Clark, Madison CONV TABLE INTS	011874 TAPE VALUE DRM	2008	7530 Pinnacle Point Ct	Montgomery	AL	36117-6944	02/04/1990
				ERROR Not In SOTCNVT,STVINTS				
P00283171	Newell, Kristin CONV TABLE HSCH	TAPE VALUE UNKNHS	2008	Po Box 49	Phil Campbell	AL	35581-0049	02/06/1990
				ERROR Default from SARERUL				
P00283172	Strobel, Kendra CONV TABLE INTS HSCH	TAPE VALUE DRM UNKNHS	2010	160 White Ave	Sharon	PA	16146-3054	07/10/1992
				ERROR Not In SOTCNVT,STVINTS Default from SARERUL				
P00283173	Phipps, Shawnee	180793	2008	3192 Knoxville Gardnersv	De Mossville	KY	41033-8926	02/19/1990
P00283174	Weaver, Chris	101494	2008	9457 E River Dr	Navarre	FL	32566-2516	09/21/1989
P00283175	Ensminger, Steven CONV TABLE INTS	431587 TAPE VALUE DRM	2008	4580 Majestic Magnolia L	Morristown	TN	37814-1593	09/22/1990
				ERROR Not In SOTCNVT,STVINTS				
P00283176	Chisholm, Suzan CONV TABLE HSCH	TAPE VALUE UNKNHS	2008	4146 Nw 90th Ave, 101	Pompano Beach	FL	33065-1789	07/03/1990
				ERROR Default from SARERUL				
P00283177	Hughes, Kayla CONV TABLE INTS HSCH	TAPE VALUE DRM UNKNHS	2008	1443 Old Harriman Hwy	Oliver Springs	TN	37840-2634	12/17/1989
				ERROR Not In SOTCNVT,STVINTS Default from SARERUL				
P00283178	Morrell, Elyssa CONV TABLE HSCH	TAPE VALUE UNKNHS	2008	5533 Westwood Dr	Milton	FL	32570-3770	06/14/1990
				ERROR Default from SARERUL				
P00283179	Fletcher, Anthony CONV TABLE INTS	361800 TAPE VALUE DRM	2008	1503 W Grand Ave	Dayton	OH	45402-5837	03/04/1990
				ERROR Not In SOTCNVT,STVINTS				
P00283180	Ototivo, Tashina	373780	2009	128 Thurman Dr	Walters	OK	73572-3203	10/23/1990
P00283181	Elgindy, Mona	310612	2009	11 Holmes Ave	Jersey City	NJ	07306-6509	06/23/1991
P00283182	Kilcrease, Darius	340654	2008	1019 Eaglewood Ave	Charlotte	NC	28212-6808	09/26/1990

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\* \* \* REPORT SUMMARY INFORMATION - SRTLOAD - Release 7.4 \* \* \*

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\* \* \* REPORT CONTROL INFORMATION - SRTLOAD - Release 7.4 \* \* \*

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***This sample shows the SAT output.***

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P00158716	ADAMS, KIRAN	471826	01	11231 HANDLEBAR ROAD	RESTON		VA201915105	02/14/83
	CONV TABLE	TAPE VALUE		ERROR				
	NATN	VA2019151059		Not In SOTCNVT,STVNATN				
	DEGC	D		Not In SOTCNVT,STVDEGC				
P00158717	ALSTON, MARY	479999		718 LEE AVE APT B	FREDERICKSBURG	VA	22401	06/09/83
	CONV TABLE	TAPE VALUE		ERROR				
	DEGC	D		Not In SOTCNVT,STVDEGC				
	INTS	625		Majr Not In CNVT,INTS				
	INTS	626		Majr Not In CNVT,INTS				
	INTS	862		Majr Not In CNVT,INTS				
	MAJR	626		MAJR4 not in CNVT,STVMAJR				
	MAJR	862		MAJR5 not in CNVT,STVMAJR				
P00158718	ANGAD, BINDRA	687229	01	15 ANG MO KIO AVE9	SINGAPORE	SIN	GAPORE	01/11/83
	CONV TABLE	TAPE VALUE		ERROR				
	STAT	SIN		Not In SOTCNVT,STVSTAT				
	SBGH	687229		HS Not In SOTCNVT,STVSBGI				
	HSCH	UNKNHS		Default from SARERUL				
P00158719	AYALAMENDOZA, ALVAR	870925	01	NOGAL 665	TORREONCOAHUILA	MEXICO		07/12/82
	CONV TABLE	TAPE VALUE		ERROR				
	ETHN	F		Not In SOTCNVT,STVETHN				
	NATN	MEXICO		Not In SOTCNVT,STVNATN				
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	DEGC	E		Not In SOTCNVT,STVDEGC				
	INTS	801		Majr Not In CNVT,INTS				
	INTS	414		Majr Not In CNVT,INTS				
	INTS	867		Majr Not In CNVT,INTS				
	INTS	869		Majr Not In CNVT,INTS				
	MAJR	414		MAJR3 not in CNVT,STVMAJR				
	MAJR	867		MAJR4 not in CNVT,STVMAJR				
	MAJR	869		MAJR5 not in CNVT,STVMAJR				
P00158720	BEDNAR, DAVID	310227	01	1 NOBLE CT	LONG VALLEY	NJ	07853	12/31/82
	CONV TABLE	TAPE VALUE		ERROR				
	DEGC	D		Not In SOTCNVT,STVDEGC				
	INTS	131		Majr Not In CNVT,INTS				
	INTS	407		Majr Not In CNVT,INTS				
	INTS	136		Majr Not In CNVT,INTS				
	MAJR	407		MAJR3 not in CNVT,STVMAJR				
	MAJR	132		MAJR4 not in CNVT,STVMAJR				
	MAJR	136		MAJR5 not in CNVT,STVMAJR				
P00158721	CARO, DANIEL	472279	01	12560 MANDERLEY WAY	OAK HILL	VA	20171	03/18/83
	CONV TABLE	TAPE VALUE		ERROR				
	ETHN	F		Not In SOTCNVT,STVETHN				
	SBGH	472279		HS Not In SOTCNVT,STVSBGI				
	HSCH	UNKNHS		Default from SARERUL				

ID	NAME	SBGI	GRD YR	STREET	CITY	ST	ZIP/CNTRY	BIRTH DATE
P00158721	CARO, DANIEL	UNKNHS	01	12560 MANDERLEY WAY	OAK HILL	VA	20171	03/18/83
	DEGC	D		Not In SOTCNVT,STVDEGC				
	CONV TABLE	TAPE VALUE		ERROR				
	INTS	865		Majr Not In CNVT,INTS				
P00158722	CARROLL, MELISSA	800300	00	PO BOX CB 11410	NASSAU	BAHAMAS		04/18/83
	CONV TABLE	TAPE VALUE		ERROR				
	NATN	BAHAMAS		Not In SOTCNVT,STVNATN				
	SBGH	800300		HS Not In SOTCNVT,STVSBGI				
	HSCH	UNKNHS		Default from SARERUL				
	DEGC	E		Not In SOTCNVT,STVDEGC				
	INTS	500		Majr Not In CNVT,INTS				
	INTS	119		Majr Not In CNVT,INTS				
	INTS	811		Majr Not In CNVT,INTS				
	INTS	140		Majr Not In CNVT,INTS				
	MAJR	119		MAJR3 not in CNVT,STVMAJR				
	MAJR	811		MAJR4 not in CNVT,STVMAJR				
	MAJR	140		MAJR5 not in CNVT,STVMAJR				
P00158723	CARVAJAL, YOLANDA	471532	01	309 JUDY DRIVE	NEWPORT NEWS	VA	23608	09/30/83
	CONV TABLE	TAPE VALUE		ERROR				
	ETHN	E		Not In SOTCNVT,STVETHN				
	SBGH	471532		HS Not In SOTCNVT,STVSBGI				
	HSCH	UNKNHS		Default from SARERUL				
	DEGC	E		Not In SOTCNVT,STVDEGC				
	INTS	174		Majr Not In CNVT,INTS				
	INTS	177		Majr Not In CNVT,INTS				
	INTS	184		Majr Not In CNVT,INTS				
	INTS	197		Majr Not In CNVT,INTS				
	MAJR	177		MAJR3 not in CNVT,STVMAJR				
	MAJR	184		MAJR4 not in CNVT,STVMAJR				
	MAJR	197		MAJR5 not in CNVT,STVMAJR				
P00158724	COBB, KATHERINE	221410	01	56 SUNSET DRIVE	MILFORD	MA	01757	08/23/83
	CONV TABLE	TAPE VALUE		ERROR				
	DEGC	C		Not In SOTCNVT,STVDEGC				
	INTS	205		Majr Not In CNVT,INTS				
	INTS	301		Majr Not In CNVT,INTS				
	INTS	472		Majr Not In CNVT,INTS				
	INTS	254		Majr Not In CNVT,INTS				
	MAJR	301		MAJR3 not in CNVT,STVMAJR				
	MAJR	472		MAJR4 not in CNVT,STVMAJR				
	MAJR	254		MAJR5 not in CNVT,STVMAJR				
P00158725	CRISP, AMY	472137	00	6204 ALAMO ST	SPRINGFIELD	VA	22150	12/03/82
	CONV TABLE	TAPE VALUE		ERROR				
	DEGC	G		Not In SOTCNVT,STVDEGC				
	INTS	867		Majr Not In CNVT,INTS				
	INTS	863		Majr Not In CNVT,INTS				
	INTS	146		Majr Not In CNVT,INTS				

ID	NAME	SBGI	GRD YR	STREET	CITY	ST	ZIP/CNTRY	BIRTH DATE
P00158725	CRISP, AMY	001089	00	6204 ALAMO ST	SPRINGFIELD	VA	22150	12/03/82
	INTS	207						
	CONV TABLE	TAPE VALUE						
	MAJR	863						
	MAJR	146						
P00158726	DENHAM, AMBER	000000	01	3807 LOYOLA CT	DECATUR	GA	30034	02/02/83
	CONV TABLE	TAPE VALUE						
	SBGH	000000						
	HSCH	UNKNHS						
	DEGC	E						
	INTS	302						
	INTS	205						
	INTS	214						
	INTS	305						
	MAJR	205						
	MAJR	214						
	MAJR	305						
P00158727	DUDA, ASHLEY	471393	01	1101 RIVA RIDGE DR	GREAT FALLS	VA	22066	02/07/83
	CONV TABLE	TAPE VALUE						
	SBGH	471393						
	HSCH	UNKNHS						
P00158728	EHRMAN, DEREK	340645	00	120 CREEKVIEW CR	CARRBORO	NC	27510	04/27/82
	CONV TABLE	TAPE VALUE						
	SBGH	340645						
	HSCH	UNKNHS						
	DEGC	D						
	INTS	408						
	INTS	302						
	INTS	308						
	INTS	301						
	MAJR	308						
	MAJR	301						
P00158729	ETEM, MELIKE	000000		61 ADA AKASYA 2/5ATASEHI	ISTANBUL	TURKEY		11/24/82
	CONV TABLE	TAPE VALUE						
	NATN	TURKEY						
	NATN	151						
	SBGH	000000						
	HSCH	UNKNHS						
	DEGC	E						
	INTS	408						
	INTS	434						
	INTS	305						
	INTS	302						
	MAJR	434						
	MAJR	305						
P00158730	FINIFTER, BRIAN	311302	01	985 MORNINGSIDE DRIVE	MAYS LANDING	NJ	08330	02/23/83



ID	NAME	SBGI	GRD YR	STREET	CITY	ST	ZIP/CNTRY	BIRTH DATE
P00158730	FINIFTER, BRIAN		01	985 MORNINGSIDE DRIVE	MAYS LANDING	NJ	08330	02/23/83
	CONV TABLE	TAPE VALUE		ERROR				
	SBGH	311302		HS Not In SOTCNVT,STVSBGI				
	HSCH	UNKNHS		Default from SARERUL				
	DEGC	E		Not In SOTCNVT,STVDEGC				
	INTS	675		Majr Not In CNVT,INTS				
	INTS	425		Majr Not In CNVT,INTS				
	MAJR	425		MAJR3 not in CNVT,STVMAJR				
P00158731	GEORGIU, RITA	471380	01	PO BOX 54	NORTH	VA	23128	10/22/83
	CONV TABLE	TAPE VALUE		ERROR				
	SBGH	471380		HS Not In SOTCNVT,STVSBGI				
	HSCH	UNKNHS		Default from SARERUL				
	DEGC	D		Not In SOTCNVT,STVDEGC				
	INTS	302		Majr Not In CNVT,INTS				
	INTS	867		Majr Not In CNVT,INTS				
	INTS	856		Majr Not In CNVT,INTS				
	INTS	869		Majr Not In CNVT,INTS				
	MAJR	867		MAJR3 not in CNVT,STVMAJR				
	MAJR	856		MAJR4 not in CNVT,STVMAJR				
	MAJR	869		MAJR5 not in CNVT,STVMAJR				
P00158732	GHAFFAR, FAHAD	000000		C301 219 SUGARTOWN RD	WAYNE	PA	19087	01/01/84
	CONV TABLE	TAPE VALUE		ERROR				
	SBGH	000000		HS Not In SOTCNVT,STVSBGI				
	HSCH	UNKNHS		Default from SARERUL				
P00158733	GILMORE, LAUREN	470026	01	1911 WINDSOR ROAD	ALEXANDRIA	VA	22307	08/22/83
	CONV TABLE	TAPE VALUE		ERROR				
	SBGH	470026		HS Not In SOTCNVT,STVSBGI				
	HSCH	UNKNHS		Default from SARERUL				
	DEGC	G		Not In SOTCNVT,STVDEGC				
P00158734	GOLDTHWAITE, STEPHANIE	472289	01	2236SUNVISTADRIIVE	VIRGINIABEACH	VA	23455	03/12/83
	CONV TABLE	TAPE VALUE		ERROR				
	SBGH	472289		HS Not In SOTCNVT,STVSBGI				
	HSCH	UNKNHS		Default from SARERUL				
	DEGC	G		Not In SOTCNVT,STVDEGC				
	INTS	205		Majr Not In CNVT,INTS				
P00158735	HAMMOND, JAMES	110216	01	4670 DIANN DRIVE	COLLEGE PARK	GA	30349	04/18/83
	CONV TABLE	TAPE VALUE		ERROR				
	SBGH	110216		HS Not In SOTCNVT,STVSBGI				
	HSCH	UNKNHS		Default from SARERUL				
	DEGC	E		Not In SOTCNVT,STVDEGC				
	INTS	865		Majr Not In CNVT,INTS				
	INTS	250		Majr Not In CNVT,INTS				
	MAJR	250		MAJR3 not in CNVT,STVMAJR				
P00158736	HAYNE, CHARLES	000000	01	115 OAKVIEW DR	CLARKSVILLE	VA	23927	09/12/82

ID	NAME	SBGI	GRD YR	STREET	CITY	ST	ZIP/CNTRY	BIRTH DATE
P00158736	HAYNE, CHARLES		01	115 OAKVIEW DR	CLARKSVILLE	VA	23927	09/12/82
	CONV TABLE	TAPE VALUE		ERROR				
	SBGH	000000		HS Not In SOTCNVT,STVSBGI				
	HSCH	UNKNHS		Default from SARERUL				
	DEGC	G		Not In SOTCNVT,STVDEGC				
	INTS	675		Majr Not In CNVT,INTS				
	INTS	144		Majr Not In CNVT,INTS				
	INTS	411		Majr Not In CNVT,INTS				
	INTS	529		Majr Not In CNVT,INTS				
	MAJR	144		MAJR3 not in CNVT,STVMAJR				
	MAJR	411		MAJR4 not in CNVT,STVMAJR				
	MAJR	529		MAJR5 not in CNVT,STVMAJR				
P00158737	HOLLAND, BENJAMIN	471845	00	3461 STONEWALL ROAD	HAYES	VA	23072	07/09/81
	CONV TABLE	TAPE VALUE		ERROR				
	SBGH	471845		HS Not In SOTCNVT,STVSBGI				
	HSCH	UNKNHS		Default from SARERUL				
	DEGC	G		Not In SOTCNVT,STVDEGC				
	INTS	867		Majr Not In CNVT,INTS				
	INTS	872		Majr Not In CNVT,INTS				
	INTS	625		Majr Not In CNVT,INTS				
	INTS	151		Majr Not In CNVT,INTS				
	MAJR	872		MAJR3 not in CNVT,STVMAJR				
	MAJR	151		MAJR5 not in CNVT,STVMAJR				
P00158738	HUGHES, RYAN	000000	00	COCKERELL HALL APT 7	BOULDER	CO	80310	04/28/82
	CONV TABLE	TAPE VALUE		ERROR				
	SBGH	000000		HS Not In SOTCNVT,STVSBGI				
	HSCH	UNKNHS		Default from SARERUL				
	DEGC	E		Not In SOTCNVT,STVDEGC				
	INTS	302		Majr Not In CNVT,INTS				
	INTS	305		Majr Not In CNVT,INTS				
	INTS	306		Majr Not In CNVT,INTS				
	MAJR	305		MAJR4 not in CNVT,STVMAJR				
	MAJR	306		MAJR5 not in CNVT,STVMAJR				
P00158739	HWANG, MICHAEL	471648	01	5401 HARROW COURT	FAIRFAX	VA	22030	10/25/83
	CONV TABLE	TAPE VALUE		ERROR				
	SBGH	471648		HS Not In SOTCNVT,STVSBGI				
	HSCH	UNKNHS		Default from SARERUL				
	DEGC	D		Not In SOTCNVT,STVDEGC				
	INTS	301		Majr Not In CNVT,INTS				
P00158740	JOHNSON, COURTNEY	000000	01	1300 E WINDLEAF DRIVE	RESTON	VA	20194	04/02/83
	CONV TABLE	TAPE VALUE		ERROR				
	SBGH	000000		HS Not In SOTCNVT,STVSBGI				
	HSCH	UNKNHS		Default from SARERUL				
P00158741	KEVLIN, GEORGE	395170	01	1373 GREENHILL AVE	WEST CHESTER	PA	19380	08/23/83

ID	NAME	SBGI	GRD YR	STREET	CITY	ST	ZIP/CNTRY	BIRTH DATE
P00158741	KEVLIN, GEORGE		01	1373 GREENHILL AVE	WEST CHESTER	PA	19380	08/23/83
	CONV TABLE	TAPE VALUE		ERROR				
	SBGH	395170		HS Not In SOTCNVT,STVSBGI				
	HSCH	UNKNHS		Default from SARERUL				
	DEGC	E		Not In SOTCNVT,STVDEGC				
	INTS	401		Majr Not In CNVT,INTS				
	INTS	671		Majr Not In CNVT,INTS				
	INTS	426		Majr Not In CNVT,INTS				
	INTS	301		Majr Not In CNVT,INTS				
	MAJR	671		MAJR3 not in CNVT,STVMAJR				
	MAJR	426		MAJR4 not in CNVT,STVMAJR				
	MAJR	301		MAJR5 not in CNVT,STVMAJR				
P00158742	KUHNS, JACOB	470789	00	10617 CANTERBERRY RD	FAIRFAX STATION	VA	22039	01/14/82
	CONV TABLE	TAPE VALUE		ERROR				
	SBGH	470789		HS Not In SOTCNVT,STVSBGI				
	HSCH	UNKNHS		Default from SARERUL				
	DEGC	C		Not In SOTCNVT,STVDEGC				
	INTS	675		Majr Not In CNVT,INTS				
P00158743	LANNA, JUSTIN	471863	01	3717 MILSHIRE PLACE	RICHMOND	VA	23233	11/20/82
	CONV TABLE	TAPE VALUE		ERROR				
	SBGH	471863		HS Not In SOTCNVT,STVSBGI				
	HSCH	UNKNHS		Default from SARERUL				
	DEGC	C		Not In SOTCNVT,STVDEGC				
	INTS	301		Majr Not In CNVT,INTS				
P00158744	LAW, RICHARD	471117	00	7443 VIEW TREE TURN	WARRENTON	VA	20186	08/31/81
	CONV TABLE	TAPE VALUE		ERROR				
	SBGH	471117		HS Not In SOTCNVT,STVSBGI				
	HSCH	UNKNHS		Default from SARERUL				
	DEGC	G		Not In SOTCNVT,STVDEGC				
	INTS	999		Majr Not In CNVT,INTS				
	MAJR	999		MAJR3 not in CNVT,STVMAJR				
P00158745	LIN, MINSHI	000000	01	BLK171 BTBATOK 16/355	SINGAPORE		CZEK REPUPL	08/20/83
	CONV TABLE	TAPE VALUE		ERROR				
	NATN	CZEK REPUBLIC		Not In SOTCNVT,STVNATN				
	SBGH	000000		HS Not In SOTCNVT,STVSBGI				
	HSCH	UNKNHS		Default from SARERUL				
P00158746	MAHMOOD, ATTIYA	470026	01	2010 MASON HILL DRIVE	ALEXANDRIA	VA	22307	03/23/83
	CONV TABLE	TAPE VALUE		ERROR				
	SBGH	470026		HS Not In SOTCNVT,STVSBGI				
	HSCH	UNKNHS		Default from SARERUL				

ID	NAME	SBGI	GRD YR	STREET	CITY	ST	ZIP/CNTRY	BIRTH DATE
P00158746	MAHMOOD, ATTIYA	UNKNHS	01	2010 MASON HILL DRIVE	ALEXANDRIA	VA	22307	03/23/83
	DEGC	E		Not In	SOTCNVT,STVDEGC			
	CONV TABLE	TAPE VALUE		ERROR				
	INTS	210		Majr Not In	CNVT,INTS			
	INTS	806		Majr Not In	CNVT,INTS			
	INTS	205		Majr Not In	CNVT,INTS			
	INTS	865		Majr Not In	CNVT,INTS			
	MAJR	806		MAJR3 not in	CNVT,STVMAJR			
	MAJR	205		MAJR4 not in	CNVT,STVMAJR			
	MAJR	865		MAJR5 not in	CNVT,STVMAJR			
P00158747	MARTIN, JEREMY	000000	96	1449 GULICK AVE	FT STEWART	GA	31314	03/06/78
	CONV TABLE	TAPE VALUE		ERROR				
	SBGH	000000		HS Not In	SOTCNVT,STVSBGI			
	HSCH	UNKNHS		Default from	SARERUL			
	DEGC	C		Not In	SOTCNVT,STVDEGC			
	INTS	302		Majr Not In	CNVT,INTS			
	INTS	214		Majr Not In	CNVT,INTS			
	INTS	205		Majr Not In	CNVT,INTS			
	INTS	625		Majr Not In	CNVT,INTS			
	MAJR	214		MAJR3 not in	CNVT,STVMAJR			
	MAJR	205		MAJR4 not in	CNVT,STVMAJR			
P00158748	MAY, DAVID	470423	01	113A STRATFORD CT	CHARLOTTESVILLE	VA	22903	08/08/83
	CONV TABLE	TAPE VALUE		ERROR				
	SBGH	470423		HS Not In	SOTCNVT,STVSBGI			
	HSCH	UNKNHS		Default from	SARERUL			
	DEGC	G		Not In	SOTCNVT,STVDEGC			
	INTS	421		Majr Not In	CNVT,INTS			
	INTS	401		Majr Not In	CNVT,INTS			
	INTS	403		Majr Not In	CNVT,INTS			
	MAJR	421		MAJR3 not in	CNVT,STVMAJR			
	MAJR	401		MAJR4 not in	CNVT,STVMAJR			
	MAJR	403		MAJR5 not in	CNVT,STVMAJR			
P00158749	MAY, RICHARD	470423	01	113 STRATFORD CT	CHARLOTTESVILLE	VA	22903	08/08/83
	CONV TABLE	TAPE VALUE		ERROR				
	SBGH	470423		HS Not In	SOTCNVT,STVSBGI			
	HSCH	UNKNHS		Default from	SARERUL			
	DEGC	G		Not In	SOTCNVT,STVDEGC			
	INTS	409		Majr Not In	CNVT,INTS			
	INTS	301		Majr Not In	CNVT,INTS			
	INTS	302		Majr Not In	CNVT,INTS			
	MAJR	409		MAJR3 not in	CNVT,STVMAJR			
	MAJR	301		MAJR4 not in	CNVT,STVMAJR			
P00158750	MEADOR, CARRIE	110146	00	575 WILLISTON WAY	ALPHARETTA	GA	30005	06/07/82
	CONV TABLE	TAPE VALUE		ERROR				
	SBGH	110146		HS Not In	SOTCNVT,STVSBGI			
	HSCH	UNKNHS		Default from	SARERUL			

ID	NAME	SBGI	GRD YR	STREET	CITY	ST	ZIP/CNTRY	BIRTH DATE
P00158750	MEADOR, CARRIE	UNKNHS	00	575 WILLISTON WAY	ALPHARETTA	GA	30005	06/07/82
	DEGC	D		Not In	SOTCNVT,STVDEGC			
	CONV TABLE	TAPE VALUE		ERROR				
	INTS	214		Majr	Not In CNVT,INTS			
	INTS	202		Majr	Not In CNVT,INTS			
	INTS	256		Majr	Not In CNVT,INTS			
	INTS	251		Majr	Not In CNVT,INTS			
	MAJR	202		MAJR3	not in CNVT,STVMAJR			
	MAJR	256		MAJR4	not in CNVT,STVMAJR			
	MAJR	251		MAJR5	not in CNVT,STVMAJR			
P00158751	MULLEN, KARA	470135	01	26036 TALAMORE DRIVE	SOUTH RIDING	VA	20152	06/28/83
	CONV TABLE	TAPE VALUE		ERROR				
	SBGH	470135		HS	Not In SOTCNVT,STVSBGI			
	HSCH	UNKNHS		Default	from SARERUL			
	DEGC	D		Not In	SOTCNVT,STVDEGC			
	INTS	205		Majr	Not In CNVT,INTS			
	INTS	204		Majr	Not In CNVT,INTS			
	INTS	203		Majr	Not In CNVT,INTS			
	INTS	211		Majr	Not In CNVT,INTS			
	MAJR	204		MAJR3	not in CNVT,STVMAJR			
	MAJR	203		MAJR4	not in CNVT,STVMAJR			
	MAJR	211		MAJR5	not in CNVT,STVMAJR			
P00158752	OSEIBOATENG, JOSEPH	000000	01	17158 MOSS SIDE LANE	OLNEY	MD	20832	04/05/83
	CONV TABLE	TAPE VALUE		ERROR				
	SBGH	000000		HS	Not In SOTCNVT,STVSBGI			
	HSCH	UNKNHS		Default	from SARERUL			
	DEGC	E		Not In	SOTCNVT,STVDEGC			
	INTS	517		Majr	Not In CNVT,INTS			
P00158753	PENA, GRISEL	471348	01	10822 DAISY CT	MANASSAS	VA	20109	01/15/83
	CONV TABLE	TAPE VALUE		ERROR				
	ETHN	D		Not In	SOTCNVT,STVETHN			
	SBGH	471348		HS	Not In SOTCNVT,STVSBGI			
	HSCH	UNKNHS		Default	from SARERUL			
	DEGC	G		Not In	SOTCNVT,STVDEGC			
	INTS	867		Majr	Not In CNVT,INTS			
	INTS	513		Majr	Not In CNVT,INTS			
	MAJR	513		MAJR3	not in CNVT,STVMAJR			
P00158754	PICKERING, KATHERINE	200810	01	55 LAMBERT ST	PORTLAND	ME	04103	07/22/82
	CONV TABLE	TAPE VALUE		ERROR				
	SBGH	200810		HS	Not In SOTCNVT,STVSBGI			
	HSCH	UNKNHS		Default	from SARERUL			
	DEGC	F		Not In	SOTCNVT,STVDEGC			
	INTS	205		Majr	Not In CNVT,INTS			
	INTS	211		Majr	Not In CNVT,INTS			
	MAJR	211		MAJR3	not in CNVT,STVMAJR			
P00158755	PINKARD, MAISHA	210250	01	PO BOX 2614	SILVER SPRING	MD	20915	08/16/83

ID	NAME	SBGI	GRD YR	STREET	CITY	ST	ZIP/CNTRY	BIRTH DATE
P00158755	PINKARD, MAISHA		01	PO BOX 2614	SILVER SPRING	MD	20915	08/16/83
	CONV TABLE	TAPE VALUE		ERROR				
	SBGH	210250		HS Not In SOTCNVT,STVSBGI				
	HSCH	UNKNHS		Default from SARERUL				
	DEGC	B		Not In SOTCNVT,STVDEGC				
	INTS	854		Majr Not In CNVT,INTS				
	INTS	867		Majr Not In CNVT,INTS				
	INTS	868		Majr Not In CNVT,INTS				
	INTS	863		Majr Not In CNVT,INTS				
	MAJR	867		MAJR3 not in CNVT,STVMAJR				
	MAJR	868		MAJR4 not in CNVT,STVMAJR				
	MAJR	863		MAJR5 not in CNVT,STVMAJR				
	TADM	X		Not In SOTCNVT,STVTADM				
P00158756	RAMIREZ, SONIA	472463	01	12654 DULCINEA PLACE	WOODBRIIDGE	VA	22192	06/07/83
	CONV TABLE	TAPE VALUE		ERROR				
	SBGH	472463		HS Not In SOTCNVT,STVSBGI				
	HSCH	UNKNHS		Default from SARERUL				
	INTS	205		Majr Not In CNVT,INTS				
	INTS	203		Majr Not In CNVT,INTS				
	INTS	201		Majr Not In CNVT,INTS				
	INTS	204		Majr Not In CNVT,INTS				
	MAJR	203		MAJR3 not in CNVT,STVMAJR				
	MAJR	204		MAJR5 not in CNVT,STVMAJR				
P00158757	REDDY, DINESH	311232	01	24 DRAYTON LANE	PLAINSBORO	NJ	08536	07/14/83
	CONV TABLE	TAPE VALUE		ERROR				
	SBGH	311232		HS Not In SOTCNVT,STVSBGI				
	HSCH	UNKNHS		Default from SARERUL				
	DEGC	E		Not In SOTCNVT,STVDEGC				
	INTS	409		Majr Not In CNVT,INTS				
	INTS	404		Majr Not In CNVT,INTS				
	INTS	408		Majr Not In CNVT,INTS				
	INTS	405		Majr Not In CNVT,INTS				
	MAJR	404		MAJR3 not in CNVT,STVMAJR				
	MAJR	408		MAJR4 not in CNVT,STVMAJR				
	MAJR	405		MAJR5 not in CNVT,STVMAJR				
P00158758	REED, NATHANIEL	000000		6500SMOOT DRIVE	MCLEAN	VA	22101	07/30/82
	CONV TABLE	TAPE VALUE		ERROR				
	SBGH	000000		HS Not In SOTCNVT,STVSBGI				
	HSCH	UNKNHS		Default from SARERUL				
	INTS	147		Majr Not In CNVT,INTS				
	INTS	251		Majr Not In CNVT,INTS				
	INTS	140		Majr Not In CNVT,INTS				

ID	NAME	SBGI	GRD YR	STREET	CITY	ST	ZIP/CNTRY	BIRTH DATE
P00158758	REED, NATHANIEL	UNKNHS		6500SMOOT DRIVE	MCLEAN	VA	22101	07/30/82
	INTS	999		Majr Not In	CNVT,INTS			
	CONV TABLE	TAPE VALUE		ERROR				
	MAJR	251		MAJR3 not in	CNVT,STVMAJR			
	MAJR	140		MAJR4 not in	CNVT,STVMAJR			
	MAJR	999		MAJR5 not in	CNVT,STVMAJR			
P00158759	ROWINSKI, ZACHARY	201143	00	755 LOCHRIDGE LANE	EARLYSVILLE	VA	22936	06/04/82
	CONV TABLE	TAPE VALUE		ERROR				
	SBGH	201143		HS Not In	SOTCNVT,STVSBGI			
	HSCH	UNKNHS		Default from	SARERUL			
	DEGC	G		Not In	SOTCNVT,STVDEGC			
	INTS	691		Majr Not In	CNVT,INTS			
P00158760	SALIRE, KRISTIN	471546	01	307 PRIOR RD	NEWPORT NEWS	VA	23602	06/24/83
	CONV TABLE	TAPE VALUE		ERROR				
	SBGH	471546		HS Not In	SOTCNVT,STVSBGI			
	HSCH	UNKNHS		Default from	SARERUL			
	DEGC	D		Not In	SOTCNVT,STVDEGC			
	INTS	404		Majr Not In	CNVT,INTS			
	INTS	529		Majr Not In	CNVT,INTS			
	MAJR	404		MAJR4 not in	CNVT,STVMAJR			
	MAJR	529		MAJR5 not in	CNVT,STVMAJR			
P00158761	SANTILLI, ALICIA	470578	01	1000 AYRSHIRE ROAD	COLONIAL HEIGHT	VA	23834	07/18/83
	CONV TABLE	TAPE VALUE		ERROR				
	SBGH	470578		HS Not In	SOTCNVT,STVSBGI			
	HSCH	UNKNHS		Default from	SARERUL			
	DEGC	D		Not In	SOTCNVT,STVDEGC			
	INTS	529		Majr Not In	CNVT,INTS			
P00158762	SARAIYA, SIDDHARTH	000000	00	SANJIVANI HOSPITAL	ANKLESHWAR	INDIA		09/02/82
	CONV TABLE	TAPE VALUE		ERROR				
	NATN	INDIA		Not In	SOTCNVT,STVNATN			
	NATN	68		Nation found from	description			
	SBGH	000000		HS Not In	SOTCNVT,STVSBGI			
	HSCH	UNKNHS		Default from	SARERUL			
	DEGC	E		Not In	SOTCNVT,STVDEGC			
	INTS	522		Majr Not In	CNVT,INTS			
	INTS	408		Majr Not In	CNVT,INTS			
	INTS	409		Majr Not In	CNVT,INTS			
	INTS	529		Majr Not In	CNVT,INTS			
	MAJR	408		MAJR3 not in	CNVT,STVMAJR			
	MAJR	409		MAJR4 not in	CNVT,STVMAJR			
	MAJR	529		MAJR5 not in	CNVT,STVMAJR			
P00158763	SINGH, RUPINDERJEET	000000	00	GARHI/KANUGOAN BALACHAUR	NAWANSHAHR PUN	CHINA, PEOP		07/21/82

ID	NAME	SBGI	GRD YR	STREET	CITY	ST	ZIP/CNTRY	BIRTH DATE
P00158763	SINGH, RUPINDERJEET	000000	00	GARHI/KANUGOAN	BALACHAUR NAWANSHAHR PUN			07/21/82
	CONV TABLE	TAPE VALUE						
	NATN	CHINA, PEOPLE'SR			ERROR			
	SBGH	000000			Not In SOTCNVT,STVNATN			
	HSCH	UNKNHS			HS Not In SOTCNVT,STVSBGI			
	DEGC	C			Default from SARERUL			
	INTS	254			Not In SOTCNVT,STVDEGC			
	INTS	302			Majr Not In CNVT,INTS			
	INTS	205			Majr Not In CNVT,INTS			
	INTS	409			Majr Not In CNVT,INTS			
	MAJR	205			MAJR4 not in CNVT,STVMAJR			
	MAJR	409			MAJR5 not in CNVT,STVMAJR			
P00158764	SKURATON, TIFFANY	310795	01	44 CAYUGA	SHORT HILLS	NJ	07078	02/25/83
	CONV TABLE	TAPE VALUE						
	SBGH	310795			ERROR			
	HSCH	UNKNHS			HS Not In SOTCNVT,STVSBGI			
	DEGC	G			Default from SARERUL			
	INTS	529			Not In SOTCNVT,STVDEGC			
	INTS	867			Majr Not In CNVT,INTS			
	INTS	866			Majr Not In CNVT,INTS			
	MAJR	867			Majr Not In CNVT,INTS			
	MAJR	866			MAJR4 not in CNVT,STVMAJR			
	TADM	X			MAJR5 not in CNVT,STVMAJR			
					Not In SOTCNVT,STVTADM			
P00158765	STEVEER, KELLY	311260	01	5 GEORGETOWN	CIRCLE NEWTOWN	PA	18940	09/09/82
	CONV TABLE	TAPE VALUE						
	SBGH	311260			ERROR			
	HSCH	UNKNHS			HS Not In SOTCNVT,STVSBGI			
					Default from SARERUL			
P00158766	TANG, ZHUBO	724736	02	COLDHARBOUR	LANE THORPE THORPE SURREY		ENGLAND	04/10/83
	CONV TABLE	TAPE VALUE						
	NATN	ENGLAND			ERROR			
	SBGH	724736			Not In SOTCNVT,STVNATN			
	HSCH	UNKNHS			HS Not In SOTCNVT,STVSBGI			
					Default from SARERUL			
P00158767	UYSAL, BAHAR	000000		HILMIPASA SOK	1/21 ISTANBUL		TURKEY	05/01/82
	CONV TABLE	TAPE VALUE						
	NATN	TURKEY			ERROR			
	NATN	151			Not In SOTCNVT,STVNATN			
	SBGH	000000			Nation found from description			
	HSCH	UNKNHS			HS Not In SOTCNVT,STVSBGI			
					Default from SARERUL			
P00158768	VALLARINO, JUAN	000000	01	PO BOX 7339	PANAMA		PANAMA	11/17/83
	CONV TABLE	TAPE VALUE						
					ERROR			



ID	NAME	SBGI	GRD	YR	STREET	CITY	ST	ZIP/CNTRY	BIRTH DATE
P00158768	VALLARINO, JUAN	000000	01		PO BOX 7339	PANAMA			11/17/83
	NATN	PANAMA			Not In SOTCNVT,STVNATN				
	CONV TABLE	TAPE VALUE			ERROR				
	NATN	114			Nation found from description				
	SBGH	000000			HS Not In SOTCNVT,STVSBGI				
	HSCH	UNKNHS			Default from SARERUL				
P00158769	WARNER, ARIANNE	472279	01		3802 PARKLAND DR	FAIRFAX	VA	22033	12/14/82
	CONV TABLE	TAPE VALUE			ERROR				
	SBGH	472279			HS Not In SOTCNVT,STVSBGI				
	HSCH	UNKNHS			Default from SARERUL				
	DEGC	D			Not In SOTCNVT,STVDEGC				
	INTS	146			Majr Not In CNVT,INTS				
P00158770	WYATT, COLIN	472403	01		208 ROGER WEBSTER	WILLIAMSBURG	VA	23185	02/09/83
	CONV TABLE	TAPE VALUE			ERROR				
	SBGH	472403			HS Not In SOTCNVT,STVSBGI				
	HSCH	UNKNHS			Default from SARERUL				

23-AUG-2006 10:39:47

BANNER University  
Electronic Prospect Load

Page: 13  
SRTL0AD

\* \* \* REPORT CONTROL INFORMATION - SRTL0AD - Release 7.3.1 \* \* \*

RPTNAME: SRTL0AD  
FILENAME : /export/home/lparrish/satb.dat  
PREL CODE : SAT  
TAPE CODE : SAT SAT Test Score Tape  
INFC CODE : SAT  
TAPE ID : satb  
AMCAS SCHOOL CODE:  
SSN,GENERATE ID : G  
TERM CODE : 200222 \* Value Input \*  
LEVEL CODE : UG  
CAMPUS CODE : M \* Value From SRAPRED Used \*  
AMCAS DEGREE CODE :  
AMCAS MAJOR CODE : ARTS \* Value From SRAPRED Used \*  
DEPARTMENT CODE : 2415 \* Value From SRAPRED Used \*  
CONTACT CODE : TAP  
SOURCE CODE : A00006  
ADDRESS TYPE : MA  
ADDRESS SOURCE : TAPE  
TELE TYPE : MA  
EMAIL TYPE : HOME  
PRINT TESTS : N  
DEFAULT MONTH : 01  
PRINT COUNTY ERRORS: N  
PRINT ERROR SUMMARY: N  
RUN MODE : U  
EFFECTIVE DATE : 24-AUG-2006

Number of Records Read from Tape: 55  
Total of Prospects Loaded : 55  
Total of PIDMs Matched : 0  
Total of Conversion Errors : 389

***This sample shows the PCU output.***

19-DEC-2006 17:53:00		BANNER University Electronic Prospect Load						Page: 1 SRTLOAD	
ID	NAME	SBGI	GRD YR	STREET	CITY	ST	ZIP/CNTRY	BIRTH DATE	
P00209560	Ahmed, Nawrin	471065	05	5800 Indigo Rd.	Richmond	VA	23230	01/28/84	
	CONV TABLE	TAPE VALUE		ERROR					
	SBGH	471065		HS Not In SOTCNVT,STVSBGI					
	HSCH	UNKNHS		Default from SARERUL					
	HGPA	15		Not VALID,Not In SOTCNVT					
	PCOL	UNKNPC		Default from SARERUL					
	CGPA	00		Not VALID,Not In SOTCNVT					
P00209561	Ajibade, Olayinka	000000	06	9717 Summerwood Cir	Dallas	TX	75243	02/05/88	
	CONV TABLE	TAPE VALUE		ERROR					
	SBGH	000000		HS Not In SOTCNVT,STVSBGI					
	HSCH	UNKNHS		Default from SARERUL					
	PCOL	UNKNPC		Default from SARERUL					
	CGPA	00		Not VALID,Not In SOTCNVT					
P00209562	Akerley, Christopher	000000	06	47 Lewis Ct	Huntingtn Station	NY	11746	09/27/89	
	CONV TABLE	TAPE VALUE		ERROR					
	SBGH	000000		HS Not In SOTCNVT,STVSBGI					
	HSCH	UNKNHS		Default from SARERUL					
	PCOL	UNKNPC		Default from SARERUL					
	CGPA	00		Not VALID,Not In SOTCNVT					
P00209563	Akins, Kathy	394055	88	174 Block Rd	portage	PA	15946	09/23/70	
	CONV TABLE	TAPE VALUE		ERROR					
	SBGH	394055		HS Not In SOTCNVT,STVSBGI					
	HSCH	UNKNHS		Default from SARERUL					
	PCOL	UNKNPC		Default from SARERUL					
	CGPA	00		Not VALID,Not In SOTCNVT					
P00209564	Alce, Stephane	220435	05	87 Battles Street	Brockton	MA	02301	10/23/86	
	CONV TABLE	TAPE VALUE		ERROR					
	SBGH	220435		HS Not In SOTCNVT,STVSBGI					
	HSCH	UNKNHS		Default from SARERUL					
	HGPA	15		Not VALID,Not In SOTCNVT					
	PCOL	UNKNPC		Default from SARERUL					
	CGPA	00		Not VALID,Not In SOTCNVT					
P00209565	Alexandre, Jane	334340	72	90 Hillside Place	Tarrytown	NY	10591	05/03/54	
	CONV TABLE	TAPE VALUE		ERROR					
	SBGH	334340		HS Not In SOTCNVT,STVSBGI					
	HSCH	UNKNHS		Default from SARERUL					
	PCOL	UNKNPC		Default from SARERUL					
	CGPA	00		Not VALID,Not In SOTCNVT					
P00209566	Allison, Elizabeth	000000	05	120 S. Genessee St.	Bellaire	MI	49615	05/27/87	
	CONV TABLE	TAPE VALUE		ERROR					
	SBGH	000000		HS Not In SOTCNVT,STVSBGI					
	HSCH	UNKNHS		Default from SARERUL					
	HGPA	15		Not VALID,Not In SOTCNVT					
	PCOL	UNKNPC		Default from SARERUL					

ID	NAME	SBGI	GRD	YR	STREET	CITY	ST	ZIP/CNTRY	BIRTH DATE
P00209566	Allison, Elizabeth	UNKNHS	05	120 S.	Genessee St.	Bellaire	MI	49615	05/27/87
	TEST CODE CGPA	TEST 00	DATE	SCORE	Not VALID,Not In SOTCNVT				
P00209567	Alloy, Aaron	210031	06	1 Harvard Sq		Owings Mills	MD	21117	01/01/99
	CONV TABLE PCOL CGPA	TAPE VALUE UNKNPC 00	ERROR Default from SARERUL Not VALID,Not In SOTCNVT						
P00209568	Alteman, Karley	030328	05	14025 South	12th place	Phoenix	AZ	85048	02/12/87
	CONV TABLE SBGH HSCH PCOL CGPA	TAPE VALUE 030328 UNKNHS UNKNPC 00	ERROR HS Not In SOTCNVT,STVSBGI Default from SARERUL Default from SARERUL Not VALID,Not In SOTCNVT						
P00209569	Anand, Sasha	311041	05	11 Bentley Drive		Franklin Lakes	NJ	07417	08/19/87
	CONV TABLE SBGH HSCH HGPA PCOL CGPA	TAPE VALUE 311041 UNKNHS 14 UNKNPC 00	ERROR HS Not In SOTCNVT,STVSBGI Default from SARERUL Not VALID,Not In SOTCNVT Default from SARERUL Not VALID,Not In SOTCNVT						

\* \* \* REPORT SUMMARY INFORMATION - SRTLLOAD - Release 7.3.2 \* \* \*

RPTNAME:	SRTLLOAD	ERROR	DESCRIPTION
TABLE	TAPE VALUE		
CGPA	00	Not VALID,Not In SOTCNVT	
HGPA	15	Not VALID,Not In SOTCNVT	
HGPA	14	Not VALID,Not In SOTCNVT	
SBGH	471065	HS Not In SOTCNVT,STVSBGI	
SBGH	000000	HS Not In SOTCNVT,STVSBGI	
SBGH	394055	HS Not In SOTCNVT,STVSBGI	
SBGH	220435	HS Not In SOTCNVT,STVSBGI	
SBGH	334340	HS Not In SOTCNVT,STVSBGI	
SBGH	030328	HS Not In SOTCNVT,STVSBGI	
SBGH	311041	HS Not In SOTCNVT,STVSBGI	

\* \* \* REPORT CONTROL INFORMATION - SRTLOAD - Release 7.3.2 \* \* \*

RPTNAME: SRTLOAD  
FILENAME : /export/home/lparrish/pc1.txt  
PREL CODE : PCU  
TAPE CODE : PCU Private College Guide Search  
INFC CODE : PCU  
TAPE ID : pc1  
AMCAS SCHOOL CODE:  
SSN,GENERATE ID : G  
TERM CODE : 199863 \* Value Input \*  
LEVEL CODE : UG  
CAMPUS CODE : WWW  
AMCAS DEGREE CODE : BA/MA  
AMCAS MAJOR CODE : FILM  
DEPARTMENT CODE : 2255  
CONTACT CODE : TAP \* Value From STVINFC Used \*  
SOURCE CODE : A00005 \* Value From STVINFC Used \*  
ADDRESS TYPE : MA  
ADDRESS SOURCE : TAPE  
TELE TYPE : MA  
EMAIL TYPE : HOME  
PRINT TESTS : N  
DEFAULT MONTH : 01  
PRINT COUNTY ERRORS: Y  
PRINT ERROR SUMMARY: Y  
RUN MODE : U

## Electronic Prospect Purge (SRTPURG)

**Description** This process is used to delete records from the search tape and test score temporary tables. This process allows you to designate which records to purge. All data associated with search tape, test score tape, or PCU records is deleted based on the following parameter values.

### For PCU Processing

You can run this process by student types, using the Student Type parameter. This parameter is optional, and multiple values may be entered. If left blank, all incoming student types will be processed for the prospect code and tape ID. The parameter is validated against the Student Type Code Validation Form (STVSTYP).

For each student type code that is entered in the parameter, only records on the incoming file with matching student types will be processed. When specific student types are excluded (not entered in this parameter), they can be manually reviewed and pushed (or not) on SRIPREL and/or purged using SRTPURG. This allows you to selectively process or not process PCU student types.

If NULL student types need to be processed, all applicable student types should be processed first, so that only the NULL types remain. Leave the Student Type parameter blank, and the NULL student types will be picked up, as they will be the last types that remain during processing.



#### Note

The Student Type parameter is used mainly for PCU processing, but it is valid for all electronic prospect codes. Only the PCU file currently provides an incoming variable for the student type.

Student type values for other files (SAT, ACT, etc.) will be *NULL*, or they will use the default student type for the specific electronic prospect code that was updated on SRAPRED. ■

Parameters	Name	Required?	Description	Values
	Electronic Prospect Code	Yes	Enter the electronic prospect code to be used in the purge.	Electronic Prospect Validation Form (STVPREL)
	Tape ID	No	Enter the additional ID used to identify the tape during the load process.	
	Term Code	No	Enter the term code of the prospect records to be purged.	Term Code Validation Form (STVTERM)

Parameters	Name	Required?	Description	Values
	Level Code	No	Enter the level code of the prospect records to be purged.	Level Code Validation Form (STVLEVL)
	Date Added	No	Enter the date the record was loaded to the temporary tables via SRTLOAD.	
	Match Status	No	Enter the match status to indicate that only records with this match status should be purged.	
	Load Status	No	Enter the load status to indicate that only records with this load status should be purged.	
	Date Loaded	No	Enter the date when records to be purged were originally loaded into Banner.	
	Print Detail on Report	No	Enter <i>Y</i> to print the detail or <i>N</i> to not print the detail.	Y Print detail N Do not print detail
	Run Mode (A = Audit, U = Update)	Yes	Enter <i>U</i> to update the database or <i>A</i> to run an audit report. <b>Note:</b> Run the process in audit mode to determine which records will be removed from the temporary tables.	A Audit U Update
	Student Type	No	Enter the student type codes to be purged or leave blank for all student types.	Student Type Code Validation Form (STVSTYP)

## Report Sample—Electronic Prospect Purge (SRTPURG)

*This sample shows the AMCAS output.*

05-OCT-2005 09:31:18		BANNER System Test Electronic Prospect Purge							Page: 1 SRTPURG	
ID	NAME	Prospect Code	TAPE ID	TERM	LVL	ADD DATE	MATCH STAT	LOAD STAT	LOAD DATE	
A00011149	Kinney, Patrick O	AMCS	aid	200590	MD	29-SEP-2005	M	C	29-SEP-2005	
P00005084	Groner, Kathryn Y	AMCS	aid	200590	MD	29-SEP-2005	S			
A00011242	Koshy, Thomas P	AMCS	aid	200590	MD	29-SEP-2005	N	C	29-SEP-2005	
A00011235	Kamat, Shivani S	AMCS	aid	200590	MD	29-SEP-2005	M	C	29-SEP-2005	

05-OCT-2005 09:31:18		BANNER System Test Electronic Prospect Purge							Page: 2 SRTPURG	
* * * REPORT CONTROL INFORMATION - SRTPURG - Release 7.2 * * *										
RPTNAME: SRTPURG PREL CODE: AMCS TAPE ID : aid TERM CODE: LEVEL CODE: DATE ADDED: MATCH STATUS: LOAD STATUS: DATE LOADED: PRINT DETAIL ON REPORT: Y RUN MODE(A=Audit,U=Update): U										

*This sample shows the PCU output.*

19-DEC-2006 18:00:39		BANNER University Electronic Prospect Purge							Page: 1 SRTPURG	
* * * REPORT CONTROL INFORMATION - SRTPURG - Release 7.3.2 * * *										
RPTNAME: SRTPURG PREL CODE: PCU TAPE ID : pci TERM CODE: LEVEL CODE: DATE ADDED: MATCH STATUS: LOAD STATUS: DATE LOADED: PRINT DETAIL ON REPORT: N RUN MODE(A=Audit,U=Update): U STUDENT TYPE: 2										
Number of Prospects Purged: 7										



## Electronic Prospect Match (SRRSRIN)

**Description** This process is used to determine if a match exists between a record on the Search Tape View (SRVPREL) and Banner production data when search, test score tape, PCU, or AMCAS records are loaded in mass. Users should review how Common Matching works with electronic prospect processing when using SRRSRIN and SRRPREL.

The process uses the interface code, its corresponding matching source code, and the rules established on the Common Matching Rules Form (GORCMRL) to determine if a record on SRVPREL has a match in Banner. The process runs against all records in SRVPREL that have a match status of null and a load status of null. This assumes that if you change the matching rules on GORCMRL, you are not able to re-match someone on SRVPREL who has already been matched, because the person's match status will no longer be null. This process sets the match status on SRVPREL to either *N* (New), *M* (Matched) *S* (Suspense), *D* (Duplicate), or *E* (Error). The *S* and *D* records can be viewed and updated on the Common Matching Entry Form (GOAMTCH) which is accessed from the Electronic Prospect Inquiry Form (SRIPREL).

### Duplicate Processing

SRRSRIN will mark tape records as duplicates (*D*) when it finds matching information for the same tape ID. Duplicates can result from having multiple records delivered on a single tape for a student. Students can submit more than one request to send a report to your institution within the same reporting period. Students may also take a test more than once and not provide consistent identifying information. Duplicates can also result if SRTLOAD is run more than once with the same tape ID, and the matching process is not executed between loads.

#### *For example:*

1. Records are loaded by SRTLOAD with PREL code SAT and tape ID of sat1.
2. For some reason the matching process is not run, and the records not purged. They remain unprocessed in the temporary tables.
3. SRTLOAD is run again for the same tape PREL code SAT and tape ID of sat1.
4. When the matching process is run, each of the IDs can be flagged as duplicate.

The Auto Load (Skip Dup Chk) parameter is used to bypass the flagging of duplicates by SRRSRIN and to automatically load records to Banner. Auto load processing replaces the manual processing of matching and loading those duplicates on SRIPREL. When the Auto Load (Skip Dup Chk) parameter is set to *Y*, the

matching process is invoked, and *NEW* or *MATCHED* prospects are flagged. Those prospects are immediately loaded to Banner. Duplicate checking does not occur.

## Using the Auto Load Parameter

When the Auto Load (Skip Dup Chk) parameter is set to *N*, records will be flagged with a match status only. The records are not loaded to Banner until SRRPREL is run once the match status codes have been applied by SRRSRIN. When the Auto Load (Skip Dup Chk) parameter is set to *Y*, a match status is determined, *and* the records will automatically be loaded to Banner.

SRRSRIN will not load recruits to Banner when the Auto Load (Skip Dup Chk) parameter is set to *Y*, if data does not conform to API restrictions. When records with a matched (*M*) or new (*N*) status are flagged, the records will not be loaded to Banner when the Auto Load (Skip Dup Chk) parameter is set to *Y* if information required to create the record (such as an address) is incomplete.

SRRSRIN will flag records with incomplete addresses or other incomplete information as having a status of suspense (*S*), and these suspended records will need to be fixed manually on SRIPREL and GOAMTCH. If the incomplete data is not corrected, SRRSRIN will not load incomplete/incorrect records to Banner and will continue to change the match status back to *S* until the issue is resolved.

### Note

SRRSRIN is the only process that generates records with a match status of *N*. All records that are processed manually on SRIPREL using GOAMTCH will have a match status of *M*, even when you choose to create a new record. This is due to the fact that when you return to SRIPREL, the person's record will have been created in Banner by GOAMTCH. ■

Here is an example of SRRSRIN output when incomplete addresses are found after the process is run with the Auto Load (Skip Dup Chk) parameter set to *Y*.

ID	Name	Status	Term	Level	Major	High School	Result
P00002378	Adams, Adam	S	199510	UG	ARTS	UNKNHS	Prospect not loaded
A00024505	Adams, Alison	M	199510	UG	ARTS	UNKNHS	Loaded 29-NOV-2004
P00002429	Adebowale, Morayo	S	199510	UG	ARTS	UNKNHS	Prospect not loaded
A00027348	Albert, Dawn	M	199510	UG	ARTS	UNKNHS	Loaded 29-NOV-2004

When SRRSRIN is run with the Auto Load (Skip Dup Chk) parameter set to *N*, (and the load process will later be accommodated by SRRPREL), there is no address check, so records will be flagged as matched (*M*) or new (*N*), whether they have complete address information or not.

Since records on a tape with incomplete data such as incomplete addresses will not be loaded to Banner, SRRPREL works so that records that were flagged *N* or *M* and also have incomplete data will have the match status changed to *S*. Again, these suspended records will need to be fixed manually on SRIPREL and GOAMTCH. It is very important to fix the incorrect and/or missing information at this point, prior to continuing the matching process. If the incomplete data is not corrected, SRRSRIN will not load the incomplete records.

Here is an example of SRRPREL output when incomplete addresses are found after SRRSRIN is run with the Auto Load (Skip Dup Chk) parameter set to *N*.

ID	Name	Status	Term	Level	Major	High School	Result
A00023291	Abrams, Anthony	S	199510	UG	ARTS	UNKNHS	Prospect not loaded
A00024505	Adams, Alison	M	199510	UG	ARTS	UNKNHS	Loaded 30-NOV-2004
A00027662	Martinez, Robert	S	199510	UG	ARTS	UNKNHS	Prospect not loaded

When using SRIPREL, if an attempt is made to load a matched (*M*) or new (*N*) record (the Create Recruit item is selected from the Options Menu), and data is incomplete, an error is displayed in the autohint: *Error: Data Error. Prospect has been put into suspense*. At this point the match status for the record is changed back to *S*. You can then navigate to GOAMTCH to update the incomplete data (such as missing address information) and match the record appropriately.

### Using the Auto Load (Skip Dup Chk) parameter with PCU processing

If the Auto Load (Skip Dup Chk) parameter is set to *N* (perform duplicate processing), and the Student Type parameter is updated, a match status will be assigned for the student types that have been entered. When the Student Type parameter is blank, a match status will be assigned to all student types.

If the Auto Load (Skip Dup Chk) parameter is set to *Y* (load new and matched IDs), and the Student Type parameter is updated, a match status will be assigned for the student types that have been entered, and the records will be loaded to Banner. When the Student Type parameter is blank, a match status will be assigned to all student types, and the records will be loaded to Banner.

## Using PCU Processing

You can run this process by student types, using the Student Type parameter. This parameter is optional, and multiple values may be entered. If left blank, all incoming student types will be processed for the prospect code and tape ID. The parameter is validated against the Student Type Code Validation Form (STVSTYP).

For each student type code that is entered in the parameter, only records on the incoming file with matching student types will be processed. When specific student types are excluded (not entered in this parameter), they can be manually reviewed and pushed (or not) on SRIPREL and/or purged using SRTPURG. This allows you to selectively process or not process PCU student types.

If NULL student types need to be processed, all applicable student types should be processed first, so that only the NULL types remain. Leave the Student Type parameter blank, and the NULL student types will be picked up, as they will be the last types that remain during processing.

### Note

The Student Type parameter is used mainly for PCU processing, but it is valid for all electronic prospect codes. Only the PCU file currently provides an incoming variable for the student type.

Student type values for other files (SAT, ACT, etc.) will be *NULL*, or they will use the default student type for the specific electronic prospect code that was updated on SRAPRED. ■

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	Electronic Prospect Code	Yes	Enter the electronic prospect code to determine which records in the Search Tape View (SRVPREL) will be processed.  This parameter works with STVPREL and STVINFC to associate the tape with the common matching source for the appropriate matching rules.	Electronic Prospect Validation Form (STVPREL)
	Tape ID	No	Enter the code for the prospect tape ID to further define which records to process.	

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	Report Type (if Parm 04 = N)	Yes	Enter the report type value for the detail you wish to show on the report - <i>E</i> (errors), <i>N</i> (new), <i>M</i> (match), or <i>A</i> (all).	E Errors N New M Match A All
	Auto Load (Skip Dup Chk)	Yes	Enter <i>Y</i> to automatically load new or matched IDs or <i>N</i> to perform duplicate processing. The default is <i>N</i> .	Y Load new/matched IDs N Perform duplicate processing
	Student Type	No	Enter the student type codes to be processed or leave blank for all student types.	Student Type Code Validation Form (STVSTYP)

## Report Sample—Electronic Prospect Match (SRRSRIN)

*This sample shows the Auto Load (Skip Dup Chk) parameter set to Y.*

21-SEP-2005 11:33:56		BANNER System Test Electronic Prospect Match						PAGE 1 SRRSRIN	
T A P E   C O M P A R I S O N   P R O C E S S I N G									
Tape ID: s1 Report Print: AUTOMATIC LOAD Process Date: 21-SEP-2005									
Electronic Prospect Code: SAT SAT Test Tape									
ID	NAME	MTCH	TERM	APPL NUM	LEVL	MAJR	HSCH	LOAD STATUS	
A00001047	Adamson, Karen	M	200211		UG	0000	UNKNHS	Person Created 21-SEP-2005	
A00001048	Alstonner, Maryanne	M	200211		UG	ECON	UNKNHS	Person Created 21-SEP-2005	
A00001049	Angaddrsson, Linda	M	200211		UG	0000	UNKNHS	Person Created 21-SEP-2005	
A00001051	Bednarson, Richard	M	200211		UG	ECON	UNKNHS	Person Created 21-SEP-2005	
A00011110	Caravelle, Yonder	M	200211	1	UG	ECON	UNKNHS	Applicant Created 21-SEP-2005	
A00001052	Caroline, Danny	M	200211		UG	ECON	UNKNHS	Person Created 21-SEP-2005	
Zip, state and nation cannot all be null									
P00002142	Carrollton, Melody	S	200211		UG	ECON	UNKNHS	Prospect not loaded.	
A00011112	Cobb, Kelly	M	200211	1	UG	ANTH	UNKNHS	Applicant Created 21-SEP-2005	
A00001055	Crispin, Amylynn	M	200211		UG	ECON	UNKNHS	Person Created 21-SEP-2005	
A00001053	Densters, Amberjane	M	200211	1	UG	ECON	UNKNHS	Rec/App Created 21-SEP-2005	
A00001050	Mendoza-Smith, Alvarez	M	200211	1	UG	ECON	UNKNHS	Rec/App Created 21-SEP-2005	
A00001054	Richardson, Angela	M	200211	1	UG	0000	UNKNHS	Rec/App Created 21-SEP-2005	

21-SEP-2005 11:33:56		BANNER System Test Electronic Prospect Match						PAGE 2 SRRSRIN	
* * * REPORT CONTROL INFORMATION - SRRSRIN - Release 7.2 * * *									
RPTNAME: SRRSRIN									
PREL CODE: SAT SAT Test Tape									
TAPE ID: s1									
REPORT PRINT: A									
INTERFACE CODE (Retrieved from STVPREL): SAT									
AUTOMATIC LOAD: Y									
Number of Prospects Read: 12									
Number of General Persons Migrated to Production Banner: 11									
Number of Recruits Migrated to Production Banner: 3									
Number of Applicants Migrated to Production Banner: 5									
Total Individuals Migrated to Production Banner: 11									
Number of Persons NOT Migrated to Production Banner: 1									

***This sample shows the Auto Load (Skip Dup Chk) parameter set to N and uses Former Last Name records.***

```

28-SEP-2005 08:27:32                BANNER System Test                PAGE 1
                                      Electronic Prospect Match            SRRSRIN
                                T A P E   C O M P A R I S O N   P R O C E S S I N G
                                      Tape ID: a9
                                Report Print: SUSPEND/DUPLICATE RECORDS
SSN(Tape)  ID(BANNER)  NAME                                STATUS
    
```

```

28-SEP-2005 08:27:32                BANNER System Test                PAGE 2
                                      Electronic Prospect Match            SRRSRIN
                                T A P E   C O M P A R I S O N   P R O C E S S I N G
                                      Tape ID: a9
                                Report Print: ALL PERSONS
                                Process Date: 28-SEP-2005
SSN(Tape)  ID(BANNER)  NAME (FORMER LAST NAME)            STATUS            * * * FIELDS IN ERROR * * *
066753391                Mallory , Marian A ( Mcintire)      SUSP
984778291                Murphy , Carley A ( Gendron )      SUSP
497544041                Rich , Christoper M               NEW
524592348                Saunders, Allan B                 NEW
237777795                Williams , Wilson T               NEW
    
```

```

28-SEP-2005 08:27:32                BANNER System Test                PAGE 3
                                      Electronic Prospect Match            SRRSRIN
                                T A P E   C O M P A R I S O N   P R O C E S S I N G
                                      Tape ID: a9
                                Report Print: SUSPEND/DUPLICATE RECORDS
SSN(Tape)  ID(BANNER)  NAME                                STATUS
066743391  P00004854  Mallory Marian Ann                 Suspend
007778291  P00004855  Murphy Carley Alice                Suspend
    
```

28-SEP-2005 08:27:32

BANNER System Test  
Electronic Prospect Match

PAGE 4  
SRRSRIN

\* \* \* REPORT CONTROL INFORMATION - SRRSRIN - Release 7.2 \* \* \*

RPTNAME: SRRSRIN  
PREL CODE: AMCS AMCAS  
TAPE ID: a9  
REPORT PRINT: A  
INTERFACE CODE (Retrieved from STVPREL): AMCS  
AUTOMATIC LOAD: N

RECORD COUNT: 5

REPORT COUNTS:

Suspend	00002
Errors	00000
New Persons	00003
Matching Persons	00000
	-----
Total	00005
Duplicate Records	00000



***This sample shows the Auto Load (Skip Dup Chk) parameter set to Y and uses Former Last Name Records.***

28-SEP-2005 10:49:36	BANNER System Test Electronic Prospect Match						PAGE 1 SRRSRIN
T A P E   C O M P A R I S O N   P R O C E S S I N G							
Tape ID: a9 Report Print: AUTOMATIC LOAD Process Date: 28-SEP-2005							
Electronic Prospect Code: AMCS AMCAS ID                    NAME	MTCH	TERM	APPL NUM	LEVL	MAJR	HSCH	LOAD STATUS
P00004875    Gregory, Casey FORMER LAST NAME: Gunderson	S	200590		MD	MED		Prospect not loaded.
P00004874    Mallory, Melissa FORMER LAST NAME: Mcguire	S	200590		MD	MED		Prospect not loaded.
A00011203    Rock, Colin	N	200590	1	MD	MED		Applicant Created 28-SEP-2005
A00011204    Sanders, Andrew	N	200590	1	MD	MED		Applicant Created 28-SEP-2005
A00011205    Williams, Willis	N	200590	1	MD	MED		Applicant Created 28-SEP-2005

28-SEP-2005 10:49:36	BANNER System Test Electronic Prospect Match						PAGE 2 SRRSRIN
* * * REPORT CONTROL INFORMATION - SRRSRIN - Release 7.2 * * *							
RPTNAME: SRRSRIN PREL CODE: AMCS AMCAS TAPE ID: a9 REPORT PRINT: A INTERFACE CODE (Retrieved from STVPREL): AMCS AUTOMATIC LOAD: Y							
Number of Prospects Read: 5 Number of General Persons Migrated to Production Banner: 3 Number of Recruits Migrated to Production Banner: Number of Applicants Migrated to Production Banner: 3 Total Individuals Migrated to Production Banner: 3 Number of Persons NOT Migrated to Production Banner: 2							

*This sample shows the PCU output.*

19-DEC-2006 17:55:35

BANNER University  
Electronic Prospect Match

PAGE 1  
SRRSRIN

T A P E   C O M P A R I S O N   P R O C E S S I N G

Tape ID: pc1  
Report Print: SUSPEND/DUPLICATE RECORDS

SSN(Tape)	ID(BANNER)	NAME	STATUS
-----------	------------	------	--------

19-DEC-2006 17:55:35

BANNER University  
Electronic Prospect Match

PAGE 2  
SRRSRIN

T A P E   C O M P A R I S O N   P R O C E S S I N G

Tape ID: pc1  
Report Print: ALL PERSONS  
Process Date: 19-DEC-2006

SSN(Tape)	ID(BANNER)	NAME	STATUS	* * * FIELDS IN ERROR * * *
		Ahmed , Nawrin	NEW	
		Akins , Kathy L	NEW	
		Alce , Stephane	NEW	
		Alexandre , Jane	NEW	
		Allison , Elizabeth S	NEW	
		Alteman , Karley M	NEW	
		Anand , Sasha	NEW	

\* \* \* REPORT CONTROL INFORMATION - SRRSRIN - Release 7.3.2 \* \* \*

RPTNAME: SRRSRIN  
PREL CODE: PCU Private College Search Tape  
TAPE ID: pc1  
REPORT PRINT: A  
INTERFACE CODE (Retrieved from STVPREL): PCU  
AUTOMATIC LOAD: N  
STUDENT TYPE: 2

RECORD COUNT: 7

REPORT COUNTS:

Suspend	00000
Errors	00000
New Persons	00007
Matching Persons	00000
	-----
Total	00007
Duplicate Records	00000

# Migrate Electronic Prospects Process (SRRPREL)

**Description** This process is used to create or update Banner recruiting and admissions records for the records in the search tape temporary records, including AMCAS and PCU records, depending on how the parameters are set. SRRPREL processes all search, test score tape, and AMCAS records that have a match status of *N* (New), *M* (Matched), or *A* (All) or rows with a match status set to *M* or *N* (depending on the parameter value selected). Once a record has been loaded, its load status is set to *C*.

The source and contact codes identified as parameters on the SRTLOAD process are loaded to the new or updated recruiting or admissions records based on the values for these rules on the Electronic Admissions Application Rules Form (SAAERUL). If no values are entered for these parameters in the SRTLOAD process, the values entered on STVINFC will be used. SRRPREL allows for the update of an existing recruiting or admissions record instead of always creating a new recruiting record if you request that additional information be loaded. Default values from SRAPRED will be used if they have been set up.

Use the *CREATENEWAPPL* rule on SAAERUL for the group equal to *PREL* to create an application record at the same time a recruit record is created by SRRPREL. When this rule is set to *Y*, the `sakmods.p_create_application` package is called to create an application record. When this rule is set to *N*, a corresponding application record is not created.

## For PCU Processing

You can run this process by student types, using the Student Type parameter. This parameter is optional, and multiple values may be entered. If left blank, all incoming student types will be processed for the prospect code and tape ID. The parameter is validated against the Student Type Code Validation Form (STVSTYP).

For each student type code that is entered in the parameter, only records on the incoming file with matching student types will be processed. When specific student types are excluded (not entered in this parameter), they can be manually reviewed and pushed (or not) on SRIPREL and/or purged using SRTPURG. This allows you to selectively process or not process PCU student types.

If NULL student types need to be processed, all applicable student types should be processed first, so that only the NULL types remain. Leave the Student Type parameter blank, and the NULL student types will be picked up, as they will be the last types that remain during processing.



### Note

The Student Type parameter is used mainly for PCU processing, but it is valid for all electronic prospect codes. Only the PCU file currently provides an incoming variable for the student type.

Student type values for other files (SAT, ACT, etc.) will be *NULL*, or they will use the default student type for the specific electronic prospect code that was updated on SRAPRED. ■

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	Electronic Prospect Code	Yes	Enter the electronic prospect code of the records to be migrated to Banner.	Electronic Prospect Validation Form (STVPREL)
	Tape ID	No	Enter the code for the prospect tape ID or leave blank to load all records with the specified electronic prospect code.	
	Match Status	Yes	Enter <i>M</i> to select only matched rows, <i>N</i> for new rows, or <i>A</i> for all rows.	M Matched rows N New rows
	Student Type	No	Enter the student type codes to be processed or leave blank for all student types.	Student Type Code Validation Form (STVSTYP)

## Report Sample—Migrate Electronic Prospects Process (SRRPREL)

*This sample shows the results with an API error.*

21-SEP-2005 10:57:56		BANNER System Test Migrate Electronic Prospects							Page: 1 SRRPREL
Electronic Prospect Code: SAT SAT Test Tape ID	NAME	MTCH	TERM	APPL NUM	LEVL	MAJR	HSCH	LOAD STATUS	
A00001048 Person Created 21-SEP-2005	Alstonner, Maryanne	M	200211			UG	ECON	UNKNHS	
A00001049 Person Created 21-SEP-2005	Angaddrsson, Linda	M	200211			UG	PSYC	UNKNHS	
A00001051 Person Created 21-SEP-2005	Bednarson, Richard	M	200211			UG	ECON	UNKNHS	
A00011110 Person Created 21-SEP-2005	Caravelle, Yonder	N	200211	1	UG	ECON	UNKNHS	Applicant Created 21-SEP-2005	
A00001052 Person Created 21-SEP-2005	Caroline, Danny	M	200211			UG	ECON	UNKNHS	
P00002130 Prospect not loaded.	Carrollton, Melody	S	200211			UG	ECON	UNKNHS	
Prospect ID: P00002130 Zip, state and nation cannot all be null									
A00011112 Person Created 21-SEP-2005	Cobb, Kelly	N	200211	1	UG	ANTH	UNKNHS	Applicant Created 21-SEP-2005	
A00001055 Person Created 21-SEP-2005	Crispin, Amylynn	M	200211			UG	ECON	UNKNHS	
A00001053	Densters, Amberjane	M	200211	1	UG	ECON	UNKNHS	Applicant Created 21-SEP-2005	
A00001050	Mendoza-Smith, Alvarez	M	200211	1	UG	ECON	UNKNHS	Applicant Created 21-SEP-2005	
A00001054	Richardson, Angela	M	200211	1	UG	PSYC	UNKNHS	Applicant Created 21-SEP-2005	

21-SEP-2005 10:57:56		BANNER System Test Migrate Electronic Prospects							Page: 2 SRRPREL
* * * REPORT CONTROL INFORMATION - SRRPREL - Release 7.2 * * *									
RPTNAME: SRRPREL									
PREL CODE: SAT SAT Test Tape									
TAPE ID : s1									
MATCH STATUS: A									
Number of Prospects Read: 11									
Number of General Persons Migrated to Production Banner: 10									
Number of Recruits Migrated to Production Banner:									
Number of Applicants Migrated to Production Banner: 5									
Total Individuals Migrated to Production Banner: 10									
Number of Persons NOT Migrated to Production Banner: 1									

***This sample shows the PCU output.***

19-DEC-2006 17:57:56

BANNER University  
Migrate Electronic Prospects

Page: 1  
SRRPREL

Electronic Prospect ID	Code: PCU Private College NAME	Search MTCH	Tape TERM	APPL NUM	LEVL	MAJR	HSCH	LOAD STATUS		
A00055819	Ahmed, Nawrin	N	200211	1	UG	CHEM	UNKNHS	Rec/App Created	19-DEC-2006	
A00055820	Akins, Kathy	N	199210	1	UG	CHEM	UNKNHS	Rec/App Created	19-DEC-2006	
A00055821	Alce, Stephane	N	200211	1	UG	CHEM	UNKNHS	Rec/App Created	19-DEC-2006	
A00055822	Alexandre, Jane	N	199863	1	UG	CHEM	UNKNHS	Rec/App Created	19-DEC-2006	
A00055823	Allison, Elizabeth	N	200211	1	UG	CHEM	UNKNHS	Rec/App Created	19-DEC-2006	
A00055824	Alteman, Karley	N	200211	1	UG	CHEM	UNKNHS	Rec/App Created	19-DEC-2006	
A00055825	Anand, Sasha	N	200211	1	UG	CHEM	UNKNHS	Rec/App Created	19-DEC-2006	

## Electronic Prospect Email Process (SRREMAL)

**Description** This process is used for sending out a mass mailing as an email letter to any individual with an electronic prospect record.

This process selects the processing population from the Electronic Prospects View (SRVPREL). For each electronic prospect processed, an email will be created based on the email letter defined on SOAELTR. This process requires that the letter defined on SOAELTR have a module type of *P*. The module type is defined for the letter on SOAELTL.

This process lists all persons selected from SRRPREL. If the electronic prospect does not have an email address, a missing email error message is printed. No email can be sent to these individuals, and a paper letter will need to be sent. This process does not report the emails returned due to invalid email addresses. That information will be returned to the in-box of the “from” email address which is the ID that processes the job through Banner job submission.

The From Email Address will default to “jobsub” if the process is run from job submission and the From Email Address parameter is left blank or the operating system is VMS, or will default to the user ID of the person running the process from the operating system prompt. Use the FROM Email Address parameter to indicate a from address other than “jobsub” or an Oracle ID.

This process requires that email can be sent from the server where the process is run. This process has the option of testing the email process. If the process is submitted with the Print to Log parameter set to *L*, the email messages will be printed to the log file and not sent.

The email letter itself is written to a disk file in ASCII format. The available formatting on SOAELTR includes a new line and new paragraph. If a row in SOAELTR has a new line format, and a data column which expands to blanks, and no text, the blank line will not be printed. The horizontal rule format option is not available for the ASCII email letter. This is available for the Web Admissions Signature Page.



### Note

This process uses the *sendmail* command on UNIX and VMS platforms. ■

The following errors may be encountered when using the `sokemal.p_sendmail` package with the SOKEMAL procedure, both of which use the Oracle API `UTL_SMTP`.



- *ORA-20001: 421 Service not available*

This indicates that the mailhost entered is not correct. Please check with the system administrator for assistance in obtaining the correct mailhost name.

- *ORA-20002: 550 5.1.1 jdoe@xxx.com... User unknown*

This indicates that the email address being sent is invalid. The email processes (SAREMAL, SOREMAL, and SRREMAL) will not stop running. The error will print in the detail on the report output.

- *ORA-29540: class oracle/plsql/net/TCPConnection does not exist*

This indicates that the correct java classes are not installed. Please refer to Chapter 65 of the *Oracle8i Supplied PL/SQL Packages Reference Release 2 (8.1.6) (Part# A76936-01)* for more information.

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	Email Letter Code	Yes	Enter the email letter code defined for the electronic prospect email letter.	HTML Letter Rules Form (SOAELTL)
	Electronic Prospect ID	No	Enter the ID of the electronic prospect when you are running the process for a single ID.	
	PREL Code	No	Enter the code for the electronic prospect or leave blank for all.	Electronic Prospect Validation Form (STVPREL)
	Tape ID	No	Enter the tape ID for the tape ID for the electronic prospect records to be included or leave blank for all.	
	Term Code	No	Enter the term code for the electronic prospect records to be included in the email processing.	Term Code Validation Form (STVTERM)
	Creation Start Date	No	Enter the start date when the prospects were created in MON-DD-YYYY format.	
	Creation End Date	No	Enter the end date when the prospects were created in MON-DD-YYYY format.	
	Load Status	No	Enter the load status for the prospect records to be included. Enter <i>C</i> for loaded to Banner or leave blank for not loaded to Banner.	<i>C</i> Loaded to Banner Blank - Not loaded to Banner

Parameters	Name	Required?	Description	Values
	Print Email to Log or Send	No	Enter <i>L</i> to print the email to a log file and not send it. Enter <i>S</i> to send the email to the student. The default is <i>S</i> .	<i>L</i> Print to log <i>S</i> Send email
	Email Subject Text	No	Enter the subject text for the email.	
	FROM Email Address	Yes	Enter the from email address for the email letter with the user ID and host (i.e., jdoe@college.edu). The default address is the one for the ID that is running the process.  <b>Note:</b> The email address is not validated by the TCP connection. You can enter an invalid email address, and the email will still be sent.  This parameter is required for use with the Oracle Mail API.	
	Email Sender's Name	No	Enter text to show the name of the sender as well as the email address in order to personalize the email. For example, enter "John Doe" <jdoe@college.edu> as the sender instead of jdoe@college.edu. This parameter is used with the FROM Email Address parameter.	
	Mail Host	Yes	Enter the mail host from which the email will be sent (i.e., mailhost.xxx.edu). This information is available from the system administrator and is the name of the mail TCP Connection.	

### Report Sample—Electronic Prospect Email Process (SRREMAL)

25-JUL-2002 20:58:31		Banner University Electronic Prospect Email				Page: 1 SRREMAL
Email Letter ID	Code: DMF_RECR_LTR2 NAME	PREL	TAPEID	TERM	EMAIL	MSG
@00006611	Sheen, Alberta	WEBMU		200310	df1ath@sca.com	Email sent

25-JUL-2002 20:58:31

Banner University  
Electronic Prospect Email

Page: 2  
SRREMAL

\* \* \* REPORT CONTROL INFORMATION - SRREMAL - Release 5.5 \* \* \*

RPTNAME: SRREMAL  
LETTER CODE: DMF\_RECR\_LTR2  
ID: @00006611  
PREL CODE: WEBMU  
TAPE ID :  
TERM CODE: 200310  
START DATE: 25-JUL-2002  
END DATE: 25-JUL-2002  
LOAD STATUS:  
EMAIL SUBJECT: Prospects - 2  
EMAIL FROM ADDRESS: dflath@sca.com  
SENDER NAME: Dayna Flath  
EMAIL SERVER: mailhost.sca.com  
PRINT TO LOG AND NOT SEND: S

Number of Electronic Prospects Read: 1  
Number of Electronic Prospects with no Email:  
Number of Errors Sending Email:  
Number of Electronic Prospects sent Email: 1



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# 10 Admissions



## Admissions Procedures

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### Build Admission Credentials

The required admissions documents for categories of applicants are built on the Admissions Checklist Rules Form (SAACHKB) based upon institution policies. If the data built to define the rules matches the applicant's data when an application is entered on the Admissions Application Form (SAAADMS), the system automatically identifies and records items the applicant must submit to the institution to continue application processing. These items can be viewed and updated in the Checklist window of the Admissions Application Form (SAAADMS).

If you create a high school, prior college, test, or international record with a checklist item, and then create an application for that person, but the checklist defined on SAACHKB for that applicant's program does not include the checklist entered on the source form (SOAHSCH, SOAPCOL, SOATEST, or GOAINTL), then the checklist item will be created on the application and marked as received.

***For example:***

1. Create an admissions request checklist code of HS90 on STVADMR.
2. Create a high school record for the person, and add HS90 as the checklist item.
3. Set up checklist rules for UG, BA - Major MATH as high school transcript HST1 and test score TSTS on SAACHKB.
4. Create an application for the person with the checklist code of HS90. The checklists created will be for HST1, TSTS, and HS90.

Checklist processing records the origin or source of a checklist item, specifically if the item is from an external source, and tracks the status of the checklist item. The new source or checklist origin will be populated with the value *BASELINE* when a checklist item is created. This value can be changed if the checklist item was not automatically generated by system. The checklist origin code is displayed on SAAADMS and SAAACKL.

Checklist status codes can be used to communicate additional information to a student about a requirement. The checklist status code is displayed on SAAADMS and SAAACKL.

For example, a high school transcript has been received by an institution, but an updated transcript is needed that reflects additional semesters of coursework. A document status that indicates that an updated transcript is needed with the 7th semester grades provides the necessary detail to the staff and applicant.

In another example, an unofficial transcript is received by an institution. The applicant needs to be informed that the transcript was received, but an official transcript is required. The document status can also be used to communicate this requirement to the applicant.

## Build Automated Decision Rules

The Admissions Decision Rules Form (SAADCSN) is used to enter the institution's admission policies to be used by the system when calculating a decision on an applicant. Application information, including residency, level, student type, college, degree, major, program, and campus is entered on this form and is then compared to the admissions application data. Rules are also defined to compare high school information, prior college information, test scores, and ratings against data submitted by the applicant. You can design automatic decision rules for applicants with the level of complexity you require.

A procedure in the SAKDCSN package is used to process the rules for all application decisions. This procedure is called by all the processes that allow entry of a decision, such as SAADCRV, SAADCBT, SARBDSN, and the Admissions module of Banner® Student Self-Service. The Admissions Decision API is used with the Admissions Application Repeating Table (SARADAP). This API is called by the procedure that is used to process admissions application decisions.

### `sakdcsn.p_process_decsn`

The Application Decision Procedure (`sakdcsn.p_process_decsn`) is used to house the business logic for processing admissions application decisions. All processes that allow you to insert a decision code call this procedure. The one exception to this is SAAQUIK, which uses the API to insert the decision.

This procedure will perform the following activities for each new decision:

1. Validate that the last decision for the application does not have the same decision code.
2. Verify the existence of a general student record and return a warning, if appropriate.
3. Check for the existence of registration records and return either a warning or an error message, if appropriate.
4. Validate the curriculum.
5. Insert a decision, if appropriate.

6. Insert a general student record, if appropriate.
7. Copy the curriculum and field of study, if appropriate.
8. Push the application field of study to a new curriculum status, if appropriate.

Although an institution can define an unlimited number of admission decision codes, there are essentially six different types of codes: *Significant*, *Not Significant*, *Institutional Acceptance*, *Institutional Rejection*, *Applicant Acceptance*, and *Inactive Application*. This piece of logic will define the necessary validations to be performed, warning/error messages to be displayed, and other actions to be taken when a decision code is to be inserted into the SARAPPD table. Also, when the decision code being entered is an Applicant Acceptance type, the logic will determine the priority value associated with the learner curriculum record(s) to be inserted into the SORLCUR table.

### Significant Decision Codes

The **Significant Decision** checkbox is checked on STVAPDC. The decision code should be inserted into the SARAPPD table, and the **Application Status** field updated to *D*.

#### Note

The **Significant Decision** checkbox on STVAPDC can be checked (set to *Y*) independently of each of the other checkboxes on the form. As such, when it is checked in combination with any of the other checkboxes, updating the **Application Status** field to *D* should be part of that decision code type's processing as well. ■

### Not Significant Decision Codes

The **Significant Decision** checkbox is not checked on STVAPDC. The decision code should be inserted into the SARAPPD table without performing additional validation or updates.

### Institutional Acceptance Decision Codes

The **Institution Acceptance** checkbox is checked on STVAPDC. The decision code should be inserted into the SARAPPD table without performing additional validation or updates.

### Inactive Application Decision Codes

The **Inactive Application** checkbox is checked on STVAPDC. Before a new record is inserted into the SARAPPD table, the system should perform the following checks.

1. If the applicant has registration records in the same term as the entry term on the application, then:
  - 1.1. Display a warning message that registration exists, but no general learner record update is allowed.
  - 1.2. Execute the package to push the appropriate curriculum status codes on the application curriculum.
2. If the applicant does not have any registration records for the application term, but a general learner record exists for the application entry term, then:
  - 2.1. If all current and active learner curricula are the same as the current and active curricula on the application, then:
    - 2.1.1. Update the student status on the general learner record to *IS*.
    - 2.1.2. Display a warning message that learner records were inactivated.
    - 2.1.3. Execute the package to push the appropriate curriculum status codes on the application curriculum.
    - 2.1.4. Execute the package to push the appropriate curriculum status codes on the learner curriculum.
  - 2.2. If some, but not all of the current and active learner curricula match the current and active curricula on the application, then:
    - 2.2.1. Display a warning message that learner records were not inactivated and more than one current/active learner curriculum record exists.
    - 2.2.2. Execute the package to push the appropriate curriculum status codes on the application curriculum.
  - 2.3. If none of the current and active learner curricula match the current and active curricula on the application, then:
    - 2.3.1. Display a warning message that other learner curricula exist and learner and curriculum records were not inactivated.
    - 2.3.2. Execute the package to push the appropriate curriculum status codes on the application curriculum.
3. If no registration records exist and no general learner record exists for the entry term on the application, then:
  - 3.1. Display a warning message that the decision was processed.
  - 3.2. Execute the package to push the appropriate curriculum status codes on the application curriculum.

## Applicant Acceptance Decision Codes

The **Applicant Acceptance** checkbox is checked on STVAPDC. Before a new record is inserted into the SARAPPD table, the system should perform the following checks.

1. Obtain the error severity values on SOACTRL from the **Inactive current curriculum in same term, Inactive Current curriculum in previous term, and Cause a curriculum overload** fields.
2. If the applicant has registration records in the same term as the entry term on the application, compare the priorities on all current and active curricula on the application to the learner's current and active primary curriculum.

At this point, the process will not allow a decision to be processed if the curriculum from the application replaces the primary learner curriculum, as this would have an impact on the assessment of fees.

- 2.1. If the priority on any current and active curriculum on the application is less than the priority on learner's current and active primary curriculum, do not allow the decision to be entered, and display a fatal error message.
- 2.2. If the priority on all current and active curricula on the application is greater than the priority on the learner's current and active primary curriculum, allow the decision to be entered and continue with the next check.
3. Check for the existence of a previous applicant acceptance decision for the application.
  - 3.1. If the most recent significant decision is not an institutional rejection or inactive application decision, do not allow the decision to be entered, and display a fatal error message.
  - 3.2. If the most recent significant decision is an institutional rejection or inactive application decision, and the status on the general student record is inactive, then:
    - 3.2.1. Update the status on the general student record to active.
    - 3.2.2. For each current and active curriculum on the application, if the **Application Preference** value is not null, calculate the priority for the learner curriculum records using the following formula.

$( \text{Application Preference Number} \times 10 ) + ( \text{Curriculum Priority Number} )$

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- 3.2.3. If the **Application Preference** value is null, copy the priority for the learner curriculum records from the priority values on the application's curriculum records.
  - 3.2.4. Validate the curricula and display the appropriate type of message based upon the error severity settings obtained from SOACTRL and whether the calling program requires processing of curriculum. (SARBDSN does not require processing of curriculum.) If the error severity is *Fatal*, exit the procedure.
  - 3.2.5. Copy the curriculum records to the General Student module. If any of the curriculum records will be copied with a curriculum activity code of *INACTIVE* due to an overload situation, display the appropriate type of message based upon the error severity setting obtained from SOACTRL.
  - 3.2.6. Execute the backfill process for the learner record after the curriculum records have been inserted.
- 3.3. If there were no fatal or warning messages, display an informational message that the general student and curriculum records have been updated.
4. If the applicant does not have any registration records but does have a general student record with an effective term equal to the entry term on the application, then:
- 4.1. For each current and active curriculum on the application, if the **Application Preference** value is not null, calculate the priority for the learner curriculum records using the formula shown above.
  - 4.2. If the **Application Preference** value is null, copy the priority for the learner curriculum records from the priority values on the application's curriculum records.
  - 4.3. Compare the priority values on the new learner curriculum records to the priority values of existing curriculum records. For the application entry term, if a current and active learner curriculum record with a priority value that matches one of the priority values of a new curriculum record, then the following checks occur.
    - 4.3.1. If the error severity setting is *Fatal*, display an appropriate message, and exit the procedure.
    - 4.3.2. If the error severity setting is *Warning*, display a message giving the user the choice to cancel or continue.
    - 4.3.3. If the user chooses *Cancel*, exit the procedure.
    - 4.3.4. If the user chooses *Continue*, copy the existing learner curriculum record, giving it an activity status of *INACTIVE* and a curriculum status of *ADMITREPLACE*.



- 4.3.5. Validate the curriculum record, and display the appropriate type of message based upon the error severity settings obtained from SOACTRL. If the error severity is *Fatal*, exit the procedure.
  - 4.3.6. Copy the curriculum record to the General Student module. If any of the curriculum records will be copied with a curriculum activity code of *INACTIVE* due to an overload situation, display the appropriate type of message based upon the error severity setting obtained from SOACTRL.
  - 4.3.7. Execute the backfill process for the general student record after the curriculum records have been inserted.
- 4.4. If there were no fatal or warning messages, display an informational message that the general student and curriculum records have been updated.
5. If the applicant has a general student record with an effective term not equal to the entry term on the application, create a new general student record with an effective term equal to the entry term on the application, then:
- 5.1. For each current and active curriculum on the application, if the **Application Preference** value is not null, calculate the priority for the learner curriculum records using the formula shown above.
  - 5.2. If the **Application Preference** value is null, copy the priority for the learner curriculum records from the priority values on the application's curriculum records.
  - 5.3. Compare the priority values on the new learner curriculum records to the priority values of existing curriculum records. For the application entry term, if a current and active learner curriculum record with a priority value that matches one of the priority value of a new curriculum record, then the following checks occur.
    - 5.3.1. If the error severity setting is *Fatal*, display an appropriate message, and exit the procedure.
    - 5.3.2. If the error severity setting is *Warning*, display a message giving the user the choice to cancel or continue.
    - 5.3.3. If the user chooses *Cancel*, exit the procedure.
    - 5.3.4. If the user chooses *Continue*, copy the existing learner curriculum record, giving it an activity status of *INACTIVE* and a curriculum status of *ADMITREPLACE*.
    - 5.3.5. Validate the curriculum record and display the appropriate type of message based upon the error severity settings obtained from SOACTRL. If the error severity is *Fatal*, exit the procedure.

- 5.3.6. Copy the curriculum record to the General Student module. If any of the curriculum records will be copied with a curriculum activity code of *INACTIVE* due to an overload situation, display the appropriate type of message based upon the error severity setting obtained from SOACTRL.
- 5.3.7. Execute the backfill process for the general student record after the curriculum records have been inserted.
- 5.4. If there were no fatal or warning messages, display an informational message that the general student and curriculum records have been updated.

## Review Decision Rules

The Admissions Decision Criteria Report (SARDCSN) may be used to review the rules built on the Admission Decision Rules Form (SAADCSN). The Admissions Decision Calculation Process (SARBDSN) also uses the rules available on SAADCSN and defaults the **Level** field value from the Admissions Information to the General Student Information.

## Create Application

When a student applies to the institution, the Admissions Application Form (SAAADMS) is used to establish an admissions record. Before entering the admissions application, the applicant must first be entered into the system on the General Person Identification Form (SPAIDEN). An unlimited number of applications per term may be entered for any applicant. Any items the institution requires from the applicant may be entered and tracked on this form. User-defined rules for required items built on the Admissions Checklist Rules Form (SAACHKB) will automatically be entered on the application if the applicant matches those rules. Missing credential letters may be requested from the Communication information in the Application Fees window and generated using the Letter Generation Process.

You also have the option of rolling a recruit record forward to the Admissions module. To do this, select Prospect Information Summary (SRASUMI) from the Options Menu or perform a Duplicate Item function from the **Entry Term** field on Admissions Application Form (SAAADMS) to display the Prospect Summary Form (SRASUMI). You must decide which recruiting record you wish to create an application for, and place your cursor on that record. Next, you should perform a Select function to return the selected recruiting record to admissions. You may now modify the defaulted information or simply save it. If the defaulted recruiting record does not have a residency code and/or a student type code assigned to it, the system-required value of *O (Undeclared)* will default.

## Application Preference Number

You can enter an application preference value for the applications that are submitted by an individual, when multiple applications are created for a single entry term. This allows applicants to designate a hierarchical preference (i.e., ranking) among the applications they have submitted.

The application preference number is stored on SARADAP and entered on SAAADMS and in the Admissions module of Banner Student Self-Service. It is displayed on SAADCRV, SAADCBT, SAAACKL, SAARRAT, SAAQUAN, SAAEAPS, SAAETBL, and on the Web Application Summary in the Admissions module of Banner Student Self-Service. SAASUMI also displays the application preference number, as well as curriculum summary information.

SAAQUIK does not allow the entry of a value for the application preference number. This form is only intended to support the quick creation of a learner record. (Recruiting and admissions records can optionally be created as well.) It is not intended to be used as a way to perform maintenance on existing general student and/or curriculum records.

## Enter/Calculate Decision on Applicant

The Admissions Decision Form (SAADCRV) is used to enter decisions for an admissions application. This form also provides a mechanism for a decision to be calculated automatically by the system based on rules defined on the Admissions Decision Rules Form (SAADCSN). Once a decision is entered or calculated to indicate that the student has accepted and plans to attend, a general student record is automatically created using the information entered on the application. This record allows the student to be eligible to register. Decision letters may be requested from the Admission Decision Letter window and generated using the Letter Generation Process. When a decision is entered on SAADCRV which updates the student's application status, the status and decision codes will be updated upon entry to the Admissions Application Form (SAAADMS). A decision may also be calculated automatically using the Admissions Decision Calculation Report (SARBDSN).

## Multiple Applicant Acceptance Decisions

Learners can be accepted into an unlimited number of programs, even if they are currently registered for courses or have already been accepted into another program. The system updates the general student record when an applicant acceptance decision is rendered on a pending application after another approved application has already generated that record.

If application preference value for an application is null and an applicant acceptance decision is entered, the system copies the priority for the learner curriculum records from the priority values on the application's curriculum records. If the application preference value is not null and an applicant acceptance decision is entered, the system calculates the priority for the learner curriculum records using the following formula:

( Application Preference Number X 10 )+( Curriculum Priority Number )

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**Example:**

Joe Student has submitted two applications for a given term. His first preference application has a primary curriculum of BA-ARTS. His second preference application has a primary curriculum of BA-HISTORY. When his first preference application is accepted, the curriculum (BA-ARTS) is copied to the learner curriculum with a priority of 11. When his second preference application is accepted, the curriculum (BA-HISTORY) should be copied to the learner curriculum with a priority of 21.

The preceding was a simple example. However, there is the potential for much more complex situations to occur. As such, the system can assign the correct priorities to curricula as they are processed, based on the application preference, without regard to the order in which they are processed.

**Example:**

Joe Student submits a new application with a preference value of 2 and a primary curriculum of CE-ARTS. Assuming this application is accepted, CE-ARTS would become the new priority 2 learner curriculum, and BA-HISTORY would become inactive. In order for CE-ARTS to be added as another curriculum, rather than replace the BA-HISTORY curriculum, the application preference number or the priority on the admissions curriculum would have to be changed.

Learners can apply to a new program for a term in which they are already registered. Admissions applications are processed, even if the learner is registered for classes, as long as the existing primary curriculum record will not be changed or replaced.

**Example:**

Lisa Learner applied and was admitted to BA-ENGLISH for Fall 2006. A few months later, she attended orientation and pre-registered for classes. A month before the term was scheduled to begin, Lisa decided to apply for an additional program, BA-ANTHRO. Since Lisa's fees had not been assessed yet, her application for BA-ANTHRO was able to be processed, and the new program was added as a secondary curriculum.

When an applicant acceptance decision is made on a new application, the current and active learner curriculum records are kept active, and the newly accepted application's curriculum is added to the general student record (SGBSTDN) as another (secondary) priority, or, depending on the circumstances, to replace the existing primary curriculum with the new curriculum.

This is controlled by settings defined on the Curriculum Rules Control Form (SOACTRL). Three radio group fields in the main window work with the controls in the Number of Curricula Allowed window that define the number of curricula allowed per learner module. For instance, if a learner applies to and is accepted into a third curriculum, but only two current and active learner curricula are allowed, the new curriculum is copied to the learner module and will be assigned an *INACTIVE/OVERLOAD* status code.

The radio group fields on SOACTRL are in the Error Severity on Learner Curriculum Updates section of the main window and are as follows.

- The **Inactivate Current Curriculum in Same Term** radio group determines which type of error message, if any, to issue when an admissions decision will generate a learner curriculum that would inactivate an existing one with the same effective term. Valid values are *Fatal*, *Warning*, or *No Message*.
  - When the field is set to *Fatal*, the system will issue a fatal error message informing you that you cannot proceed without changing the application preference or curriculum priority on the application you are processing, because it will cause an existing learner curriculum to become inactive/non-current.
  - When the field is set to *Warning*, the system will issue a warning message informing you that the decision you are about to apply will cause an existing curriculum to become inactive/non-current. You have the option to continue or cancel.
    - Clicking on *Continue* will copy the existing curriculum record with a curriculum status of *ADMITREPLACE* and then insert the new curriculum record as well as the application decision record.
    - Clicking on *Cancel* allows you to perform a Clear Record on the application decision and adjust the application's preference value or the admissions curriculum priority as needed to avoid making changes to existing learner curricula.
  - When the field is set to *No Message*, the system will not issue any message at all when you enter a decision that will cause an existing curriculum to become inactive/non-current.
- The **Inactivate Current Curriculum in Previous Term** radio group determines which type of error message, if any, to issue when an admissions decision will generate a learner curriculum that would inactivate an existing one with an earlier effective term. Valid values are *Fatal*, *Warning*, or *No Message*.
  - When the field is set to *Fatal*, the system will issue a fatal error message informing you that you cannot proceed without changing the application preference or curriculum priority on the application you are processing, because it will cause an existing learner curriculum with an earlier effective term to become inactive/non-current.
  - When the field is set to *Warning*, the system will issue a warning message informing you that the decision you are about to apply will cause an existing

curriculum with an earlier effective term to become inactive/non-current. You have the option to continue or cancel.

- Clicking on *Continue* will copy the existing curriculum record with a curriculum status of *ADMITREPLACE* and then insert the new curriculum record as well as the application decision record.
  - Clicking on *Cancel* will allow you to perform a Clear Record on the application decision and adjust the application's preference value or the admissions curriculum priority as needed to avoid making changes to existing learner curricula.
- When the field is set to *No Message*, the system will not issue any message at all when you enter a decision that will cause an existing curriculum with an earlier effective term to become inactive/non-current.
- The **Cause a Curriculum Overload** radio group determines which type of error message, if any, to issue when an admissions decision will generate a learner curriculum with a curriculum status value of *OVERLOAD*, because the number of curricula or fields of study allowed has been exceeded.
    - When the field is set to *Fatal*, the system will issue a fatal error message informing you that you cannot proceed, because it would cause a learner curriculum or field of study record to be created with an *OVERLOAD* status. In order to process the application decision, you would need to inactivate the curriculum and/or field of study on the admissions application that would cause the overload.
    - When the field is set to *Warning*, the system will issue a warning message informing you that the decision you are about to apply will cause a learner curriculum or field of study record to be created with an *OVERLOAD* status. You have the option to continue or cancel.
      - Clicking on *Continue* will copy the admissions curriculum and/or field of study record(s) with a curriculum status of *OVERLOAD* to the General Student module and then insert the application decision record.
      - Clicking on *Cancel* will allow you to perform a Clear Record on the application decision and inactivate the admissions curriculum and/or field of study record(s) as needed to avoid causing a curriculum overload in the General Student module.
    - When the field is set to *No Message*, the system will not issue any message at all when you enter a decision that will cause a learner curriculum or field of study record to be created with an *OVERLOAD* status.

## Add/Maintain Test Scores

The Test Score Information Form (SOATEST) is used to add and maintain the test scores required for admission to the institution. Test scores for SAT, ACT, GMAT, GRE, and AMCAS tests may also be loaded into the system from test score tapes and are recorded

on this form. This information may be used in the automated decision process. The following optional fields may be used to further define test information: **Accommodation, Instrument, Form, and Purpose.**

This form performs the test score equivalent lookup when data is saved. The **Term** and the **Source** fields must both be entered in order for the equivalent lookup to take place. When a record is found on SOATEQU that matches the test code, test source, and test score entered on SOATEST, an equivalent record is created and entered in SOATEST. The new equivalent test score will be displayed upon requerying the data.

## Add/Maintain High School Data

The High School Information Form (SOAHSCH) is used to enter information about a person's high school career. The information includes high school code and name, transcript dates, graduation date, GPA, and subjects taken in high school. This information may be used in the automated decision process.

## Add/Maintain Prior College Data

The Prior College Form (SOAPCOL) is used to enter and maintain information about a person's prior college experience including degree information such as majors, minors, and areas of concentration, number of hours, GPA, and transcript date. The Prior College Summary Form (SOAPCOQ) may be used to view a summary of the prior college and degree information for a specific ID.

## Maintain Guardian Information

The Guardian Information Form (SOAFOLK) is used to enter address and employer information for a person's parents or guardians.

## Add Student Through Quick Entry

The Quick Entry Form (SAAQUIK) is an alternate method of entering a student as a person and creating a general student record without going through the General Person Identification Form (SPAIDEN), the Admissions Application Form (SAAADMS), and the Admissions Decision Form (SAADCRV). This form allows the necessary biographic, demographic, and admissions information to be entered all on one form. The option of creating a recruiting and/or admissions record when a student is added is also permitted. A person entered on this form automatically becomes a general student and is eligible to register.

In order to facilitate data entry on the Quick Entry Form (SAAQUIK), the Quick Entry Rules Form (SAAQKER) can be established with standard values that will default to the Quick Entry Form (SAAQUIK). The values that automatically default may be overridden on the SAAQUIK.

## Review Application Data

The Admissions Application Report (SARADMS) is used to review application data for a specified term.

The Admissions Count by College/Major Report (SARACTM) is used to produce a statistical count on admission applications with totals by major and college.

## Letter Generation—Letters, Paragraphs, and Variables

### Banner Student System Users

Two modules of the Banner Student System use the Letter Generation Process: Admissions and Recruiting.

### Recruiting Letters

Two Recruiting letters are supported; the *Application* for both letters is Recruiting.

Letter	Description
INF_REQ	Information Request Letter
INQUIRY_THANKS	Thank You Letter for all inquiry types

### Dynamic Parameters

For both of these letters, you must enter this dynamic parameter:

Dynamic Parameter	Description
&Recruiting_Term	Enter the recruiting term code for which this letter is being run.

### Note

For the INF\_REQ letter, you also need to specify Date 1 and Date 2 when you run the Letter Generation Print Report (GLRLETR). ■

### Paragraphs

You can use any of the following paragraphs in the Recruiting letters.

Paragraph	Description
NEWPAGE	New Page for Letter
HEADDTE	Letter Date



<b>Paragraph</b>	<b>Description</b>
GURPERS	Person Name/Address
INFOREQ	Information Request
CLOSING	Admissions/Recruiting Closing

### **Variables**

You can use any of the variables in the following list for the Recruiting letters.

<b>Variable</b>	<b>Description</b>
*ADDRESS_COUNTY	Address County Description
*APTB	Appointment Begin Time (in format HH:MM AM)
*APTD	Appointment Date (in format Month, dd, yyyy)
*APTE	Appointment End Time (in format HH:MM AM)
*APTI *	Appointment Interviewer Desc
*APTR	Appointment Recruiter Desc
*BDATE	Birthdate
*CITY	Address City
*CONT	Contact Description & Date
*CONTACT_DESCRIPTION *	Latest Contact Description
*CONTACT_MAX_SUBQUERY *	Subquery/Latest Contact Date
*DEPT +	Recruit Department Description
*FNAME	First Name
*GREETING_FIRST_NAME	Greeting with First Name
*GREETING_FORMAL	Formal Greeting
*HS_CITY	High School City
*HS_NAME	High School Name
*HS_NATN	High School Nation
*HS_STATE	High School State
*HS_STR1	High School Street 1
*HS_STR2	High School Street 2
*HS_STR3	High School Street 3
*HS_ZIP	High School ZIP Code
*ICITY	Institution City
*ID	Current ID
*INAME	Institution Name
*INATN	Institution Nation
*INTS	Recruit Outside Interest Desc
*IPHONE	Institution Telephone Number
*ISTAT	Institution State
*ISTR1	Institution Street Line 1
*ISTR2	Institution Street 2

<b>Variable</b>	<b>Description</b>
*ISTR3	Institution Street 3
*LATEST_CONT *	Latest Contact Description
*IZIPC	Institution ZIP Code
*LGNAME	Legal Name
*LNAME	Last Name
*MNAME	Middle Name
*NAME_PREFIX	Name Prefix
*NAME_SUFFIX	Name Suffix
*NATN	Nation Description
*PHONE	Telephone Number
*PNAME	Preferred Name
*RAPT	Appointment Contact Desc
*RCAMP +	Recruit Campus Description
*RCOLL +	Recruit College Description
*RDEGC +	Recruit Degree Description
*RECR +	Prospect Recruiter Description
*RLEVL +	Recruit Level Description
*RMAJR +	Recruit Major Description
*RSLT	Appointment Result
*RSTAT +	Recruit Status Description
*RSTUTYPE +	Recruit Student Type
*RTYPE +	Recruit Recruit Type Desc
*SBGI	Recruit Source Description
*SIGN	Letter Closing Signature
*SSN	SSN
*STATE	Address State Code
*STR1	Address Street Line 1
*STR2	Address Street Line 2
*STR3	Address Street Line 3
*TDATE	Today in Month dd, yyyy format
*TERM +	Recruit Term Description
*ZIPC	Address ZIP Code

## **Admissions Letters**

Three Admissions letters are supported; the *Application* for each letter is `Admissions`.

<b>Letter</b>	<b>Description</b>
ADM_APPL_ACKN	Admissions Application Acknowledgment
ACCEPT	Admissions Acceptance Letter
CHKL	Checklist Letters

## Dynamic Parameters

You must enter the appropriate dynamic parameters for each letter.

Letter	Dynamic Parameter	Description
ADM_APPL_ACKN	&Application_Term	Enter the term code for which this letter is being extracted.
ACCEPT	&Application_Term	Enter the term code for which this letter is being extracted.
ACCEPT	&Signature_Initials	Enter the code associated with the signature to be printed.
CHKL	&Application_Term	Enter the term code for which this letter is being extracted.
CHKL	&Signature_Initials	Enter the code associated with the signature to be printed.

### Note

You also need to specify Date 1 when you run the Letter Generation Print Report (GLRLETR). ■

## Paragraphs

You can use any of the following paragraphs in any of the Admissions letters.

Paragraph	Description
TB_RECR	Table for Recruiting Letter
NEWPAGE	New Page for Letter
HEADDTE	Letter Date
GURPERS	Person Name/Address
ACCEPT	Admissions Acceptance Paragraph
INADDRS	Institution Name and Address
FRMADDR	Formal Name, Address and Salutation
ADMACKL	Admissions Application Acknowledgment
CHKLBDY	Admissions Checklist
CHKLLST	List of Checklist Items
CLOSING	Admissions/Recruiting Closing
SIGN	Signature information

## Variables

You can use any of the variables in the following list for the Admissions letters.

Variable	Description
*ACOL1 +	Application College Desc
*ACAMP +	Application Campus Description
*ADEG1 +	Application Degree Desc
*ADEPT +	Application Dept Description
*ADMTYP +	Application Admit Type Desc
*ALEVL +	Application Level Description
*AMAJ1 +	Application Major 1 Desc
*AMAJ1_CONC +	Application Major 1 Conc Desc
*APPLNO +	Application Number
*APST +	Application Status Description
*APTB	Appointment Begin Time (in format HH:MM AM)
*APTD	Appointment Date (in format Month, dd, yyyy)
*APTE	Appointment End Time (in format HH:MM AM)
*APTI *	Appointment Interviewer Desc
*APTR	Appointment Recruiter Code
*ARECTYP +	Application Rec Type Desc
*ARESD +	Application Residency Desc
*ASRCE	Application Source Description
*BDATE	Birthdate
*CAMP +	Application Campus Description
*CHKL	Admissions Checklist Items
*CITY	Address City
*CONT	Contact Description & Date
*CONTACT_DESCRIPTION *	Latest Contact Description
*CONTACT_MAX_SUBQUERY *	Subquery/Latest Contact Date
*DCSN	Application Decisions & Dates
*FNAME	First Name
*GREETING_FIRST_NAME	Greeting with First Name
*ICITY	Institution City
*ID	Current ID
*INAME	Institution Name
*INATN	Institution Nation
*INTS	Outside Interest Description
*IPHONE	Institution Telephone Number
*ISTAT	Institution State
*ISTR1	Institution Street Line 1
*ISTR2	Institution Street 2

<b>Variable</b>	<b>Description</b>
*ISTR3	Institution Street 3
*IZIPC	Institution ZIP Code
*LGNAME	Legal Name
*LNAME	Last Name
*MNAME	Middle Name
*NAME_PREFIX	Name Prefix (Mr., Mrs., etc.)
*NAME_SUFFIX	Name Suffix (Jr., Sr., etc.)
*NATN	Nation Description
*PHONE	Telephone Number
*PNAME	Preferred Name
*RAPT	Appt Contact Description
*RSLT	Appointment Result
*SIGN	Letter Closing Signature
*SSN	SSN
*STATE	Address State Code
*STR1	Address Street Line 1
*STR2	Address Street Line 2
*STR3	Address Street Line 3
*STUTYP +	Application Student Type Desc
*TDATE	Today in Month dd, yyyy format
*TERM +	Application Term Desc
*ZIPC	Address ZIP Code

## Notes on Variables for Recruiting and Admissions

### + **Multiple Returns Possible**

Variables in Recruiting and Admissions use only the dynamic parameters &Recruiting\_Term and &Application\_Term to select prospect or application record information for a person. If your data maintenance and procedures allow multiple records for the selected term (for example, multiple applications for the same term for the same person), multiple variables *will* be returned.

Depending on the specific procedures at your institution, you will need to add additional dynamic parameters (or other criteria embedded in each variable) in order to return a single variable.

### \* **Subquery Variables**

Some variables require a subquery in order to return the desired result. For example, the variable \*CONT in both the ADMISSIONS and RECRUITING applications *will* return the contact description and contact date for all contacts with a person.

If you want to return the description of the most recent contact, you will need to use a subquery. The subquery would retrieve the maximum contact date, and the variable describing the contact description would use the subquery to return the correct (latest) contact description.

The variables `*CONTACT_MAX_SUBQUERY` and `*CONTACT_DESCRIPTION` are examples of variables using subqueries. `*CONTACT_MAX_DESCRIPTION` is the subquery, and `*CONTACT_DESCRIPTION` is the actual variable which will be used in a letter. Please note that the subquery in the actual variable must be placed on the last line of the variables rules.

## Additional Dynamic Parameters for Delivered Variables

Appointment variables include a number of additional dynamic parameters. These parameters are shown in the following list.

Dynamic Variable	Description
<code>&amp;From_Date</code>	Enter the beginning date of the date range in which the appointment may take place. Enter the date in DD-MON-YYYY format.
<code>&amp;To_Date</code>	Enter the ending date of the date range in which the appointment may take place. Enter the date in DD-MON-YYYY format.
<code>&amp;Appt_Contact_Type</code>	Enter the code associated with the appointment contact type to be printed.

## Build Curriculum Definition

Prior to creating the admissions application or entering data about a student curriculum, rules and error checking should be set up on the Curriculum Rules Control Form (SOACTRL), and rules should be built on the Curriculum Rules Form (SOACURR). SOACURR allows the institution's valid curriculums to be created based on the program, level, campus, college, and degree combinations. For detailed information on how to use curriculum rules, please refer to the curriculum procedure information in the *CAPP (Curriculum, Advising and Program Planning) Handbook*.

## Concurrent Curricula Processing

Concurrent curricula processing allows an institution to record and use multiple curricula for a person who is moved through the student cycle. This functionality is used by the Recruiting, Admissions, General Student, Registration, and Academic History modules.

Please refer to “Appendix C - Concurrent Curricula Processing” for detailed information on using concurrent curricula in Banner Student.

## Mass Entry Processing

Mass entry processing is used with Admissions, General Student, Registration, Academic History graduation, and athletic compliance processing. Mass entry forms are used to search on data, perform updates, and then display the results. Search and update criteria are user-defined and include student and curriculum elements where appropriate. The selected students can be reviewed and their updates processed immediately, or the updates can be held for later processing in job submission using a batch process. An audit form is used to view processing results for the mass entry forms.

Please refer to “Appendix D - Mass Entry Processing” for detailed information on using mass entry in Banner Student.

## Study Path Processing

Study path processing is used with the Admissions, General Student, Registration, and Academic History modules. Study paths provide a means by which a learner can associate specific course registration records to learner curriculum records during registration. The study path records allow the institution to track separate student status codes and academic standings (along with various other data) based on the student's curriculum. Likewise, a study path term enrollment record permits the tracking of enrollment eligibility that is separate from a student's overall enrollment status. The grade roll uses study paths to keep courses with an associated study path within the degree sequence created for that study path.

Please refer to “Appendix E - Study Path Processing” for detailed information on using study paths in Banner Student.

## Duplicating An Admissions Application

In the case that it is necessary to duplicate an application for admissions, this task can be accomplished by performing an Insert Record function and a Duplicate Record function on the Admissions Application Form (SAAADMS). This will be helpful in those instances where a student's term, level, student type, admission type, etc., are changed, but the majority of the student's information remains the same.

A new checklist will be created to ensure that any requirements for the new (duplicated) application are included. This occurs because the new application could be for a different level, college, major, etc., and the requirements could be very different. However, any existing requirements that have been satisfied (i.e., they have a received date) by the system (transcripts, test scores) for the original application will be included as satisfied in the new checklist. Manually updated checklist entries where checklist items were entered by the user are not carried forward to the new application.

# Admissions Application Set-Up Procedures for Banner Self-Service

## **Warning**

Due to data relationships and dependencies, these steps must be performed in the order specified. ■

### 1. Review General Web controls.

Set up the global Web rules using Customize Web Rules in Web Tailor. Set up the title, header, back URL and link, and help URL and link fields using Customize a Web Menu or Procedure in Web Tailor. If these rules, links, and fields have not been reviewed and customized for your institution, do this now.

The Address Role Privileges Form (GOAADRL) should contain entries with the **Role** field pulldown set to the value of *STUDENT* for all address types that are to be used by self-service admissions processing. These address types are displayed in the List of Values for the **Address Type** field in the Section Rules block of the Web Application Section Rules Form (SAAWAPP).

### 2. Define values on validation forms used in self-service admissions application processing.

**2.1.** Use the EDI Application Source Code Validation Form (STVAPLS) to define codes and descriptions for the possible sources of electronic applications.

**2.2.** Use the Application Verification Steps Validation Form (STVASTA) to define the manual steps that you want to perform for each electronic application. One value is required: ID Verification (*IDVR*).

For every electronic application received, you will need to determine whether the application was submitted by a person already known to Banner (for example, someone who is already being recruited) or whether the applicant does not yet exist in Banner. The ID Verification Step prevents the loading of an electronic application until you complete the verification and either match an electronic applicant to an existing Banner person or create the person in Banner.

You may also wish to define additional manual verification steps. The ID Verification Step is automatically completed by the Elec. App. Verify/Load Process (SARETMT) process. Any additional verification steps identified will *not* be automatically processed by SARETMT.

**2.3.** Use the Web Application Section Validation Form (STVWSCT) to define the sections of Banner Student Self-Service admissions applications. Data was delivered for this form, but you may wish to review the values, become familiar with the available sections, and/or update the descriptions of sections as these descriptions will display at the top of each section when the section is displayed on the Web.



- 2.4. Use the Web Application Elements Validation Form (STVWSCF) to define the data elements that can be used within a given section on the Web application. This form works in conjunction with the Web Application Section Rules Form (SAAWAPP) to allow customization of the Web application.

If an institution determines that a user-defined question can only be added to a specific section, then that section should be identified in the **Web Section** field. Otherwise, the **Web Section** field can be left blank, allowing questions to be added to any Web section. The data element descriptions can be modified here, and/or they can be modified on the Web Application Section Rules Form (SAAWAPP). Initial description values on SAAWAPP default from STVWSCF. The values on STVWSCF are delivered by SunGard® Higher Education.

 **Warning**

Depending on your locale, it might be illegal to require users to provide ethnicity and race information. Do not check the **Required** checkbox on SAAWAPP for the *PERSONAL* (Personal Information) Web application section code if requiring users to provide ethnicity and race information is prohibited.

If such a regulation applies to your institution, you must also review your existing Web application definitions and uncheck this checkbox for any applications for which it is currently checked. ■

- 2.5. Use the Application Type Code Validation Form (STVWAPP) to define the types of applications which can be received electronically and to define the values for several required data elements for each application type. Your institution may require different kinds of information from different types of applicants.

For example, you probably do not want to request prior college information from first-time applicants but certainly want to ask for this information from transfer applicants. You do want to ask for visa information from international applicants, but not from domestic applicants.

The STVWAPP form lets you define the types of applications which will be available to Web applicants. Think carefully about the kinds of information you request from applicants, and define appropriate application types for each. Make the descriptions of each type as clear as possible so that applicants are able to choose the correct application to complete. Applicants will see the descriptions from this form on the Web.

Several application types are delivered with the Banner Student Self-Service system:

- Default Example - All Sections (00)
- Undergraduate Freshman (W1)
- Undergraduate Transfer (W2)
- International Undergraduate Freshman (W3)

- International Undergraduate Transfer (W4)
- Graduate Studies (W5)
- International Graduate Studies (W6)
- Continuing Education, Non Degree (W7)

**2.6.** Use the EDI Rule Group Validation Form (STVEGRP) to display codes and descriptions for groups of EDI application processing rules. Group codes are provided so that rules which apply to similar types of data can be easily queried on the Electronic Admissions Application Rules Form (SAAERUL). The ADMS and DISP group codes are the two most used by self-service admissions processing.

 **Note**

Values in this table (STVEGRP) are not intended to be maintained locally. All required values are delivered by SunGard Higher Education and inserted during the install process and/or via update scripts. This form and its data are provided to support other forms, and no changes of any kind should be made to the data on this form. ■

**2.7.** Use the EDI Verification Label Validation Form (STVXLBL) to display codes and descriptions for EDI data verification labels which are used when processing a variety of incoming EDI data.

 **Note**

Values in STVXLBL are not intended to be maintained locally. All required values are delivered by SunGard Higher Education and inserted during the install process and/or via update scripts. This form and its data are provided to support other forms, and no changes of any kind should be made to the data on this form. ■

**3.** Set Web Display Indicators on validation forms.

Several admissions-related validation forms include Web Display Indicators. These indicators control whether a specific value in the validation form will display and/or be available for selection via the Web. Scripts which added the Web Indicator checkboxes set the values to unchecked (set to *N*) for all values on these forms. These checkboxes must be checked (set to *Y*) for a value to be available on the Web. When you Web-enable a value in one of these validation forms, you should also review the description. The description of a value, not the code itself, displays on the Web.

The following validation forms include Web Display Indicators which control admissions application processing via the Web:

*STVADMR - Admission Request Checklist Code Validation Form.* An applicant's outstanding checklist items display in the Review Application Status section of the Web when the checklist item is Web-enabled using the **Web Indicator** checkbox.

*STVAPST - Admission Application Status Code Validation Form.* Values display (when the **Web Indicator** checkbox is checked) when an applicant reviews their

applications via the Web. If the status of an existing application has not been Web-enabled, the description *Not Available* is displayed.

*STVAPDC - Admission Application Decision Code Validation Form.* If an application is entered into Banner (either manually or via the Web), the calendar on SAAWAAD is set up, and the **Display on Web** checkbox is checked on STVAPDC, then the most recent decision for that application will display on the Web Application Summary Page. If the decision code has not been Web-enabled, then the description *Please Contact Admissions Office* is displayed.

#### 4. Define user-defined questions.

The Web User Defined Questions Form (SAAWUDQ) is used to define institution-specific questions which request information not found elsewhere in any application section. You can use the form to develop questions to collect any additional kind of information your processing requires. Up to ten user-defined questions can be displayed on any application section, while up to twenty user-defined questions can be displayed in the Additional Information section. Each question can be up to 2,000 characters in length. The applicant will have 2,000 characters to answer the question.

This form also allows the user to associate an admission request checklist code with each question. In addition, the user can specify that a question should have a Yes/No radio button for its answer, instead of a text box.

In addition, essay questions can be defined on this form. Each essay question can be up to 2,000 characters in length. The Web applicant has 32,700 characters to answer the question.

#### 5. Build Banner Student Self-Service applications by combining sections.

In earlier steps, you reviewed and/or created Electronic Application Types (using STVWAPP) and reviewed delivered Web Application Sections (STVWSCT) and Web Application Elements (STVWSCF). Now it is time to combine the sections and elements to make an application. Sections include the actual questions that applicants will be asked to answer, and each application is composed of a set of sections in a specific order.

**5.1.** The Web Application Section Rules Form (SAAWAPP) is used to define the sections and elements that make up each application type. It is also used to specify the address type for each section of an application which collects address information. This form allows the user to determine in what order the sections will appear and in what order the data elements will appear within a section. Users can designate an element as required on this form, as well as indicate if the element should display on the Web. Users can also assign specific questions which were previously defined on SAAWUDQ to a Web section.

#### **Warning**

Depending on your locale, it might be illegal to require users to provide ethnicity and race information. Do not check the **Required** checkbox on

SAAWAPP for the *PERSONAL* (Personal Information) Web application section code if requiring users to provide ethnicity and race information is prohibited.

If such a regulation applies to your institution, you must also review your existing Web application definitions and uncheck this checkbox for any applications for which it is currently checked. ■

- 5.2. Use the Web Application Section - Data Element Rules window to enter the data elements that will display on a given section.

The first time you enter this window when defining a new section, all the data elements defined on STVWSCF for that Web section will populate the window. The user can then reorder the elements, as well as delete any not automatically marked as required. This window enforces the entry requirement of First and Last Name, Street Line 1, City, and Choice of Study before an application can be marked complete.

This window allows updates to the **Order**, **Element Rules Label**, **Question Sequence Number**, **Required (Indicator)**, and **Display (Indicator)** fields.

The Element Rules block is sorted by the **Order** field. When data elements initially populate the Element Rules block, their order is automatically set in increments of five (5). The user can update the **Order** field or delete an entire data element record.

- 5.3. The user can copy the sections and elements set up for another application type to a new application type by using the **Copy Configuration** button. If the application type being copied from has questions defined for it on SAAWUDQ, a copy of those questions will be made on SAAWUDQ for the new application type. If questions have already been defined on SAAWUDQ for the new application type, the copy process won't touch those questions but will add all questions with non-matching sequence numbers from the existing application type to the new application type.

For example:

A new application type of X1 has questions defined with sequence numbers 1, 2, and 5 on SAAWUDQ.

Questions with sequence numbers 1, 2, 3, 4, 5, 6, and 7 have already been defined for existing application type of Y1.

Use SAAWAPP to copy application type Y1 into X1. Questions 1, 2, and 5 for application type X1 will remain unchanged.

Questions 3, 4, 6, and 7 will be copied from application type Y1 to application type X1.

During the copy, any questions already assigned to application type X1 will also be assigned to application type Y1.

6. Establish dates for the creation and receipt of Banner Student Self-Service applications.
  - 6.1. Define calendars for the application types that have different schedules on the Web Application Term Calendar Rules Form (SAAWATR). Once this form is used for an application type, it must always be used. This form allows the institution to define the dates when applications of each type can be created and subsequently viewed on the Web.

This form works in conjunction with the Web Application Term Display Control Form (SOAATRM), where the calendar for all applications can be defined. If no rules exist on SAAWATR for an application type, then the rules defined on SOAATRM take effect.

- 6.2. Define the date ranges during which you will receive applications for a term. The Web Application Term Display Control Form (SOAATRM) is used to specify these time periods.
- 6.3. Control the calendar of applications in the Banner production tables using the Web Admissions Term Calendar Rules Form (SAAWAAD). This calendar determines by term, level, campus, college, and admit type when an application can be viewed (regardless of its source), when the status can be viewed, and when the most recent decision can be viewed on the Web.

The **Priority (Code)** field is used to create a unique key for each calendar rule. It may be necessary to have multiple records for one level and term that start and end on the same date, in order to exclude specific admit types from ever displaying on the Web. The **Priority (Code)** field can be used to make each record unique.

7. Customize Web pulldowns.
  - 7.1. Define codes, by application type, on the Web Application Customized Lists Form (SAAWADP) which should display in the Web pulldowns for test codes, requested materials, interests, and credit card waiver reasons. If no codes are defined here, the pulldown values will be taken from the appropriate Web-enabled rows on SOAXREF. If no codes are defined on SOAXREF, the values will be taken from the appropriate validation table.
  - 7.2. Identify curricula, by application type, on the Web Application Customized Curriculum Form (SAAWCUR) that you want to appear in the Plan pulldown.
  - 7.3. When you are first setting up self-service admissions, enter SAAWCUR with the **Restricted** checkbox in the Key Block unchecked. All appropriate curriculum rules will display. Check the **Restrict to Type** checkbox for those curriculum items which you want to be available for this application type. Upon

re-entering the form, if you want to see only those curricula for this application type, check the **Restricted** checkbox in the Key Block.

 **Note**

With the exception of the **Restrict to Type** checkbox on SAAWCUR, SAAWCUR and SOAXCUR are query only forms. SOACURR is used to customize Web application data. ■

**8.** Determine use of medical information question.

Determine whether you want to collect medical information on applications received via the Web. The data element, Medical, can be defined under the Personal Information section rule on SAAWAPP. This data element will display the Web-enabled values defined on SOAXREF (where the label is equal to STVMEDI). If no values are defined on SOAXREF, then the pulldown list will display all values in the Medical Code Validation Form (STVMEDI).

 **Warning**

Depending on your locale, it might be illegal to require users to provide ethnicity and race information. Do not check the **Required** checkbox on SAAWAPP for the *PERSONAL* (Personal Information) Web application section code if requiring users to provide ethnicity and race information is prohibited.

If such a regulation applies to your institution, you must also review your existing Web application definitions and uncheck this checkbox for any applications for which it is currently checked. ■

**9.** Customize Signature Page option.

**9.1.** A default Signature page is delivered with the Banner Student Self-Service Admissions application, and its display is controlled using the *SIGPAGEDISP* label rule on the Electronic Admissions Application Rules Form (SAAERUL) for the group of *DISP*. The Signature page allows you to provide processing instructions to applicants who submit applications via the Web.

**9.2.** The default Signature page is nothing more than Info Text for the page. Sample Info Text for this page is delivered, but you can customize it to reflect your institution's processing and desired instructions. Use the Format HTML Letter Rules Form (SOAELTR) to update the Information Text for the Display Signature package to reflect your institution's desired instructions, if you decide to have the Signature page displayed.

*The default page appears below. This page can be modified through Web Tailor.*

Your application has been marked complete. It will be reviewed by the Admissions Office when we receive your application fee of \$75.00. Please print this page, sign and date it, and send it with a check or money order to the following address:

SCT University  
4 Country View Rd  
Malvern, PA 19355

I certify that the information given in this application for admissions is complete and correct. I understand that the penalties for providing false information may include suspension or expulsion.

---

Name

Date

**9.3.** You can customize the Signature page by application type using the Electronic Applicant Web Default Rules Form (SAAWADF). The Web Signature Letters window is used to assign customized letters to specific letter types. The letter type of *STANDARD* is used to assign a Signature page for Web applicants not using Quick Start processing. The other letter types are used with Quick Start processing to identify which letter should be displayed, depending on the circumstances (i.e., a record is suspended during the automatic match).

The letters assigned to letter types must first be created on GTVLETR and then associated with the appropriate module code on the HTML Letter Rules Form (SOAELTL). Then the letter contents must be constructed on the Format HTML Letter Rules Form (SOAELTR).

SOAELTR allows you to create a letter using electronic applicant variables, some formatting, and free form text. This form also allows you to see how the letter will look by using the **Display Letter** button.

**10.** Customize Web application data.

Users can customize Web application data by application type using the Electronic Applicant Web Default Rules Form (SAAWADF). This form is used for entering default data and rules for curriculum, email address, link text, and credit cards.

The keys to the record are the Web application type and an effective term. The effective term code in the Default Curriculum block may be different than the effective term in the key. In order for a curriculum to be used on this form, it must first be set up on the Curriculum Rules Form (SOACURR).

If the term and curriculum are entered on this form, the curriculum data will automatically populate the student's application when the electronic application is created. The Web data section for curriculum does not have to be displayed on the Web application. If the section is displayed, the curriculum entered on SAAWADF will automatically be filled in.

The form can be used to define the email address and the email link text that will appear on the Application Checklist Menu on the Web. If no link text or email address exists on this form, but the *EMAILSENDADDR* and *EMAILSENDLINK* rules exist on SAAERUL where the value in the **Group** field is equal to *ADMS*, then that link text will display on the Application Checklist Menu and that email address will become the To: address.

The Application Credit Card Fee Rule block on SAAWADF is used to define the credit card processing rules. The institution indicates if they will accept credit cards, and if they do, the following decisions must be made. Are they required, will waivers be allowed, what detail code should be associated with the payment, and what, if any, checklist rule will be satisfied by the credit card payment. The **Charge Detail** and **Amount** are required fields, and the **Charge Detail** must have a category code of *APF*.

## 11. Build Quick Start processing.

Quick Start processing is turned on and off using the Automated Processing Rules block (in the Matching and Processing Rule window) on the Electronic Applicant Web Default Rules Form (SAAWADF). Check the **Enable QuickStart Processing** checkbox if you want Quick Start to run for this application type.

**11.1.** Once Quick Start processing is enabled, you can then customize how you want it to operate using the remaining fields in the Automated Processing Rules window. You can indicate that you want to:

- create a recruit record by checking the **Automatically Create Recruit Record** checkbox,
- create an application record by checking the **Automatically Create Application Record** checkbox, (if an application is created, you also have the option of creating a decision record by checking the **Process Decision** checkbox and entering the decision code in the **Admission Decision** field),
- access Banner Student Self-Service by checking the **Provide Access to Student Self-Service** checkbox, which in turn causes an **Access Web for Students** button to be displayed on the Signature page when the applicant has a student record, and
- create one application (if the **Create One Application** checkbox is checked, one application will be created with all curricula; if the field is not checked, a separate application will be created for each curriculum).

You can select any individual item or a combination of items. There are two restrictions to remember:

- the **Enable QuickStart Processing** checkbox must be checked in order to check any of the other choices, and
- the **Process Decision** checkbox must be checked in order for a decision code to be entered in the **Admission Decision** field. (In addition, the **Auto**



**Student** checkbox (in the EDI and Self-Service block of the Majors and Departments window on SOACURR) must be checked.)

For example, an institution could use Quick Start processing to automatically create a recruit record and an application record for a standard Web application, eliminating the need to run the Elec App Verify/Load Process (SARETMT).

- 11.2. Quick Start processing attempts to automatically match a Web applicant to an existing Banner person. Use the Web Matching Rules block on SAAWADF to set up the rules to be used by the automated matching process.

## 12. Review and update or define the Procedures and Routines for each application type.

Before loading data from the holding tables into the permanent Banner tables, you want to make sure that the information submitted by the applicant is as complete and correct as it can possibly be. Application Procedures and Routines perform much of this work.

A Procedure is a collection of Routines. Routines check data at the data element level, and a number of Routines may be included within a Procedure. Procedures are closely related to each table into which data will be loaded. All required Routines must be satisfied before a Procedure can be satisfied. A set of Procedures and Routines has been delivered and is attached to each of the delivered Application Types. Procedures and Routines are attached to each Electronic Application Type using the Electronic Admissions Procedure/Routine Control Form (SAAECRL). This form also includes several flags which specify how each procedure and routine will be used in electronic application processing.

Both the Procedures section of the main window and the Routines section of the Admissions Verification and Load Routines window include a **Required** flag and an **Override** flag.

- 12.1. The **Required** flag is used to specify the Procedures and Routines which will be attached to each electronic application when it is received. When a Procedure or Routine is attached to an application, it needs to be fulfilled before the application is considered verified and before the data is “pushed” to the permanent Banner tables. More specifically, each Routine needs to be fulfilled before the overall procedure can be satisfied.

The Procedures and Routines in effect control the types of data which will be verified and eventually “pushed” into Banner. You can set Procedures and Routines to “Not Required” if you do not wish certain data to be verified and/or loaded into Banner.

For example, you might choose not to load Medical Conditions from electronic applications. You would set the **Required** flag for Procedure P060 (Health Conditions Verification) to unchecked (*N*), and also set the **Required** flag for Routine R0080 (Create Medical Conditions) in Procedure P900 (“PUSH” Verification) to unchecked (*N*). This would tell the system not to verify Medical Conditions and not to push them into Banner.

- 12.2.** The **Override** flags associated with Procedures and Routines allow you to specify whether a Routine or Procedure can be overridden manually at the individual application level on SAAEAPS or automatically using the Elec. App. Verify/Load Process (SARETMT). If a Routine or Procedure is overrideable, it will still be attached to an electronic application (based upon the **Required** flag), but can be overridden if desired.

For example, you may normally collect required visa types from international applicants, but not all applicants may understand the visa type they require. You could require visa types from international applicants, but allow the “push” of visa information to be overridden if an applicant does not provide the correct information. In this case, you would set the **Required** flags for Procedure P032 (International Information Verification) and all of its Routines to checked (Y), but set the **Override** flag for Routine R0030 (Create International Record) in Procedure P900 (“PUSH” Verification) to checked (Y) so that you could override the push of this information.

If a procedure has the **Override** flag checked, that procedure will be automatically overridden, regardless of whether any of its routines fail.

If a routine has the **Override** flag checked, it will automatically be overridden if the corresponding data field is blank. The only time it will not be over-riden is if the incoming data is in error.

The Elec. App. Verify/Load Process (SARETMT) will automatically override a procedure or routine that fails the verification process due to blank data, if that procedure or routine is marked as able to be overridden on SAAECRL, and the *AUTOOVERRIDE* label for the group *VCRL* on SAAERUL is set to Y.

- 12.3.** Duplicate processing is governed by rules set up in two places. First, overall duplicate processing rules exist on the Electronic Admissions Application Rules Form (SAAERUL) under group *ADMS*. These rules are: *DUPLAPPLCURR*, *DUPLAPPLLEVL*, *DUPLAPPLMAJR*, *DUPLAPPLPERS*, *DUPLAPPLTERM*. These rules tell the self-service admissions push packages whether to check for duplicates in the given category. For example, if *DUPLAPPLPERS* is set to *N*, then the corresponding Web package will not check for duplicate persons for the Web application being pushed.

 **Note**

The *DUPLAPPLCURR* rule is not currently used in Self-Service admissions processing. ■

Duplicate processing rules also exist on the Electronic Admissions Procedure/Routine Control Form (SAAECRL). These rules allow for duplicate processing to be specified by application type instead of globally for all Web applications. The rules exist within procedure P050 Application Verification (R0060 - Duplicate Application for Person, R0070 - Duplicate Application for Term, and R0080 - Duplicate Application for Level) and procedure P120 Entry

Curriculum Verification (R0010 - Duplicate Application for Major). These routines are examined if the corresponding rule on SAAERUL is equal to *Y*.

Whether a specific routine allows duplicates depends on the setting of the **Override** flag. If the **Override** flag is unchecked, then duplicates are not allowed. If the **Override** flag is checked, then duplicates are allowed. For example, if *DUPLAPPLTERM* is set to *Y*, routine R0070 is marked as required, and the **Override** flag is checked, then multiple applications for the same term are allowed. However, if *DUPLAPPLLEVL* is set to *Y*, routine R0080 is marked as required, and the **Override** flag is *not* checked, then the Web application will not be pushed if one already exists in Banner for the same term and level.

For Web Application Types delivered by SunGard Higher Education, all appropriate procedures and routines have already been attached to each application type. If you define additional application types, you need to attach the appropriate procedures and routines to each new application type. You can do so automatically by using the **Copy Procedure** button in the Key Block of SAAECRL. The **Copy Procedure** button allows you to copy all the procedures and routines defined for any existing application type to your new application type.



#### Note

Please see the end of the Admissions Application Set-Up Procedures for Banner Student Self-Service section for a list of the procedures on SAAECRL and their associated routines. ■

### 13. Review and update rule values on the Electronic Admissions Application Rules Form (SAAERUL).

The Electronic Admissions Application Rules Form (SAAERUL) includes a number of rules which control how data is handled in self-service admissions application processing. All rules which are used by system processing have been delivered by SunGard Higher Education and should have been installed during the upgrade process.

For convenience purposes, Rules are categorized into Groups. Rule groups are used to display rules with a similar purpose together, and Group Codes can be used to specify that you want to display only a single group of rules at one time.

Each Rule is also identified by a Label and a Description. The script which installed the Rule Groups and Rules also installed either the specific value expected for a rule or the literal *UPDATE ME* in the **Value** field. When an actual value was delivered, its **EDI Indicator** was also checked (set to *Y*) indicating that the rule expects an EDI value, and the value for these rules should not be changed. When the literal *UPDATE ME* was delivered, the value must be updated to reflect the local option for EDI application processing to be used.

When reviewing and updating rules, you may want to query on the **Value** field for the value *UPDATE ME*. After updating the appropriate rows, you may want to review all rules so that you better understand how data will be processed.

 **Note**

Please see the end of the Admissions Application Set-Up Procedures for Banner Student Self-Service section for a list of the rules delivered, the group with which they are associated, a description of each rule, and instructions for updating each rule. ■

#### 14. Populate the EDI Cross-Reference Rules Form (SOAXREF).

If you will be processing both Web and EDI admissions applications, then you will need to refer to the sections on “Processing Self-Service Admissions Applications”, “EDI Set-up Procedures”, and “Processing EDI Applications” which follow. While much of the setup on SOAXREF may not be required for your self-service admissions applications, your EDI admissions application processing still relies heavily on the use of the EDI Cross-Reference Rules Form (SOAXREF).

SOAXREF is used mainly by Web application processing to customize which values the applicant will see in the various pull-downs available on the Web application. If an institution wants *all* values within a validation table to display in the Web pull-down, then *no* data from that validation table should be inserted into SOAXREF. For example, since most institutions would want all state and province codes to display in the state pull-down, no state or province codes need be inserted into SOAXREF. If, however, an institution would like to customize which values from a validation table will display in the Web pull-down, then they can either use the appropriate script to insert all values from the validation table and then check the **Web (Indicator)** for those values which should display, or they can manually insert only those values which should display on the Web (remembering to check the **Web (Indicator)**).

Data pertaining to which majors a Web applicant can select must be entered on SOAXREF as well as on SOACURR. The institution can also decide to default in a curriculum for a given application type. In that case, the major information will come from the Electronic Applicant Web Default Rules Form (SAAWADF). This form also uses the curricula defined on SOAXREF and SOACURR.

Following are the instructions for running the various scripts to populate SOAXREF for majors as well as for the other values which an institution may decide to load in order to customize which values will appear in the Web pull-downs.

Not all rows in SOAXREF are used in self-service admissions application processing. Many rows are used only to process incoming TS 189 transaction sets received through EDI. Other rows may be used only to process incoming AMCAS records for medical school applications. Regardless, only rows which are completely Web-enabled will be available for display in the self-service admissions application pull-down lists.

A Web-enabled row is one which:

- *exists* in SOAXREF.
- has an *EDI Value*, and perhaps, an *EDI Qualifier* (depending upon the type of data reflected in the rule).
- has the *Web (Indicator)* checked (set to *Y*).
- has a *description*.
- has a *Banner Value*.

In many cases, the only thing you need to do is ensure that all the values you want displayed on the Web exist on SOAXREF and that the description clearly represents the value you want the student to select. However, in some cases, you may need to build additional rules.

For example, the values delivered for the label *STVDEGC* (Degree Level - Degree Codes) are generic EDI Degree Levels (Associate, Baccalaureate, Master's). Web-enabled values for this label are displayed when a transfer applicant is asked about the degree pursued or earned at a prior college, and you may want to collect information about specific degrees (Associate of Technology, Bachelor of Arts, Master of Sciences), and have values in the corresponding Banner validation table which reflect these specific degrees.

In these cases, you need to make up a value for the **Value** field, and you should make sure that the value does not already exist for the label. For these rules, you will also set the **EDI Indicator** to unchecked (set to *N*).

## Define Web-enabled address and telephone types on SOAXREF

- Address and telephone types are assigned to each address section for a given application type on the Web Application Section Rules Form (SAAWAPP). In order for the Web to understand those values, they must be defined as Web-enabled rows on SOAXREF. Define the appropriate address types on SOAXREF using the label *STVATYP* and telephone types using the label *STVTELE*. Remember the Web-enabled rows must contain a Banner value.

## Define EDI cross-reference values for majors on SOAXREF

- Review the values in the **CIPC** field on the Major, Minor, Concentration Code Validation Form (STVMAJR).
- For US institutions, values used should be actual CIP (Classification of Instructional Program) codes. For institutions in other countries, a different code set (like Stats Canada codes) might be used. Determine the EDI code set used for this field; the valid choices are listed on SOAXREF for the label *FSTYIDQL*. Verify that the value for the rule label *DFLTMAJRQLFR* on the Electronic Admissions Application Rules Form (SAAERUL) for the group equal to *CURR*

contains the EDI qualifier for this code set. (If CIP codes are used in the **CIPC** field on *STVMAJR*, the EDI value for this label should be *81*.)

For a complete, current set of EDI values, consult the Postsecondary Electronic Standards Council (PESC) website [www.pesc.org](http://www.pesc.org), where a link is provided to EDI Implementation Guides.

- Have your Information Services representative run the script `xrefmajr.sql`. This script creates a row in the table *SORXREF* for each row in *STVMAJR* which has a value in the **CIPC** field.

#### **Note**

This script can be run whenever values are added to or changed on *STVMAJR*. It will always delete all values from *SOAXREF* (table *SORXREF*) and re-populate it with the current values from *STVMAJR*. ■

## Define multiple major codes on *SOAXREF*

In some cases, an institution wants to assign the same CIP code to multiple majors and then make multiple programs available for selection in the Planned Course of Study pulldown list in the Banner Student Self-Service Admissions Application.

To create *SORXREF* values for multiple major codes which use the same CIP code, perform the following manual steps:

- On *SOAXREF*, enter the label *STVMAJR* in the Key Information.
- Query for the first CIP code which may have multiple values.
  - Enter the CIP code in the **EDI Value** field and query on it.
- Review the values which exist, and/or add new values for the majors.
  - Enter *81* in the **EDI Qualifier** field. *81* is the major code qualifier for CIP codes.
  - Enter a value which is different than any existing CIP code. For example, for the first major code you define in a set, you might use the actual CIP code.
  - Enter the corresponding Banner major code for one of the majors represented by the CIP code.
  - For every other major code which uses the same CIP code, create one line on *SOAXREF*. On each line, you will need to enter a different EDI value in the **EDI Value** field. For example, you might merely put a letter at the end of the next CIP code. Specifically, Accounting (major code *ACCT*) might use an EDI value of *060201*, and Fund Accounting (major code *ACTF*) might use an EDI value of *060201A*.

For example:

EDI Label	EDI Qualifier	EDI Value	Student	Web	Banner Value	Description
STVMAJR	81	270101	X	X	MATH	Mathematics
STVMAJR	81	270101A	X	X	AMTH	Applied Mathematics

- Review entries in the Curriculum Rules Form (SOACURR) to ensure that you have an entry for each major. If you do not, create the entry, because cross-reference rules are dependent on curriculum rules.
- Define the EDI curriculum cross-reference values for the newly created major codes on SOACURR.
  - Query for the first major code.
  - Review the EDI cross-reference information for the record. You may need to define cross-reference values.
  - If you need to define cross-reference values, enter the appropriate EDI degree level code in the **EDI Degree** field. The appropriate EDI Qualifier and Identifier Code will display, or a List of Values will be available if more than one matching record exists on SOAXREF.
  - Check (set to *Y*) the **Display on Self-Service (Indicator)**.
  - Enter a Web display description in the **Self-Service Description** field. This is what will display in the Planned Course of Study pulldown menu on the Web application.
  - Save.
  - Repeat this step until you have appropriate cross-reference values defined for all major codes that you want to display on the Web application.
- Review your updates by accessing the Planned Course of Study page for a self-service admissions application. The programs you have just defined should display.

## Define EDI cross-reference values for states/provinces

- Update the **EDI Equivalent** on the State/Province Code Validation Form (STVSTAT) with the appropriate EDI values.

For a complete, current set of EDI values, consult the Postsecondary Electronic Standards Council (PESC) website [www.pesc.org](http://www.pesc.org), where a link is provided to EDI Implementation Guides.

- Have your Information Services representative run the script `xrefstat.sql`. This script creates a row in the table SORXREF for each row in STVSTAT which has an EDI Equivalent value.

 **Note**

This script can be run whenever states/provinces are added to or are changed on STVSTAT. It will always delete all values from SOAXREF (table SORXREF) and re-populate it with the current values from STVSTAT. ■

## Define EDI cross-reference values for nations

- Update the **EDI Equivalent** on the Nation Code Validation Form (STVNATN) with the appropriate EDI values.

For a complete, current set of EDI values, consult the Postsecondary Electronic Standards Council (PESC) website [www.pesc.org](http://www.pesc.org), where a link is provided to EDI Implementation Guides.

- Have your Information Services representative run the script `xrefnatn.sql`. This script creates a row in the table SORXREF for each row in STVNATN which has an EDI Equivalent value.

 **Note**

This script can be run whenever nation codes are added to or are changed on STVNATN. It will always delete all values from SOAXREF (table SORXREF) and re-populate it with the current values from STVNATN. ■

## Define EDI cross-reference values for ethnicities

- Update the **EDI Equivalent** on the Ethnic Code Validation Form (STVETHN) with the appropriate EDI values.

For a complete, current set of EDI values, consult the Postsecondary Electronic Standards Council (PESC) website [www.pesc.org](http://www.pesc.org), where a link is provided to EDI Implementation Guides.

- Have your Information Services representative run the script `xrefethn.sql`. This script creates a row in the table SORXREF for each row in STVETHN which has an EDI Equivalent value.

 **Note**

This script can be run whenever ethnic values are added to or changed on STVETHN. It will always delete all values from SOAXREF (table SORXREF) and re-populate it with the current values from STVETHN. ■

 **Note**

Please see the end of the Admissions Application Set-Up Procedures for Banner Student Self-Service for a list of the labels used on SOAXREF. ■



**15.** Review curriculum rules and define EDI cross-reference curriculum rules.

In Banner, a student's academic program is defined by a combination of the data elements program, campus, college, level, degree, and major, and these data elements must be valid alone and in combination. When an applicant completes an application for admission, it is not likely that they would know all of the valid combinations of these elements.

To make Web program choice selection clearer and easier, use the Curriculum Rules Form (SOACURR). Before beginning Web application processing, you need to update the curriculum cross-reference rules with appropriate EDI values.

The Curriculum Rules Form (SOACURR) displays information for each major curriculum rule and the base rule to which it is attached. You need to update the **EDI Degree** field value. The **EDI Level** (qualifier) and **EDI Identification** values are retrieved by matching the major code from the curriculum rule to a row in SOAXREF. In addition, you need to update the **Web Display (Indicator)** and **Description** values for all curricula which are to be available for Web selection.

- The **EDI Degree** field must be updated to a valid value in the label *DEGRLEVL* (Degree Level Codes) from the EDI Cross-Reference Rules Form (SOAXREF). This field defines the generic level of the degree program for which the applicant is applying.
- The **EDI Level** (qualifier) field must be updated to a valid value in the label *FSTYIDQL* (Field of Study Qualifier Codes) from the EDI Cross-Reference Rules Form (SOAXREF). This field defines the EDI qualifier for the code set used for Field of Study Codes, which will be entered in the next field.
- The **EDI Identification** field must be updated to a valid value in the label *STVMAJR* (Field of Study Identifier Codes) from the EDI Cross-Reference Curriculum Rules Form (SOAXCUR) for a rule using the EDI Field of Study Qualifier entered in the previous field. This field defines the subject matter of the intended field of study.
- The **Display on Self-Service (Indicator)** must be checked for all rules for which applications can be received via Banner self-service admissions application processing.
- The **Auto Student (Indicator)** must be checked if this curriculum is to be available for Quick Start processing.
- The **Self-Service Description** data must be provided for all rules representing curricula which will be displayed in self-service admissions applications. The description maintained is exactly what will be displayed on the Web and also represents the total information from which the student will be able to select. For example, if the curriculum rule represents a Bachelor of Arts degree with a major in English which is only valid on the Main Campus, you would want the description to be something like “BA - English (Main Campus only)”.

Some cautions are in order as you define your EDI Curriculum Cross-Reference Rules:

- If possible, you should *not* use the same combination of EDI degree level, EDI field of study qualifier, and EDI field of study identifier for more than one curriculum rule. If you do, Web processing will not be able to map the combination back to a single major curriculum rule. In this situation, the default values for the group code *CURR* (curriculum rules) maintained on the Electronic Admissions Application Rules Form (SAAERUL) are used when the application is loaded into the permanent Banner application tables.
- Web application types include a level in their definition on the Application Type Code Validation Form (STVWAPP), and curriculum rules require a level in each base rule on the Curriculum Rules Form (SOACURR). Only cross-referenced curriculum rules for the level which matches the Web application type level will be displayed on the Web. For example, if the level in a Web Application Type is *UG* (undergraduate), only cross-referenced curriculum rules for the level *UG* will display for that application type.

**16.** Customize curriculum rules by application type on the Web Application Customized Curriculum Form (SAAWCUR).

The Web Application Customized Curriculum Form (SAAWCUR) allows institutions to select only certain qualifying curricula to appear in the Plan pulldown for a particular application type. This form is query only, except for the use of the **Restrict to Type** checkbox.

When you enter the form with a valid application type in the Key Block, the form will return all SORCMJR records whose level matches the level for the application type and which have non-null values in SORCMJR\_DEGR\_CODE, SORCMJR\_EDI\_QLFR, and SORCMJR\_EDI\_VALUE. Once all valid records are displayed, you can choose which ones should be available for this application type by checking the **Restrict to Type** checkbox. A record must have the **Display on Self-Service (Indicator)** checked and the **Self-Service Description** field complete on SOACURR, in order for the record to display on the Web.

Once all appropriate rules for this application type have had the **Restrict to Type** checkbox checked, the user can re-enter the form with the application type and can check the **Restricted** checkbox in the Key Block. After performing a Next Block, the form will display only those curricula which have been restricted to this application type.

 **Note**

With the exception of the **Restrict to Type** checkbox on SAAWCUR, SAAWCUR and SOAXCUR are query only forms. SOACURR is used to customize Web application data. ■

Banner can be used to accept admissions applications via the Web using Banner Student Self-Service Admissions Application processing.

## Procedures Used in Self-Service Admissions Processing

The following table is a list of the procedures on SAAECRL that are delivered for the Web application type of *00*.

Procedure	Procedure Name	Required	Override	Description
P010	ID Verification	Y	N	The routines associated with this procedure verify whether a valid ID exists.
P020	Name Verification	Y	N	The routines associated with this procedure verify whether a valid name exists. A valid name in Banner must include a first name and a last name.
P030	Biographic Information	Y	Y	The routines associated with this procedure verify whether valid biographic information exists.
P032	International Information	Y	Y	The routines associated with this procedure verify whether valid international information exists.
P035	Residency Verification	Y	Y	The routines associated with this procedure verify whether valid residency information exists.
P040	Address Information	Y	N	The routines associated with this procedure verify whether a valid address exists.
P045	Email Verification	Y	Y	The routines associated with this procedure verify whether a valid email address exists.
P050	Application Verification	Y	N	The routines associated with this procedure verify whether a valid application exists.
P060	Health Conditions Verification	Y	Y	Not used unless Health Question section is implemented.
P070	Phone Record Verification	Y	Y	The routines associated with this procedure verify whether a valid phone record exists.
P080	Religion Verification	Y	Y	The routines associated with this procedure verify whether a valid religion exists.
P090	Language Record Verification	Y	Y	The routines associated with this procedure verify whether a valid language record exists.
P100	Immunization Record	Y	Y	Not used at this time.
P110	Applicant Activities	Y	Y	The routines associated with this procedure verify whether valid applicant activities exists.

Procedure	Procedure Name	Required	Override	Description
P120	Entry Curriculum Verification	Y	N	The routines associated with this procedure verify whether a valid entry curriculum exists.
P130	High School Verification	Y	Y	The routines associated with this procedure verify whether a valid high school exists.
P135	High School Subj. Verification	Y	Y	The routines associated with this procedure verify whether valid high school subjects exist.
P140	Previous College Verification	Y	Y	The routines associated with this procedure verify whether a valid previous college exists. This procedure is not required if the application type will not collect this information i.e., the person is a freshman and has no prior college information.
P142	Prv. Col. Degree Verification	Y	Y	The routines associated with this procedure verify whether a valid previous college degree exists.
P145	Prv. Col. Major Verification	Y	Y	The routines associated with this procedure verify whether a valid previous college major exists.
P150	Test Score Verification	Y	Y	The routines associated with this procedure verify whether valid test scores exist.
P160	Relative Information Verification	Y	Y	The routines associated with this procedure verify whether valid parental information exists.
P170	Question Answer Verification	Y	Y	The routines associated with this procedure verify whether valid questions and answers exist.
P175	Requested Materials Verification	Y	Y	The routines associated with this procedure verify whether valid requested materials exist.
P200	Data Relationship Procedure	Y	Y	The routines associated with this procedure verify whether a valid data relationship procedure exists.
P900	"PUSH" Verification	Y	N	The routines associated with this procedure verify whether a valid PUSH exists.

## Routines Used in Self-Service Admissions Processing

The following table is a list of the routines on SAAECRL, organized by procedure.

Procedure	Routine	Routine Name	Required	Override
P010	R0010	Valid ID Found	Y	N
P010	R0020	ID Length Check	Y	N
P010	R0200	ID New to Banner; Create PrevID	Y	N
P010	R9001	Edit Results	Y	N
P020	R0010	First Name Check	Y	N
P020	R0020	Last Name Check	Y	N
P020	R0030	Previous Last Name Check	Y	Y
P020	R9001	Edit Results	Y	N
P030	R0010	Date of Birth Established	Y	Y
P030	R0020	Ethnicity Established	Y	Y
P030	R0025	Race Established	Y	Y
P030	R0030	Ethnic Category Established	Y	Y
P030	R0031	Veteran Established	Y	Y
P030	R0040	Legacy Established	Y	Y
P030	R0060	Marital Status Established	Y	Y
P030	R0080	Gender Established	Y	Y
P030	R0090	Citizenship Established	Y	Y
P030	R0091	Nation of Citizenship Est	Y	Y
P030	R0110	Native Language Established	Y	Y
P030	R0130	Home Language Established	Y	Y
P030	R0150	Corresponding Lang. Est	Y	Y
P030	R0200	Overwrite Existing Gender	Y	Y
P030	R0210	Overwrite Existing Birthdate	Y	Y

Procedure	Routine	Routine Name	Required	Override
P030	R0220	Overwrite Existing Citizenship	Y	Y
P030	R0230	Overwrite Existing Confidential	Y	Y
P030	R0240	Overwrite Existing Religion	Y	Y
P030	R0250	Overwrite Existing Marital St	Y	Y
P030	R0255	Overwrite Existing Race	Y	Y
P030	R0260	Overwrite Existing Ethnicity	Y	Y
P030	R0265	Overwrite Ethnic Category	Y	Y
P030	R0270	Overwrite Existing SSN	Y	Y
P030	R0280	Overwrite Existing Legacy	Y	Y
P030	R0290	Overwrite Existing Veteran	Y	Y
P030	R9001	Edit Results	Y	N
P032	R0010	VISA Type Established	Y	Y
P032	R0020	VISA Number Established	Y	Y
P032	R0030	VISA Issue Date Established	Y	Y
P032	R0040	VISA Expiration Date Established	Y	Y
P035	R0010	Residency Established	Y	Y
P035	R9001	Edit Results	Y	N
P040	R0010	Address Type Code Established	Y	N
P040	R0030	Street Line 1 Established	Y	N
P040	R0040	City Established	Y	N
P040	R0050	State Code Established	Y	N
P040	R0060	County Code Established	Y	Y

Procedure	Routine	Routine Name	Required	Override
P040	R0070	ZIP Code Established	Y	N
P040	R0080	Nation Established	Y	Y
P040	R0090	Address Data Relationships	Y	N
P040	R9001	Edit Results	Y	N
P045	R0010	Email Type Established	Y	Y
P045	R0020	Email Address Established	Y	Y
P045	R9001	Email Record Existence Check	Y	N
P050	R0010	Application Type Established	Y	N
P050	R0020	Type Code Established	Y	N
P050	R0030	Source Established	Y	Y
P050	R0050	Application Term Established	Y	N
P050	R0060	Dupl Application for Person	Y	N
P050	R0070	Dupl Application for Term	Y	N
P050	R0080	Dupl Application for Level	Y	N
P050	R9001	Edit Results	Y	N
P060	R0010	Medical Condition Established	Y	Y
P060	R9001	Edit Results	Y	N
P070	R0010	Phone Number Type Established	Y	Y
P070	R0020	Phone Number Established	Y	Y
P070	R9001	Record Existence Check	Y	N
P080	R0010	Religion Established	Y	Y
P080	R9001	Edit Results	Y	N

Procedure	Routine	Routine Name	Required	Override
P090	R0010	Language Established	Y	Y
P090	R0020	Language Use Established	Y	Y
P090	R0030	Language Proficiency Estb.	Y	Y
P090	R9001	Edit Results	Y	N
P100	R0010	Immunization Established	Y	Y
P100	R9001	Edit Results	Y	N
P110	R0010	Activity Established	Y	Y
P110	R9001	Edit Results	Y	N
P120	R0005	Degree Level Established	Y	N
P120	R0006	Fld of Stdy Level Established	Y	Y
P120	R0007	Fld of Stdy Qualifier Estb.	Y	N
P120	R0008	Fld of Stdy Ident. Code Estb.	Y	N
P120	R0009	Banner Equiv. Curriculum Est.	Y	N
P120	R0010	Duplicate Application; Major	Y	Y
P120	R9001	Record Edit Results	Y	N
P130	R0010	High School Established	Y	Y
P130	R0100	Graduation Date Established	Y	Y
P130	R0110	Class Rank Established	Y	Y
P130	R0120	Class Size Established	Y	Y
P130	R0130	Class Rank-Size Established	Y	Y
P130	R0140	Grade Point Average Est.	Y	Y
P130	R0200	Update Existing HS Data	Y	N
P130	R9001	Record Edit Results	Y	N
P135	R0010	Subject Established	Y	Y



Procedure	Routine	Routine Name	Required	Override
P135	R9001	Record Verification Results	Y	N
P140	R0010	Previous College Established	Y	Y
P140	R9001	Edit Results	Y	N
P142	R0010	Degree Established	Y	Y
P142	R0030	Degree Date Established	Y	Y
P142	R0040	Earned Hours Established	Y	Y
P142	R0050	Bgn Attendance Date Est.	Y	Y
P142	R0060	End Attendance Date Est.	Y	Y
P142	R0070	Grade Point Average Est.	Y	Y
P142	R0200	Update Prior College Data	N	N
P142	R9001	Edit Results	Y	N
P145	R0010	Previous College Majors	Y	Y
P145	R0020	Previous College Minors	Y	Y
P145	R0030	Previous College Conc.	Y	Y
P145	R9001	Edit Results	Y	N
P150	R0010	Test Established	Y	Y
P150	R0020	Test Date Established	Y	Y
P150	R0030	Test Score Valid	Y	Y
P150	R9001	Edit Results	Y	N
P160	R0010	First Name Established	Y	Y
P160	R0020	Last Name Established	Y	Y
P160	R0030	Relationship Code Established	Y	Y
P160	R9001	Relative Record Check	Y	N
P170	R0010	Question Established	Y	Y

Procedure	Routine	Routine Name	Required	Override
P170	R0020	Answer Established	Y	Y
P170	R9001	Question Answer Checked	Y	N
P175	R0010	Material Established	Y	Y
P175	R9001	Material Checked	Y	N
P200	R0010	Duplicate Application; Term	Y	Y
P200	R0020	Duplicate Application; Level	Y	Y
P200	R9001	Edit Results	Y	N
P900	L010	Create Application Required	Y	Y
P900	L020	Create Person Record	Y	Y
P900	L025	Create Race Record	Y	Y
P900	L030	Create International Record	Y	Y
P900	L040	Create Address Record	Y	Y
P900	L045	Create Email Record	Y	Y
P900	L050	Create Telephone Record	Y	Y
P900	L060	Create High School Record	Y	Y
P900	L070	Create High School Subjects	Y	Y
P900	L080	Create Medical Conditions	Y	Y
P900	L090	Create Prior College Record	Y	Y
P900	L100	Create Prior College Degree	Y	Y
P900	L110	Create Prior College Major	Y	Y
P900	L120	Create Prior College Minor	Y	Y
P900	L130	Create Prior College Conc.	Y	Y
P900	L140	Create Test Score Record	Y	Y
P900	L150	Create Outside Interest Record	Y	Y

Procedure	Routine	Routine Name	Required	Override
P900	L160	Create Parent Information	Y	Y
P900	L170	Create Question/Answer	Y	Y
P900	L175	Create Materials	Y	Y

## Rule Groups Used in Self-Service Admissions Processing

The following table is a list of the rule groups and codes on SAAERUL that are used by self-service admissions processing.

Group Code	Group Name	Description
ADDR	Address Source Rules	Rules in which you specify address source codes to be used in electronic admissions application processing.
ADMS	Admission Rules	Rules which control the loading of duplicate applications and residency information for applications.
ATYP	Address Type Rules	Rules used to specify the address types to be assigned to addresses received in electronic applications.
CQLF	Code Qualifiers	Rules used to specify the EDI code qualifier for types of data which require special processing.
CURR	Curriculum Rules	Rules used to translate received information into valid Banner curricula.
DCSN	Applicant Decision Rules	Rules used to allow admissions applicants to accept offers of admission in self-service.
DISP	Web Display Rules	Rules which control the display of data sections in the Banner self-service admissions application.
PATH	System Path Rules	Rules which describe the database path in which various system components have been installed.
PCOL	Prior College Rules	Rules which are used to process prior college information.
PQLF	Phone Qualifier Code Rules	Rules which contain certain EDI telephone type qualifiers.
TEST	Test Score Source Rules	Rules which are used to identify the source of a test.
VCRL	Verification Control Rules	Rules which control several of the verification procedures and routines.

## Delivered Rule Groups Used in Self-Service Admissions Processing

The following table is a list of the rules delivered, the group with which they are associated, a description of each rule, and instructions for updating each rule.

Group	Label	Description	EDI	Instructions
ADDR	DFLTADDRSRCE	Default Address Source	N	Update the Default Address Source to the value from the Address Source Validation Form (STVASRC) that you want assigned to addresses loaded from Web applications. (You may need to build the desired value on STVASRC first.) (See Note 2 below.)
ADMS	DFLTASRCWEB	Web Default Application Source	N	Update the Web Default Application Source to the value from the EDI Application Source Code Validation Form (STVAPLS) that you want assigned to electronic applications received via the Web.
ADMS	DFLTSBGIWEB	Web Default Application SBGI Source	N	Insert the source STVSBGI value into the Application Source Table (SARRSRC).
ADMS	DUPLAPPLCURR (Not currently used in Banner Student Self-Service admissions processing.)	Allow Dup App for Curriculum	N	Update the value to <i>Y</i> (checked) to specify that self-service admissions should perform duplicate checking using the duplicate rules set up on SAAECRL for the given application type for the same term and curriculum. Update the value to <i>N</i> (unchecked) if no duplicate checking should be done.
ADMS	DUPLAPPLLEVEL	Allow Dup App for Level	N	Update the value to <i>Y</i> (checked) to specify that self-service admissions should perform duplicate checking using the duplicate rules set up on SAAECRL for the given application type for the same term and level. Update the value to <i>N</i> (unchecked) if no duplicate checking should be done.

Group	Label	Description	EDI	Instructions
ADMS	DUPLAPPLMAJR	Allow Dup App for Major	N	Update the value to <i>Y</i> (checked) to specify that self-service admissions should perform duplicate checking using the duplicate rules set up on SAAECRL for the given application type for the same term and major. Update the value to <i>N</i> (unchecked) if no duplicate checking should be done.
ADMS	DUPLAPPLPERS	Allow Dup App for Person	N	Update the value to <i>Y</i> (checked) to specify that self-service admissions should perform duplicate checking using the duplicate rules set up on SAAECRL for the given application type for the same person, regardless of the term, level, curriculum, or major specified. Update the value to <i>N</i> (unchecked) if no duplicate checking should be done.
ADMS	DUPLAPPLTERM	Allow Dup App for Term	N	Update the value to <i>Y</i> (checked) to specify that self-service admissions should perform duplicate checking using the duplicate rules set up on SAAECRL for the given application type for the same term, regardless of the level, curriculum, or major specified. Update the value to <i>N</i> (unchecked) if no duplicate checking should be done.
ADMS	EMAILTYPE	Store default e-mails type	N	Enter a valid value from the E-mail Address Type Validation Form (GTVEMAL). This value will be used when storing email addresses from Web applications on GOAEMAL.
ADMS	EMAILSENDADDR	Admissions Email Address	N	Update the value to be the email address to which you want the Web applicant's email to be sent. For example: John.Doe@aol.com.

Group	Label	Description	EDI	Instructions
ADMS	EMAILSENDLINK	Admissions Email Link Text	N	Update the value to contain the hyperlink text the Web applicant will select in order to bring up their browser's mail system. For example: Have questions? Email us.
ADMS	FORRESIDCODE	Out of Country Residency Code	N	Update the Out of Country Residency Code to the value from the Residence Code Validation Form (STVRES D) that you want assigned to an application if the verification procedures determine that the person is an out-of-country resident. (See Note 1 below.)
ADMS	INRESIDCODE	In State/Prov Residency Code	N	Update the In State/Province Residency Code to the value from the Residence Code Validation Form (STVRES D) that you want assigned to an application if the verification procedures determine that the person is an in-state/province resident. (See Note 1 below.)
ADMS	ONEAPPORTWO	Create One Application or Two	N	Enter <i>ONE</i> to create one application with a primary and secondary curriculum, or enter <i>TWO</i> to create one application for each area of study. This value is checked when an application is loaded into Banner from the Web. If only one area of study is indicated on the Web, then only one application will be created, regardless of the value of this rule.
ADMS	OUTRESIDCODE	Out of State/Prov Residency Code	N	Update the Out of State/Province Residency Code to the value from the Residence Code Validation Form (STVRES D) that you want assigned to an application if the verification procedures determine that the person is an out-of-state/province resident. (See Note 1 below.)

**Note:** 1. Residency determination is made based on answers to a variety of questions. If the system cannot determine residency, or if no residency codes are specified in these three rules, the "Default" Residency Code, identified by the value for the label *DFLTRESDCODE* in the group *RES D* will be used.

Group	Label	Description	EDI	Instructions
ADMS	PINEXPIRE	Days QS PIN Expires in Secure	N	Enter the number of days in the <b>PIN Expiration Date</b> field on the Third Party Access Form (GOATPAC) for Quick Start access to Banner Student Self-Service. The default value of 0 days requires that the new student enter and confirm a new PIN. Values other than 0-9999 will be changed to 0 days.
ADMS	PRIMSRCEWEB	Web Default Application SBGI as Primary Source	N	Mark the value on the Application Source Table (SARRSRC) from <i>DFLT SBGIWEB</i> as the Primary Source.
ADMS	SSMIN	Minimum length of SSN on Web	N	Minimum length (9 digits) of the SSN that can be entered in Banner Student Self-Service. You can change the length in the <b>SSN/SIN/TIN Maximum Length</b> field on the Installation Controls Form (GUAINST).
ATYP	DFLTPARENTATYP	Default Parent Address Type	N	Update the Default Parent Address Type to the value from the Address Type Code Validation Form (STVATYP) that you want assigned to addresses created from parent address information. (See Note 2 below.)
ATYP	DFLTSTUDENTATYP	Default Student Address Type	N	Update the Default Student Address Type to the value from the Address Type Code Validation Form (STVATYP) that you want assigned to addresses created from applicant address information. (See Note 2 below.)

**Note:** 2. For Web applications, each application section in which address data can be reported has its own address type assigned to the application section using the Web Application Section Rules Form (SAAWAPP). Default address types defined under Rule Group *ATYP* are defaults which are used *only* when the address type to be assigned cannot be determined based upon other information.

Group	Label	Description	EDI	Instructions
CQLF	ACTVCQLFCODE	Default Activity Qlfr Code	Y	The Default Activity Qualifier Code is an EDI value, and it is delivered as <i>SA</i> . Specifically, it is used to distinguish between activities and awards which may be reported in the same EDI data segment. This value also has to be assigned to those values which are “student activities” in the EDI Cross-Reference Rules Form (SOAXREF) for rules with a label of <i>STVINTS</i> .
CQLF	AWRDCQLFCODE	Default Award Qualifier Code	Y	The Default Award Qualifier Code is an EDI value, and it is delivered as <i>SB</i> . Specifically, it is used to distinguish between activities and awards which may be reported in the same EDI data segment. This value also has to be assigned to those values which are “student awards” in the EDI Cross-Reference Rules Form (SOAXREF) for rules with a label of <i>STVINTS</i> .
CURR	DFLTCAMPCODE	Default Campus Code Value	N	Update the Default Campus Code Value to the value from the Campus Code Validation Form (STVCAMP) that you want assigned to an application if the application's campus cannot be correctly derived by data viewed in the EDI Cross-Reference Curriculum Rules Form (SOAXCUR) or maintained in the Curriculum Rules Form (SOACURR).
CURR	DFLTCOLLCODE	Default College Code Value	N	Update the Default College Code Value to the value from the College Code Validation Form (STVCOLL) that you want assigned to an application if the application's college cannot be correctly derived by data viewed in the EDI Cross-Reference Curriculum Rules Form (SOAXCUR) or maintained in the Curriculum Rules Form (SOACURR).



Group	Label	Description	EDI	Instructions
CURR	DFLTDEGCCODE	Default Degree Code Value	N	Update the Default Degree Code Value to the value from the Degree Code Validation Form (STVDEGC) that you want assigned to an application if the application's degree cannot be correctly derived by data viewed in the EDI Cross-Reference Curriculum Rules Form (SOAXCUR) or maintained in the Curriculum Rules Form (SOACURR).
CURR	DFLTDEPTCODE	Default Department Code Value	N	Update the Default Department Code Value to the value from the Department Code Validation Form (STVDEPT) that you want assigned to an application if the application's department cannot be correctly derived by data viewed in the EDI Cross-Reference Curriculum Rules Form (SOAXCUR) or maintained in the Curriculum Rules Form (SOACURR).
CURR	DFLTMAJRCODE	Default Major Code Value	N	Update the Default Major Code Value to the value from the Major, Minor, Concentration Code Validation Form (STVMAJR) that you want assigned to an application if the application's major cannot be correctly derived by data viewed in the EDI Cross-Reference Curriculum Rules Form (SOAXCUR) or maintained in the Curriculum Rules Form (SOACURR).

Group	Label	Description	EDI	Instructions
CURR	DFLTMAJRQLFR	Default Major Code Qualifier	Y	<p>The Default Major Code Qualifier is an EDI value, and it is delivered as <i>81</i>, for CIP code. Specifically, the Default Major Code Qualifier is used by the script <code>xrefmajr.sql</code> delivered to assist in building major code cross-reference values in the EDI Cross-Reference Rules Form (SOAXREF). This script copies each value in the Major, Minor, Concentration Code Validation Table (STVMAJR) which has a value in the <b>CIPC Code</b> field and creates a rule in the EDI Cross-Reference Rules Table using the major code, CIPC code, and EDI qualifier specified here.</p> <p>If the values entered in the <b>CIPC</b> field on STVMAJR are not Classification of Instructional Program (CIP) codes, the correct EDI value for the code set used for this field should be entered for this rule.</p> <p>(See Note 3 below.)</p>

**Note:** 3. The value for this rule is used *only* by the script used to populate major code values in SOAXREF. If you are not using the script and are instead building appropriate major code translation values by hand, this rule will not be used.

CURR	USEDEFAULTS	Use Default Curriculum Values	N	Update the value to checked(set to <i>Y</i> ) or unchecked(set to <i>N</i> ) to specify whether the campus, college, department, degree, and major defaults should be used when an application is created. (See Note 4 below.)
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Group	Label	Description	EDI	Instructions
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**Note:** 4. Default values are used when the appropriate value cannot be determined using data viewed in the EDI Cross-Reference Curriculum Rules Form (SOAXCUR) or maintained in the Curriculum Rules Form (SOACURR). For example:

A single set of EDI cross-reference values can be associated with more than one curriculum rule. If the same EDI cross-reference values are assigned to more than one curriculum rule, the defaults are used as “tie-breakers” and assigned to all associated fields.

Regardless of the data elements used when the Banner application is created, curriculum rule checking takes place according to normal rules when the application data is viewed on any Banner form. If the values loaded for the application represent an invalid curriculum choice, as defined by existing curriculum rules, an error message is displayed and corrective action may be required at that time.

DCSN	ALLOWDECISION	Allow Applicant Decision	N	Update the Value column from <i>UPDATE ME</i> to <i>Y</i> or <i>N</i> for the applicant decision.
DCSN	CONFIRMCODE	Attendance Confirmation Decision Code	N	Update the Value column from <i>UPDATE ME</i> to the value from the Admission Application Decision Code Validation Form (STVAPDC) which should be used for the confirm decision code.
DCSN	CONFIRMLABEL	Applicant Confirm Button Label	N	Update the Value column from <i>UPDATE ME</i> to any value which should be used for the Applicant Confirm label.
DCSN	WITHDRAWLABEL	Applicant Withdraw Button Label	N	Update the Value column from <i>UPDATE ME</i> to any value which should be used for the Applicant Withdraw label.
DCSN	WITHDRAWCODE	Withdraw Decision Code	N	Update the Value column from <i>UPDATE ME</i> to the value from the Admission Application Decision Code Validation Form (STVAPDC) which should be used for the withdraw decision code.
DCSN	CAPTUREWDINFO	Capture Withdrawn Information	N	Update the Value column from <i>UPDATE ME</i> to <i>Y</i> or <i>N</i> for the additional withdrawn information.

Group	Label	Description	EDI	Instructions
DISP	ACTVSDISP	# of Activity Rows to Display	N	The Number of Activity Rows to Display rule is used <i>only</i> in Banner self-service admissions application processing. It specifies the number of free-form activity spaces to display in the Activities Section of a Web application. If you do not want to display free-form activities, set this value to zero (0).
DISP	SIGPAGEDISP	Display Sig Page (TRUE/ FALSE)	N	The Display Signature page rule is used <i>only</i> in Banner self-service admissions application processing. The Banner Web Application includes the ability to display a signature, certification, and an instruction page at the time the applicant marks the application as complete. This rule specifies whether the signature page is displayed. (See Note 5 below.) This is true whether the page is created using Info Text or the Format HTML Letter Rules Form (SOAELTR).

**Note:** 5. The “Signature page” is a separate page which can be displayed after marking a Web application as “complete”. The page contains either Info Text if created using Web Tailor or an HTML letter if created using the Format HTML Letter Rules Form (SOAELTR). A sample set of InfoText is delivered for this page, but the text can be customized to suit local options using one of the Banner General Web Forms. For further information on updating Info Text, see the *Banner Web Tailor User Guide*.

DISP	TESTSDISP	# of Test Rows to Display	N	The Number of Test Rows to Display rule is used <i>only</i> in Banner self-service admissions application processing. It specifies the number of test report slots to display in the Tests Section of a Web application. If you do not wish to collect test scores via Web applications, do not associate the Test Information section with any Web application type on the Web Application Section Rules Form (SAAWAPP).
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Group	Label	Description	EDI	Instructions
PATH	CHECKMARKPATH	Pathname for checkmark gif	N	The Checkmark gif pathname rule is the database pathname for the Checkmark gif. It is used <i>only</i> in self-service admissions application processing. <i>This location should be verified. Case is important.</i>
PCOL	PCOLDFLTDEGC	Prior College Default Degree	N	Update the Prior College Default Degree rule to the Banner degree code from the Degree Code Validation Form (STVDEGC) which should be assigned as the prior college degree attempted if an applicant does not supply a value.
PQLF	EMAILPQLFCODE	Phone Qualifier for E-mail	Y	<p>The Phone Qualifier for E-mail rule specifies the EDI standard telephone qualifier which identifies an e-mail address.</p> <p><b>Note:</b> The delivered value for this rule is <i>EM</i>; however, if the same value has been defined for another email address and/or telephone type (such as <i>Emergency</i>), then it is recommended that this value be changed.</p>
RESD	DFLTRESDCODE	Default Residency Code	N	Update the Default Residency Code rule to the code from the Residence Code Validation Form (STVRESD) which should be assigned to an applicant if a specific residence status cannot be determined based upon other information.
RESD	HEMOCOUNTY	Institution's Home County	N	Update the Institution's Home County rule to the code from the County Code Validation Form (STVCNTY) which represents the institution's home county. This value is used, in conjunction with other information, to attempt to determine the residency status to assign to an applicant.

Group	Label	Description	EDI	Instructions
RESD	HOMENATION	Institution's Home Country	N	Update the Institution's Home Nation rule to the code from the Nation Code Validation Form (STVNATN) which represents the institution's home nation. This value is used, in conjunction with other information, to attempt to determine the residency status to assign to an applicant.
RESD	HOMESTATPROV	Institution's Home State/Prov	N	Update the Institution's Home State/Province rule to the code from the State/Province Code Validation Form (STVSTAT) which represents the institution's home state. This value is used, in conjunction with other information, to attempt to determine the residency status to assign to an applicant.
TEST	DFLTTSRCWEB	Web Default Test Score Source	N	Update the Institution's Web Default Test Score Source rule to the code from the Admission Test Score Source Code Validation Form (STVTSRC) which represents the institution's test score source.
VCRL	AUTOOVERRIDE	Automatic Override Indicator	N	The Automatic Override Indicator rule is used to specify whether verification procedures and routines which allow overrides (as defined on the Electronic Admissions Procedure/Routine Control Form (SAAECRL) will be automatically overridden. Update this rule to checked(set to <i>Y</i> ) or unchecked(set to <i>N</i> ) depending upon your choice. Overriding a procedure or routine will not cause invalid data to be loaded; it merely reduces the number of manual overrides you may need to perform during electronic application verification.

## Cross-Reference Labels Used in Self-Service Admissions Processing

EDI cross-reference rules are identified by a Label. The label describes the purpose of the cross-reference rule. The following is a list of all the labels on SOAXREF that are used in self-service admissions processing.

 **Note**

You need to ensure that each label is set up on SOAXREF as identified in the accompanying text. If one or more labels are not set up as specified, self-service admissions processing will not work correctly. ■

Label	Description	Processing Notes
DEGRLEVL	Degree Level Codes	Degree Level Codes are used to describe the generic level of a degree, and the EDI values delivered roughly correspond to the values in the Degree Award Category Code Validation Form (STVACAT). These values are used only when defining the EDI Curriculum Cross-Reference Rules. Update the Banner value to the corresponding value from STVACAT. (The Banner value will normally be the EDI value <i>without</i> the period.) Do not check (set to Y) the <b>Web (Indicator)</b> on SOAXREF, as these values are not used to control Web pulldown lists, but only to define valid cross-reference values for building curriculum cross-reference rules.
FSTYIDQL	Field of Study Qualifier Codes	Field of Study Qualifier Codes are used only to specify the code set which is used to describe field of study choices. No action is required on any of these rules for Web processing. However, one of these values will be associated with the rules for label <i>STVMAJR</i> where it will identify the code set used to define valid major code choices.
GENDER	Gender Codes	Gender Codes are used to define the Banner equivalent for EDI gender values. Three values are delivered. No action is required on any of these rules for Web processing.
STVCITZ	Citizenship Type Codes	Values in the Citizenship Type Code label are used to customize the citizenship types which will be available for Web selection. For each value which should be Web-enabled, set its <b>Web (Indicator)</b> to checked (set to Y) and enter the appropriate Banner value from STVCITZ. If all values from STVCITZ should be displayed, then none need be entered here.

Label	Description	Processing Notes
STVDEGC	Degree Level-Degree Code	For Web application processing, you can identify specific degree codes to be available for Web selection. In this case, you default values in the EDI value column which do not represent EDI Degree Level Codes, set the <b>(EDI) Standard (Indicator)</b> to unchecked (set to <i>N</i> ), and enter the appropriate Banner value for the specific degree codes to be made available. If all degree codes from STVDEGC should be available for Web selection, none need be entered here.
STVETHN	Ethnic Codes	Values in the Ethnic Code label are used to specify the ethnicities which will be available for Web selection. For each value which should be Web-enabled, set its <b>Web (Indicator)</b> to checked (set to <i>Y</i> ) and enter the appropriate Banner value. If you have Banner ethnic codes which do not correspond to EDI ethnic codes and you want to make these additional codes available for Web usage, create new rules, using an EDI value which is not already in the EDI set and set the <b>(EDI) Standard (Indicator)</b> to unchecked (set to <i>N</i> ) for these rules. (See Note below.) If all ethnic codes from STVETHN should be available for Web selection, none need be entered here.
<p><b>Note:</b> The script <code>xrefethn.sql</code> is used to populate the <i>STVETHN</i> label rows with values from the Ethnic Code Validation Form (STVETHN).</p>		
STVINTS	Award and Activity Codes	Values in the Award and Activity Codes label are used to specify the interests which will be available for Web selection. For each value which should be Web-enabled, specify the appropriate EDI qualifier which represents “activities” (this value is <i>SA</i> and is also entered on SAAERUL to identify student activities), set its <b>Web (Indicator)</b> to checked (set to <i>Y</i> ) and enter the appropriate Banner value from STVINTS. If you have Banner interest codes which do not correspond to EDI codes, and you want to make these additional types available for Web usage, create new rules, using an EDI value which is not already in the EDI set and set the <b>(EDI) Standard (Indicator)</b> to unchecked (set to <i>N</i> ) for these rules. (See Note below.) If all award and activity codes from STVINTS should be available for Web selection, none need be entered here. If the awards and activities should be specific to an application type, use the Web Application Customized Lists Form (SAAWADP).



Label	Description	Processing Notes
	<p><b>Note:</b> For rules which represent student awards, set the EDI Qualifier to <i>SB</i>. Awards can also be reported through the Web, but whether reported through a Web application or a TS 189 transaction set, these values will not be loaded into the permanent Banner application tables.</p>	
STVLANGN	Language Name Codes	<p>Values in the Language Name Codes label are used to specify the languages which will be available for Web selection. For each value which should be Web-enabled, set its <b>Web (Indicator)</b> to checked (set to <i>Y</i>) and enter the appropriate Banner value from STVLANG. If you have Banner language codes which do not correspond to EDI codes and you want to make these additional types available for Web usage, create new rules, using an EDI value which is not already in the EDI set and set the <b>(EDI) Standard (Indicator)</b> to unchecked (set to <i>N</i>) for these rules. If all language codes from STVLANG should be available for Web selection, none need be entered here.</p>
STVMAJR	Major Codes	<p>Values in the Major Codes label are used to translate EDI field of study data into Banner major codes. Field of Study data reported in TS 189 transaction sets includes a qualifier code and value. Qualifier codes represent different standard code sets, like Classification of Instructional Program (CIP) codes or Stats Canada codes. You use a combination of a Degree Level code (label <i>DEGRLEVL</i>), Code Set Qualifier, and Banner code to define the cross-reference from EDI values to Banner values on the Curriculum Rules Form (SOACURR). To create rules for the <i>STVMAJR</i> label, enter the Qualifier which represents a valid EDI field of study code set, a value from the indicated set, and the Banner equivalent for the EDI value. (See Note below.)</p>
STVMATL	Requested Materials Codes	<p>Values in the requested materials label are used to specify the requested materials which will be available for Web selection. For each value which should be Web-enabled, set its <b>Web (Indicator)</b> to checked (set to <i>Y</i>) and enter the appropriate Banner value from STVMATL. If all requested materials codes from STVMATL should be available for Web selection, none need be entered here. If the requested materials should be specific to an application type, use the Web Application Customized Lists Form (SAAWADP).</p>

**Note:** The script `xrefmajr.sql` is used to populate the STVMAJR label rows with values from the Major, Minor, Concentration Code Validation Form.

Label	Description	Processing Notes
STVMEDI	Medical Condition Codes	Values in the Medical Conditions Codes label are used to specify the conditions which will be available for Web selection. For each value which should be Web-enabled, set its <b>Web (Indicator)</b> to checked (set to <i>Y</i> ) and enter the appropriate Banner value from STVMEDI. If you have Banner medical codes which do not correspond to EDI codes and you want to make these additional types available for Web usage, create new rules, using an EDI value which is not already in the EDI set and set the <b>(EDI) Standard (Indicator)</b> to unchecked (set to <i>N</i> ) for these rules. (See Note below.) If all medical condition codes from STVMEDI should be available for Web selection, none need be entered here.

**Note:** Use the medical condition data element on the Web Application Section Rules Form (SAAWAPP) to include this data in the Web application.

STVMRTL	Marital Status Codes	Values in the Marital Status Codes label are used to specify the marital statuses which will be available for Web selection. For each value which should be Web-enabled, set its <b>Web (Indicator)</b> to checked (set to <i>Y</i> ) and enter the appropriate Banner value from STVMRTL. If you have Banner marital status codes which do not correspond to EDI codes and you want to make these additional types available for Web usage, create new rules, using an EDI value which is not already in the EDI set and set the <b>(EDI) Standard (Indicator)</b> to unchecked (set to <i>N</i> ) for these rules. If all marital status codes from STVMRTL should be available for Web selection, none need be entered here.
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STVNATN	EDI Nation Codes	Values in the Nation Codes label are used to specify the nation codes which will be available for Web selection. For each value which should be Web-enabled, set its <b>Web (Indicator)</b> to checked (set to <i>Y</i> ) and enter the appropriate Banner value from STVNATN. If you have Banner nation codes which do not correspond to EDI codes and you want to make these additional types available for Web usage, create new rules, using an EDI value which is not already in the EDI set and set the <b>(EDI) Standard (Indicator)</b> to unchecked (set to <i>N</i> ) for these rules. (See Note below.) If all nation codes from STVNATN should be available for Web selection, none need be entered here.
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**Note:** The script `xrefnath.sql` is used to populate the STVNATN label rows with values from the Nation Code Validation Form.

Label	Description	Processing Notes
STVRELG	Religion Codes	Values in the Religion Codes label are used to specify the religion codes which will be available for Web selection. For each value which should be Web-enabled, set its <b>Web (Indicator)</b> to checked (set to <i>Y</i> ) and enter the appropriate Banner value from STVRELG. If you have Banner religion codes which do not correspond to EDI codes and you want to make these additional types available for Web usage, create new rules, using an EDI value which is not already in the EDI set and set the <b>(EDI) Standard (Indicator)</b> to unchecked (set to <i>N</i> ) for these rules. If all religion codes from STVRELG should be available for Web selection, none need be entered here.
STVRELT	Relationship Codes	Values in the Relationship Codes label are used to specify the relationship codes which will be available for Web selection. For each value which should be Web-enabled, set its <b>Web (Indicator)</b> to checked (set to <i>Y</i> ) and enter the appropriate Banner value from STVRELT. If you have Banner relationship codes which do not correspond to EDI codes and you want to make these additional types available for Web usage, create new rules, using an EDI value which is not already in the EDI set and set the <b>(EDI) Standard (Indicator)</b> to unchecked (set to <i>N</i> ) for these rules. If all relationship codes from STVRELT should be available for Web selection, none need be entered here.
STVSTAT	EDI State Codes	Values in the State Codes label are used to specify the state/province codes which will be available for Web selection. For each value which should be Web-enabled, set its <b>Web (Indicator)</b> to checked (set to <i>Y</i> ) and enter the appropriate Banner value from STVSTAT. (See Note below.) If all state codes from STVSTAT should be available for Web selection, none need be entered here.

**Note:** The script `xrefstat.sql` is used to populate the *STVSTAT* label rows with values from the State/Province Code Validation Form (STVSTAT).

Label	Description	Processing Notes
STVTESC	Sub-Test Codes	<p>Values in the Sub-Test Codes label are used to specify the sub-test codes which will be available for Web selection. For each value which should be Web-enabled, set its <b>Web (Indicator)</b> to checked (set to <i>Y</i>) and enter the appropriate Banner value from STVTESC. If you have Banner test types codes which do not correspond to EDI codes and you want to make these additional types available for Web usage, create new rules. Use an EDI value which is not already in the EDI set, and set the <b>(EDI) Standard (Indicator)</b> to unchecked (set to <i>N</i>) for these rules. An EDI Qualifier, EDI Value, Description, and Banner Value are all required for <i>STVTESC</i> rules. If all test codes from STVTESC should be available for Web selection, none need be entered here. If the test types should be specific to an application type, use the Web Application Customized Lists Form (SAAWADP).</p>

Label	Description	Processing Notes
STVVTYP	VISA Type Codes	Values in the Visa Type Codes label are used to specify the visa codes which will be available for Web selection. For each value which should be Web-enabled, set its <b>Web (Indicator)</b> to checked (set to <i>Y</i> ) and enter the appropriate Banner value from STVVTYP. If you have Banner visa type codes which do not correspond to EDI codes and you want to make these additional types available for Web usage, create new rules. Use an EDI value which is not already in the EDI set, and set the <b>(EDI) Standard (Indicator)</b> to unchecked (set to <i>N</i> ) for these rules. If all visa type codes from STVVTYP should be available for Web selection, none need be entered here.
STVWAIV	Application Waiver Codes	Values in the Application Waiver Codes label are used to specify the application waiver codes which will be available for Web selection. For each value which should be Web-enabled, set its <b>Web (Indicator)</b> to checked (set to <i>Y</i> ) and enter the appropriate Banner value from STVWAIV. If you have Banner application waiver codes which do not correspond to EDI codes and you want to make these additional types available for Web usage, create new rules. Use an EDI value which is not already in the EDI set, and set the <b>(EDI) Standard (Indicator)</b> to unchecked (set to <i>N</i> ) for these rules. An EDI Qualifier, EDI Value, Description, and Banner Value are all required for STVWAIV rules. If all application waiver codes from STVWAIV should be available for Web selection, none need be entered here. If the application waiver codes should be specific to an application type, use the Web Application Customized Lists Form (SAAWADP).

## Address Hierarchy Rules for Credit Card Payment

Rules with an internal code of *WEBCADDR* and an internal group code of *ADDRESS* are used with miscellaneous transactions to set up the address hierarchy for Web payment card payments and to populate the address in the *GORCCA* table.

Miscellaneous transactions are used for admissions application fees. When an applicant pays an application fee that creates a miscellaneous account transaction and uses a payment card for payment, an address is needed to process the transaction. If no *SARADDR* record exists, and no current *SPRADDR* record exists, the applicant is taken to a page in Self-Service to enter the address information.

Miscellaneous transactions are also used for transcript request fees and enrollment verification fees. When a student pays a fee that creates a miscellaneous account

transaction and uses a payment card for payment, an address is needed to process the transaction. If no current SPRADDR record exists, the student is taken to a page in Self-Service to enter the address information.

Miscellaneous transactions are not used for registration fees or graduation application fees. A student does not need an address record to process payment for those fees.

## Identify Payment Profile for Credit Card Payment

Payment profiles are configured on GOAMERC. You can query on GTVSDAX for the *WEBSTUCCID* internal group code with an internal code of *LEVEL*, *COLLEGE*, or *CAMPUS* to match the student's level, college, or campus. The external code value for the rule is the payment profile.

## Processing Self-Service Admissions Applications

Before you receive your first Web application, you need to establish appropriate policies and procedures for processing Web applications. For example, you need to determine whether to weed out frivolous applications, when and how you will collect application fees (if required), whether you require and how you will collect application certifications and signatures, and what impact Web applications will have on application and yield statistics.

The Elec. App. Verify/Load Process (SARETMT) is a batch process that is used to match, verify, and load admissions applications received via the Web. This process allows users to match, verify, and load large numbers of Web applications at one time. The process uses the same matching algorithm as the Electronic Prospect Match Process (SRRSRIN) and the Common Matching Entry Form (GOAMTCH). The Electronic Application Process Form (SAAEAPS) is used to process Web applications that are placed in suspense or error status by the SARETMT batch load process. In addition, SAAEAPS can be used to review Web applications and delete those that are most likely frivolous (i.e., applications from Mickey Mouse or Claude Monet).

### Overall Process

The overall process for receiving self-service admissions applications is as follows.

1. The applicant creates and completes the Web application.
2. The institution reviews all Web applications (via SAAEAPS) added on a specific date that are complete to check for frivolous applications. (Optional)
3. The institution runs the SARETMT process to match, verify, and load Web applications.

4. The institution reviews Web applications on SAAEAPS that were put into Suspend or Error status by the SARETMT process.
5. Suspended error records are resolved on SAAEAPS using GOAMTCH to determine if the applicant is New or is a Match to an existing Banner record.
6. The institution reruns SARETMT to verify and load those applications whose status has just been resolved. Depending on the number of suspended and error records, the institution can choose to manually verify and load these Web applications on SAAEAPS.

## Detailed Steps

The detailed steps for receiving self-service admissions applications are discussed in this section.

1. Use the Electronic Application Process Form (SAAEAPS) to display received Web applications.

To display the application(s) for a specific person, enter the electronic ID for that person in the Key Block or use a List function to display the Electronic Applicant Search Form (SOAEIDN), where you can search for an electronic applicant using name and ID.

You can also select only those applications added on a certain date by entering the **Add Date** in the Key Block field. Only applications matching the **Web ID** and/or **Add Date** in the Key Block will be displayed.

You can also enter the main block and query on certain fields. Those fields are: **Application Number, Application Type, Completion Indicator, Term, Source (with a value of WEB), Add Date, Accepted Indicator, Process, Process Date, Person Status, and Application Status.**

If you find applications that you believe are frivolous, they can be deleted using the Delete Record function. Once an application is deleted on SAAEAPS, its associated data is also deleted from the electronic application holding tables; therefore, the application will no longer be viewable on SAAETBL.

2. Use the Elec. Appl. Verify/Load Process (SARETMT) to match, verify, and load the Web applications that meet your processing guidelines.

Parameters for SARETMT allow processing based upon Application Type, Application Source, Application Term, and the Date Range of when applications were added.

### 2.1. Run SARETMT in audit mode.

SARETMT can be run in audit mode providing the user with the opportunity to review the match, verify, and load status of each application before it is actually

processed. The Status field will indicate whether the Web application is New, Matched, Suspended, or in Error based on the matching rules specified by the matching source code assigned to the interface code on STVINFC. If a Web application type has previously been pushed for a given Web ID, the Status field will indicate *N/A*, as a matching PIDM already existed for the Web ID. The process will indicate if verification errors occurred or if the application was pushed.

## 2.2. Run SARETMT in update mode.

The user can run the match, verify, and load process in update mode. All electronic applications matching the input parameters will be processed by SARETMT.

Three possible outcomes can exist for each record processed by SARETMT.

- The record was matched, verified, and pushed successfully resulting in the creation of a SAAADMS application record.
  - The record was placed into suspense or error status during the match process. Suspended and error records will not be processed further by SARETMT until the match status has been resolved to either New or Matched. The user can resolve the suspended status using the Electronic Application Process Form (SAAEAPS) (See the “Resolve Suspended Electronic Applications” section below for details.)
  - The record failed the verification process. Numerous verification routines exist to ensure the integrity of the data being loaded into Banner. If certain errors occur during the verification process, the record will be marked with a verification error.
3. Resolve suspended and error electronic applications using the Electronic Application Process Form (SAAEAPS).
    - 3.1. Access the Electronic Application Process Form (SAAEAPS).
    - 3.2. Navigate to the main block and query for the appropriate records (i.e., term, source equals Web etc.) having a Person Status of *S* or *E*. These are the records that will need to be resolved before they can be verified and pushed into Banner.
  4. Select the Verification Steps tab or the Manual Verification Steps option from the Options Menu to access the Verification Steps window.
  5. Mark any of the person or application steps complete, except for the ID Verification (*IDVR*) step, and then save the changes.
  6. Select the ID Verification (*IDVR*) step, and then choose the Associate Person with ID item from the Options Menu.



7. This opens the Associate Person with ID window, where you can choose which type of Banner ID to assign to the selected record from the **Select an ID** field.
  - **Electronic ID** – This is the ID used to create the electronic application.
  - **Local ID** – This is used for applications filed via EDI where the applicant provided a Local ID.
  - **SSN** – This is the SSN or other Federal ID number specified on the electronic application.
  - **Banner ID** – This is used if you wish to enter an explicit ID to be used by Banner.
  - **Generate ID** – This indicates that Banner should generate an ID for this person.
8. After choosing the appropriate ID type, either save the changes or select the **Associate Person with an ID** button. This will display GOAMTCH.
9. The ID displayed on GOAMTCH should match the option chosen in the Associate Person with ID window. The **Matching Source** field should contain the source code that has been assigned to the interface code on SAAWADF for the application type of the selected Web application. This source code can be changed if desired.

If no interface code has been specified for the application type on SAAWADF, then the **Matching Source** field will contain the default source code assigned to the user ID on GORCMUS. If no default source code has been assigned on GORCMUS, you will be able to select a source code from the List of Values.

Perform a Next Block to populate the Data Entry block with all of the data for the incoming electronic applicant record that is present in the temporary tables.

10. You can update or adjust the data in the Data Entry block if it does not meet your institution's data standards. These updates will be copied back to the temporary tables and used when the applicant's record is created.
11. Once the data has been “cleaned up”, use a Next Block function to call the matching algorithm, or select the **Duplicate Check** button.
12. The incoming electronic application can be a match, a potential match, or a new record:
  - 12.1. If the incoming electronic application is found to be a match to someone in Banner, the Banner record will be displayed in the Match block.
  - 12.2. If the incoming electronic application is found to be a potential match against more than one existing Banner record, then all of the possible matches will be displayed in the Potential Matches window.
  - 12.3. If the electronic application is found to be a new record, an Alert Box will be displayed with a message asking if you want to create the new person.

13. If the person is found to be an exact match, you can do one of three things:
  - 13.1. Match the incoming record to the Banner record but not update any null fields that exist for the person in Banner by selecting the **Select ID** button.
  - 13.2. Match the incoming record to the Banner record and choose to update any null fields that exist for the person in Banner with data on the incoming record by selecting the **Update ID** button.
  - 13.3. Choose to ignore the matched status, and create the person as new by selecting the **Create New** button.
14. After selecting one of the options above, the user will be returned to the Verification Steps window, and the ID Verification (*IDVR*) step will be marked as complete. Continue processing the electronic applicant as needed.
15. Resolve verification errors using the Electronic Application Process Form (SAAEAPS).

If the *AUTOOVERRIDE* label on the Electronic Admissions Application Rules Form (SAAERUL) for the group *VCRL* is set to *Y*, and the procedures and routines are marked as overrideable on SAAECRL, then SARETMT will not stop the process if verification errors occur (unless they are data errors). If the *AUTOOVERRIDE* label is set to *N*, then any verification errors found while SARETMT is processing will be identified on the report file. These errors can be viewed on SAAEAPS and must be resolved before the affected applications can be re-processed by SARETMT. Verification errors can only be resolved on SAAEAPS if the routine and/or procedure causing the error have the **Override (Indicator)** checked on SAAECRL for the appropriate application type.

- 15.1. Access the Electronic Application Process Form (SAAEAPS).
- 15.2. Navigate to the main block and query for the appropriate records (i.e., term, source, etc.) having a **Process** field value of *E*. These are the records that will need their verification errors resolved before they can be pushed into Banner.
- 15.3. Select Review Results from the Options Menu or use Next Block to access the Verification/Load Results window.

In the System Verification Procedure block, each procedure is displayed, one procedure at a time. At the same time, each routine associated with a procedure is displayed in the System Verification Routines block.

- 15.4. Scroll through each procedure to find the procedures that have not been verified (i.e., the **Completion Indicator** checkbox is *not* checked). To resolve a procedure or routine, check the appropriate override (**Override Indicator**) box. If you override an individual routine, only the verification associated with that routine will be bypassed. If an entire procedure is overridden, none of the individual routines will have verification performed.

**15.5.** Once all routines and/or procedures are overridden, return to the main block of SAAEAPS. You can manually re-verify the application here by selecting Verify Application from the Options Menu, or you can re-run SARETMT.

**16.** Re-run SARETMT in update mode.

SARETMT will try to verify all records that were previously suspended and will attempt to re-verify all applications that originally failed verification. All applications that pass the match and verification processing will be pushed to Banner. Once an application has been pushed, the **Process** field will be set to *P(ushed)*.

## Manually Matching, Verifying, and Pushing Electronic Applications

The following steps show how to manually match, verify, and push electronic applications into Banner using SAAEAPS.

**1.** Use the Electronic Application Process Form (SAAEAPS) to display received Web applications.

To display the application(s) for a specific person, enter the electronic ID for that person in the Key Block or use a List function to display the Electronic Applicant Search Form (SOAEIDN), where you can search for an electronic applicant using name and ID.

You can also select only those applications added on a certain date by entering the **Add Date** in the Key Block field. Only applications matching the **Web ID** and/or **Add Date** in the Key Block will be displayed.

You can also enter the main block and query on certain fields. Those fields are: **Application Number, Application Type, Completion Indicator, Term, Source (with a value of WEB), Add Date, Accepted Indicator, Process, Process Date, Person Status, and Application Status.**

If you find applications that you believe are frivolous, they can be deleted using the Delete Record function. Once an application is deleted on SAAEAPS, its associated data is also deleted from the electronic application holding tables; therefore, the application will no longer be viewable on SAAETBL.

**2.** Flag applications for further processing.

If you will not process an application until a fee or certification is received, you might also want to set the **Accepted Indicator** to *N* until you receive the appropriate additional information required by your policies and procedures.

For those applications which you will further process, set this indicator to *Y*.

3. Perform any required manual verification steps.

Select the Verification Steps tab, use a Duplicate Item function, or select Manual Verification Steps from the Options Menu to transfer to the Verification Steps window. There may be two kinds of manual verification steps, those related to person data and those related to an application. You defined the manual verification steps which would be required on the Application Verification Steps Validation Form (STVASTA). One person-related step - ID Verification (*IDVR*) - is required by system processing and will be present whether or not you defined additional verification steps.

If the application was received via the student (secured) side of the Web (**Record Type** is *S*), you do *not* need to complete the ID Verification (*IDVR*) step. It will be completed for you when you verify the application's data. Go to Step 11.

If the application was received via the non-secured side of the Web, you must either match the applicant to an existing Banner person or create the person in Banner. Either of these functions also completes the ID Verification (*IDVR*) step. Continue with Step 3 through Step 10.

When you are positioned on the ID Verification (*IDVR*) step record, use a function key to perform special processing. The function can be performed if the ID Verification (*IDVR*) step has already been completed.

Use a Count Query Hits function or select Associate Person with ID from the Options Menu to transfer to the Associate Person with ID window, where you can choose which type of Banner ID to assign to the selected record in the **Select an ID** field.

- **Electronic ID** – This is the ID used to create the electronic application.
- **Local ID** – Used for applications filed via EDI where the applicant provided a Local ID.
- **SSN** – This is the SSN or other Federal ID number specified on the electronic application.
- **Banner ID** – Used if you wish to enter an explicit ID to be used by Banner.
- **Generate ID** – Indicates that Banner should generate an ID for this person.

4. After choosing the appropriate ID type, either save the changes or select the **Associate Person with an ID** button. This will display GOAMTCH.
5. The ID displayed on GOAMTCH should match the option chosen in the Associate Person with ID window. The **Matching Source** field should contain the source code that has been assigned to the interface code on SAAWADF for the application type of the selected Web application. This source code can be changed if desired.

If no interface code has been specified for the application type on SAAWADF, then the **Matching Source** field will contain the default source code assigned to the user ID on GORCMUS. If no default source code has been assigned on GORCMUS, you will be able to select a source code from the List of Values.

Perform a Next Block to populate the Data Entry block with all of the data for the incoming electronic applicant record that is present in the temporary tables.

6. You can update or adjust the data in the Data Entry block if it does not meet your institution's data standards. These updates will be copied back to the temporary tables and used when the applicant's record is created.
7. Once the data has been "cleaned up", use a Next Block function to call the matching algorithm, or select the **Duplicate Check** button.
8. The incoming electronic application can be a match, a potential match, or a new record:
  - 8.1. If the incoming electronic application is found to be a match to someone in Banner, the Banner record will be displayed in the Match block.
  - 8.2. If the incoming electronic application is found to be a potential match against more than one existing Banner record, then all of the possible matches will be displayed in the Potential Matches window.
  - 8.3. If the electronic application is found to be a new record, an Alert Box will be displayed with a message asking if you want to create the new person.
9. If the person is found to be an exact match, you can do one of three things:
  - 9.1. Match the incoming record to the Banner record but not update any null fields that exist for the person in Banner by selecting the **Select ID** button.
  - 9.2. Match the incoming record to the Banner record and choose to update any null fields that exist for the person in Banner with data on the incoming record by selecting the **Update ID** button.
  - 9.3. Choose to ignore the matched status, and create the person as new by selecting the **Create New** button.
10. After selecting one of the options above, the user will be returned to the Verification Steps window, and the ID Verification (*IDVR*) step will be marked as complete. Continue processing the electronic applicant as needed.
11. Verify the application data.

Select Verify Application from the Options Menu to verify the application data. Verification performs all verification procedures and routines attached to the application which have not been overridden.

After an application has been verified, its **Accepted Indicator** on the main window of SAAEAPS is set either to *E*, which indicates that errors were found during verification, or *V* for verification complete.

## 12. Review errors, override verification, or correct data.

If errors are encountered during verification, select Review Results from the Options Menu or use a Next Block function to review the results. The Verification/Load Results window is displayed.

In the System Verification Procedures section of this window, each procedure and its associated routines are displayed, one procedure at a time. You scroll through the procedures using the scroll bar or Next and Previous Record functions, and the associated routines are displayed for each procedure. As you scroll through the procedures, you can ignore any which have already been overridden or which have passed verification. (The **Completion (Indicator)** checkbox is checked.)

Verification errors must be resolved before the data can be loaded into the Banner permanent tables from the holding tables. You resolve verification errors by overriding the routine which failed or by overriding the entire procedure. If you override an individual routine, only the verification associated with the individual routine will be by-passed. If you override the procedure, none of the individual routines will be performed. Only those procedures or routines for which override is allowed (defined on SAAECRL) can be overridden. If you attempt to override a procedure or routine when an override is not allowed, an error message displays, and the override is not processed.

After overriding all routines or procedures that you wish to have ignored, use the Return button to return to the main window of SAAEAPS, and select Verify Application from the Options Menu to verify the information again. Only data which had not previously been verified is processed. Procedures in which you overrode routines can now be verified.

You should continue verifying data and overriding routines and procedures until verification is complete (the **Accepted Indicator** displays V for Verified). When you push data into the permanent tables, data for procedures which have been verified is loaded, regardless of the status of other data.

## 13. Load the verified information into the permanent tables.

Select Load Application from the Options Menu or use an Insert Record function to push the data to the permanent tables. After you have pushed the data, you can view the results by selecting Review Results from the Options Menu or by using a Next Block function to access the System Verification Procedure section of the Verification/Load Results window. Scroll until you reach procedure P900, the PUSH Verification Procedure. The routines associated with this procedure push actual pieces of data. Data has been pushed for routines which are complete, and the message associated with each completed routine will tell you the number of records created or updated.

## Changing PINs

There is one more option available on the Electronic Application Process Form (SAAEAPS), the Change PIN option, and it is not part of actual application processing.

You use the Change PIN option when an applicant has forgotten the PIN used to submit application information or when an applicant has been locked out of the non-student (non-secured) application processing component of self-service admissions.

To use the Change PIN option, select Change PIN from the Options Menu or use a Help function. The Non-Student PIN Change window is displayed. In this window, you can:

- view the existing PIN and report it to the applicant,
- change the applicant's PIN, or
- unlock a locked application.

## Review Applicant Information

If at any point you want to review the application information, either to determine why there are verification or load errors or to review application information which will not be loaded to the permanent Banner tables, use the Electronic Admissions Submitted Form (SAAETBL).

You can now work on another electronic application or move into other Banner forms to further process the applications you have pushed.

## Pushing Test Score Information

SATI and SATII test scores entered via EDI and pushed into the SORTEST table should have a value of *R* placed in the SORTEST\_RCRV\_IND field *if* the SORTEST\_TEST\_DATE is *greater than or equal to April 1, 1995*. This will ensure that the SOPSATS program and/or client-written programs don't try to further re-center these scores, as they should already be re-centered.

(These programs use the value or lack of a value in the SORTEST\_RCRV\_IND field in their determination of whether to re-center the test scores.)

The following rules need to be added to the Electronic Admissions Application Rules Form (SAAERUL) where the **Group** field is set to *TEST*. The **Value** field will be populated by SunGard Higher Education, as these are required values based on the Banner Test Code Validation Form (STVTEESC). Only those tests received via EDI that have a test code matching one of the test codes below should have the *R* added to the **Revised or Recentered** field on SOATEST. This is because only SAT I and SAT II tests were affected by the re-centering change. If additional SATII tests are added by ETS, SunGard Higher Education will add additional records to SAAERUL.

<b>Group</b>	<b>Label</b>	<b>Description</b>	<b>Value</b>
TEST	SATV	SAT Verbal Test	S01
TEST	SATM	SAT Math Test	S02
TEST	SATR	SAT Reading Subscore Test	S03
TEST	SATV	SAT Vocabulary Subscore Test	S04
TEST	SATAH	SAT American History/Social Studies	AH
TEST	SATBE	SAT Bio-Ecological Emphasis	BE
TEST	SATBM	SAT Bio-Molecular Emphasis	BM
TEST	SATBY	SAT Biology Emphasis	BY
TEST	SATCH	SAT Chemistry	CH
TEST	SATCL	SAT Chinese with Listening	CL
TEST	SATEH	SAT European History/World Cultures	EH
TEST	SATEN	SAT English Composition	EN
TEST	SATES	SAT English Composition w/Essay	ES
TEST	SATFL	SAT French with Listening	FL
TEST	SATFR	SAT French	FR
TEST	SATGL	SAT German with Listening	GL
TEST	SATGM	SAT German	GM
TEST	SATHB	SAT Hebrew	HB
TEST	SATIT	SAT Italian	IT
TEST	SATJL	SAT Japanese with Listening	JL
TEST	SATKR	SAT Korean with Listening	KR
TEST	SATLR	SAT Literature	LR
TEST	SATLT	SAT Latin	LT
TEST	SATM1	SAT Mathematics Level I	M1



Group	Label	Description	Value
TEST	SATM2	SAT Mathematics Level II	M2
TEST	SAT1C	SAT Mathematics Level IC	1C
TEST	SAT2C	SAT Mathematics Level IIC – Calculator	2C
TEST	SATMH	SAT Modern Hebrew	MH
TEST	SATPH	SAT Physics	PH
TEST	SATSL	SAT Spanish with Listening	SL
TEST	SATSP	SAT Spanish	SP
TEST	SATWH	SAT World History	WH
TEST	SATWR	SAT Writing	WR

## Addresses in Banner and Entered on the Web

Addresses entered via the Web that have the same address type as existing Banner addresses should be loaded as the next sequential address instead of not loading them at all. The rules for determining From and To dates for existing addresses and new addresses are detailed below.

When an address comes in via the Web and has the same address type as an existing Banner address the push process will:

- Select the most current Banner address of that address type. This is either the address with the correct address type that has a To Date equal to *Null* or the address with the correct address type that has a maximum To Date for that person. If two records are returned, then the one with the *Null* address is considered to be the most current (as *Null* equals valid until the end of time). This will be the address used in all comparisons below.
- If the incoming Web address matches the most current Banner address of the same address type, *do nothing*.
- Otherwise, determine how to update existing or *Null* To Dates and to insert new From Dates:
  - If the To Date (of the current Banner address) is *Null*,
    - Update the To Date of the current address with the *greater* of the From Date (of the current address) or SYSDATE minus one.

- Insert the new address with the From Date with the *greater* of the From Date plus one (of current address) or SYSDATE.

This code handles the problem of having someone submit multiple records on the same day with multiple different addresses.

- If the To Date (of current Banner address) equals the SYSDATE, insert the new address with a From Date of SYSDATE plus one.
- If the To Date (of current Banner address) is greater than SYSDATE, insert the new address with the From Date of the current addressee's To Date plus one.
- If the To Date is less than the SYSDATE, insert the new address with a From Date of SYSDATE.

## Quick Start Set-Up Procedures for Banner Student Self-Service

### Overview

Quick Start processing allows an institution to automatically process Web applications in a number of ways. It can be set up to automatically create a student record, taking the Web applicant directly to Banner Student Self-Service so they can register. It can also automatically create a recruit and/or application record, thereby eliminating the need to use SAAEAPS or run SARETMT. A decision record can be created too, as long as an application record is being created.

You must follow the instructions in the “Admissions Application Set-Up Procedures for Banner Student Self-Service” section before you can use Quick Start processing.

### Processing Steps

The following describes the steps required to use Quick Start processing. It is followed by a description of how Quick Start works behind the scenes.

1. Check the **Enable QuickStart Processing** checkbox in the Automated Processing Rules block on the Electronic Applicant Web Default Rules Form (SAAWADF).
2. Choose the Quick Start features you would like to use by checking the appropriate boxes.
  - **Automatically Create Recruit Record** - When checked, a recruit record will be created for the Web applicant.
  - **Automatically Create Application Record** - When checked, an application record will be created for the Web applicant.

- **Process Decision** - When checked, an application decision code can be entered in the **Admission Decision** field.
  - **Admission Decision** - When a decision code is entered, an admissions decision record will be created on SARAPPD.
  - **Provide Access to Student Self-Service** - When checked and the Web applicant has a student record, an **Access Web for Students** button will display on whichever signature page is displayed.
  - **Create One Application** - When checked, one recruit or application record will be created for all associated curricula. When unchecked, a new record will be created for each curriculum (major).
  - **Auto Student** - When checked (in the EDI and Self-Service block of the Majors and Departments window on SOACURR), a student record will be created on SGBSTDN, as long as no matching record is found on SOAEQUI.
3. Select the interface code associated with the correct matching source code for the matching rules to be used by Quick Start on the Web Matching Rules window of SAAWADF.
  4. Create letters to be used with Quick Start processing on SOAELTR.
  5. Associate the letters with the appropriate letter types on the Web Signature Letters window of SAAWADF.

## Behind the Scenes

Quick Start processing begins automatically when:

- The **Application Complete** button is pressed on the Web Application Checklist page, and credit card processing has been turned off for the application type on SAAWADF.
- OR -
- Credit card processing is enabled on SAAWADF and:
    - The applicant selects the **Pay Later** button on the Application Fee Payment page.- OR -
    - The applicant is prompted for the Signature page after successfully processing their credit card payment.

Then the following steps take place:

1. The match package is run to determine if the Web applicant matches an existing Banner person.
2. If the match package, returns a status of *S* (Suspended) or *E* (Error), then the application status code is updated on SAAEAPS, and the Display Signature package displays the letter code associated with the *SUSPENSE* or *MATCHERR* letter types respectively.
3. Quick Start processing checks to see if the **Automatically Create Application Record** box is checked. If it is checked, run the verification routines (the same routines as run on SAAEAPS or with the SARETMT process).

If any errors are encountered during the verification process, the **Application Status** field on SAAEAPS is updated appropriately, and the Signature Display package displays the letter assigned to the *VERERR* letter type on SAAWADF.

4. Now the `create_appl` package is run. It first checks for the existence of an application hold for the Web applicant (assuming they had matched someone in Banner).

If an application hold exists, then the **Application Status** field on SAAEAPS is updated appropriately, and the Display Signature package displays the letter assigned to the *APPLHOLD* letter type on SAAWADF. If no application hold exists, the application is created.

5. If the **Automatically Create Application Record** checkbox is checked, then you can optionally request that a decision record be created as well, by checking the **Process Decision** checkbox and entering a decision code in the **Admission Decision** field. Just as with SAAQUIK, no decision code with the **Inactive Application (Indicator)** checked on STVAPDC can be created.
6. If the **Automatically Create Recruit Record** checkbox is checked, run the `create_recruit` package to create a recruit record on SRBRECR.
7. If the **Create One Application** checkbox is checked, then one application will be created for all associated curricula. If unchecked, then a separate application will be created for each curriculum (major).
8. If the **Auto Student** checkbox is checked (in the EDI and Self-Service block of the Majors and Departments window on SOACURR) for the applicant's curriculum, Quick Start processing is allowed for that curriculum.
  - 8.1. If Quick Start processing is not allowed for the curriculum, then no student record will be created, and the letter associated with the *STANDARD* letter type

will be displayed. If you selected the option to create a recruit and/or application record, these will still be created.

- 8.2.** If Quick Start processing is allowed for the curriculum and the match status returned earlier is *N* (New), a student record is created for the Web applicant, and the Signature Page is displayed with the letter assigned to the *QUIKADMIT* letter type.
- 9.** If the match status returned earlier is *M* (Match), SOAEQUI is queried to see if the Web applicant's most recent Banner student record and Web application match any of the exception processing rules on the form.
  - 9.1.** If one or more rules match, then the rule with the highest priority number is used (1 = highest), and no student record is created. If that rule has a letter code associated with it, then that letter is displayed as the Signature Page.
  - 9.2.** If no letter code exists on the matching SOAEQUI record, then the letter associated with the *NOSTUREC* letter type is displayed. If no letter code has been assigned to the *NOSTUREC* letter type, then the letter associated with the *DEFAULT* letter type is displayed. If no letter has been assigned to the *DEFAULT* letter type, the default Web Tailor letter is displayed.

## Application Status Errors and Resolutions

The following are the possible application status codes that can be generated by the Quick Start process and how they may be resolved. They can be viewed on SAAEAPS.

Application Status Code	Description	Resolution
H	Admissions Hold	<p>If an admissions hold exists for an applicant, their application status will be updated to <i>H</i>, and their record cannot be pushed on SAAEAPS until the hold is removed on SOAHOLD. Even if the hold is removed, only an application record will be created, not a student or decision record.</p> <p>Perform the following steps:</p> <ol style="list-style-type: none"> <li>1. Remove the hold on SOAHOLD, if appropriate.</li> <li>2. Run the Verification Process by selecting Verify Application from the Options Menu in the main window of SAAEAPS. This process will run even though the <b>Application Status</b> field is set to <i>H</i>.</li> <li>3. Run the Load Application process by selecting Load Application from the Options Menu in the main window of SAAEAPS. Assuming no other errors occur, the application should be pushed. It will not, however, automatically create a student record if that was indicated for the application type on SAAWADF. The institution will have to do that manually. It will create the recruit record though, if that was indicated on the Automated Processing rules window of SAAWADF.</li> <li>4. You can also run SARETMT to verify and push the application having an application status of <i>H</i>, as long as the hold has been removed.</li> </ol>
I	Can't Insert Decision Code	<p>This error is received when you are trying to create a student record, and the system knows that one or more of the rules governing the creation of a student record would be broken in doing so.</p> <p>For example, if a student record already exists for the same term as the newly created Quick Start application, the insert of a new student record would fail, as you cannot insert a new student record if one already exists for the same term.</p> <p>However, all other items defined by the indicators in the Automated Processing Rules window of SAAWADF, as well as items defined by the SAAECRL rules, will still be processed.</p> <p>So, the Quick Start applicant won't have a new student record created, but they could have an application record created, additional personal data updated on SPAPERS, test score data added, an application and recruit record created, etc.</p>

Application Status Code	Description	Resolution
P	Push Error	<p>This error rarely occurs. It is usually caused by invalid data or data that is not acceptable to the database because of indices. If a push error occurs, the part of the process receiving the error will not be pushed. All other pieces will be pushed though.</p> <p>For example, if a question/answer receives a push error, the recruit, application, and student record will still be created along with person data.</p>
R	Match Error	<p>Perform the following steps:</p> <ol style="list-style-type: none"> <li>1. Use the Person Search and/or Create Person items in the Options Menu from the Applicant and Application Manual Verification window on SAAEAPS to mark the record with the match error as New or Matched.</li> <li>2. Mark any of the other manual verification steps as complete in the Manual Person Verification Steps block, and save the changes.</li> <li>3. Return to the main block, where the <b>Person Status</b> and <b>Application Status</b> fields should both be set to Y.</li> <li>4. Now you can either manually verify and push the application* on SAAEAPS or run the SARETMT process to automatically re-verify and push the application.</li> </ol> <p>* Please see the section called “Manually Matching, Verifying, and Pushing Electronic Applications” for more information.</p>
U	Suspended Record	<p>Perform the following steps:</p> <ol style="list-style-type: none"> <li>1. Select the Verification Steps tab or the Manual Verification Steps option from the Options Menu to access the Verification Steps window.</li> <li>2. Select the ID Verification (<i>IDVR</i>) step, and then choose the Associate Person with ID item from the Options Menu.</li> </ol>

## Application

Status Code	Description	Resolution
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- This opens the Associate Person with ID window, where you can choose which type of Banner ID to assign to the selected record from the **Select an ID** field.
  - Electronic ID** – This is the ID used by the applicant when the electronic application was submitted.
  - Local ID** – This is the locally assigned ID reported by the applicant when the electronic application was submitted. It is used for applications filed via EDI. For example, this may be a generated ID from another institution or the person's high school.
  - SSN** – This field displays the value reported by the applicant as a social security or other Federal ID number when the electronic application was submitted.
  - Banner ID** – This field is used to specify the ID which should be used when the SPRIDEN record is created for the applicant in Banner.
  - Generate ID** – This field indicates that Banner should generate an ID for this person.
- After choosing the appropriate ID type, either save the changes or select the **Associate Person with an ID** button. This will display the Common Matching Entry Form (GOAMTCH).
- The ID displayed on GOAMTCH should match the option chosen in the Associate Person with ID window. The **Matching Source** field should contain the source code that has been assigned to the interface code on SAAWADF for the application type of the selected Web application. This source code can be changed if desired.

If no interface code has been specified for the application type on SAAWADF, then the **Matching Source** field will contain the default source code assigned to the user ID on GORCMUS. If no default source code has been assigned on GORCMUS, you will be able to select a source code from the List of Values.

Perform a Next Block to populate the Data Entry block with all of the data for the incoming electronic applicant record that is present in the temporary tables.
- You can update or adjust the data in the Data Entry block if it does not meet your institution's data standards. These updates will be copied back to the temporary tables and used when the applicant's record is created.
- Once the data has been "cleaned up", use a Next Block function to call the matching algorithm, or select the **Duplicate Check** button.
- The incoming electronic application can be a match, a potential match, or a new record:
  - If the incoming electronic application is found to be a match to someone in Banner, the Banner record will be displayed in the Match block.
  - If the incoming electronic application is found to be a potential match against more than one existing Banner record, then all of the possible matches will be displayed in the Potential Matches window.
  - If the electronic application is found to be a new record, an Alert Box will be displayed with a message asking if you want to create the new person.



## Application

Status Code    Description                      Resolution

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9. If the person is found to be an exact match, you can do one of three things:
  - 9.1. Match the incoming record to the Banner record but not update any null fields that exist for the person in Banner by selecting the **Select ID** button.
  - 9.2. Match the incoming record to the Banner record and choose to update any null fields that exist for the person in Banner with data on the incoming record by selecting the **Update ID** button.
  - 9.3. Choose to ignore the matched status, and create the person as new by selecting the **Create New** button.
10. After selecting one of the options above, the user will be returned to the Verification Steps window, and the ID Verification (*IDVR*) step will be marked as complete. Continue processing the electronic applicant as needed.

V	Verification Error	<p>You can go to SAAEAPS to try and override the verification error if the correct override indicators were set on SAAECRL.</p> <p>Perform the following steps:</p> <ol style="list-style-type: none"><li>1. Select the Review Results item in the Options Menu in the main window of SAAEAPS to access the Verification/Load Results window.</li><li>2. Scroll through the procedures in the System Verification Procedures block until you find the procedure(s) where the <b>Completion Indicator</b> checkbox is blank.</li><li>3. Select the <b>Override Indicator</b> checkbox for this procedure. If an override is allowed for this procedure, you can check the box and then save the change.</li><li>4. Return to the main block of SAAEAPS. You can either manually verify and push the application *, or you can run SARETMT to automatically re-verify and push the application.</li></ol> <p>* Please see the section called "Manually Matching, Verifying, and Pushing Electronic Applications" for more information.</p>
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## Using Accept Admissions Offer in Self-Service

You can use Banner Student Self-Service to allow an admissions applicant to view an offer of admission (with conditions if appropriate) and then confirm/accept the offer or reject the offer and withdraw the application from the institution.

Rules on SAAERUL for a group code of *DCSN* are used with this processing. (The group code of *DCSN* (*Applicant Decision*) exists on STVEGRP.) These rules use *UPDATE ME* values for which rule labels can be defined to allow students to accept the admissions decision in self-service. The *ALLOWCONFIRM* and *ALLOWWITHDRAW* rule labels can be set up as *Yes* or *No* values for specific levels, such as *ALLOWCONFIRM00* and

*ALLOWWITHDRAW00*. You can customize these rule labels at your institution and replace the *00* with a level type such as *UG* or another code suffix used to indicate that the student acceptance or withdrawal is available for that specific level code.

Once the student has made a decision in self-service to accept the offer of admission, that decision data is also updated on the Decision Data block of SAADCRV. If the student rejects the offer and withdraws the application in self-service, the withdrawal data is updated in the Withdrawal Data block on SAAADMS.

Please see the *Banner Student Self-Service User Guide* for more information.

## Processing

Students who have been accepted for admission to an institution can confirm their attendance or withdraw their applications in Banner Student Self-Service. The **Confirm Attendance** and **Withdraw Application** buttons are displayed at the bottom of the Application Summary page when the Web application section rule (SAAWAAP) allows the application summary to be displayed, and the **Display on Web** indicator is checked on STVAPDC for the admission application decision code.

The overall SAAERUL rule used is the *ALLOWDECISION* rule. If this rule is not set to *Y*, then regardless of how any other rule is set, the **Confirm Attendance** and **Withdraw Application** buttons will not be displayed.

To only display the **Confirm Attendance** button, the application status on SAADCRV must be set to *C* (Complete ready for review) or *D* (Decision made), with the latest decision processed being one of significant decision and institutional acceptance. The *ALLOWDECISION* rule on SAAREUL must be set to *Y*. If this rule is set to *N*, the button will not be used, and the student cannot accept the offer of admission online. Also, the *CONFIRMCODE* rule must be set up with a valid STVAPDC code, such as *35* (*Applicant Accept*), which will create the general student (learner) record.

The institution can be more specific regarding who can accept an offer by creating specific level code record rules. For example, an institution can create the *ALLOWCONFIRMUG* rule, where *UG* is a valid value on STVLEVL. All application types that have the *UG* level code associated with them will then follow this rule. An *ALLOWCONFIRM* rule can be created for every level code at your institution. Note that if only the *ALLOWCONFIRM* rule exists, this rule affects all levels of applications. This processing will first look for the “specific” level rule, and if that is not found, it will default back to the overall *ALLOWCONFIRM* rule.

The **Withdraw Application** button is displayed at all times unless the last decision processed was a rejection, (the **Institution Rejection** checkbox on STVAPDC is checked or set to *Y*), or if the application has already been withdrawn, (the **Inactive Application** checkbox on STVAPDC is checked or set to *Y*). The *ALLOWWITHDRAW* rule on SAAERUL must also be set to *Y* for this button to display. Also, the *WITHDRAW* rule must be set up with a valid STVAPDC code, such as *40* (*Applicant Rejected Offer*), which will inactivate the applicant record.

The institution can be more specific regarding who can withdraw from an offer by creating specific level code record rules. For example, an institution can create the *ALLOWWITHDRAWUG* rule, where *UG* is a valid value on *STVLEVL*. All application types that have the *UG* level code associated with them will then follow this rule. An *ALLOWWITHDRAW* rule can be created for every level code at your institution. Note that if only the *ALLOWWITHDRAW* rule exists, this rule affects all levels of applications. This processing will first look for the “specific” level rule, and if that is not found, it will default back to the overall *ALLOWWITHDRAW* rule.

The **Confirm Attendance** and **Withdraw Application** buttons can be customized using the *CONFIRMLABEL* and *WITHDRAWLABEL* rules on *SAAERUL*. Codes associated with the *CONFIRMCODE* or *WITHDRAWCODE* rules for the group code of *DSCN* (*STVEGRP*) are inserted into *SARAPPD* to separate the rule requirements appropriately.

The **Withdraw Application** button accesses the Applicant Withdrawal Information page when the *CAPTUREWDINFO* rule is set to *Y* on *SAAERUL*. This page allows the student to enter a withdrawal reason code (*STVWRSN*) and a source/background institution code (*STVSBGI*). The withdrawal reason comes from the *SAAWADP* entries associated with the *STVWRSN* table. The Look-Up College code is pulled from the Previous College page. If the *CAPTUREWDINFO* rule is set to *N*, the Application Summary page is redisplayed with the application decision for the decision code description associated with the *WITHDRAWCODE* rule on *SAAERUL*. The decision code associated with the rule must have the **Inactive Application** and **Display on Web** checkboxes checked (set to *Y*) on *STVAPDC*.

 **Note**

The *STVWRSN* table name on *STVV TAB* allows the institution to determine which withdraw reason values are displayed on the Applicant Withdrawal Information page. ■

Whether the *CAPTUREWDINFO* rule is set to *Y* or *N*, the *WITHDRAWCODE* rule will be inserted into *SARDCSN* with the system date, the *SARAPPD\_MAINT\_IND* will be set to *U*, and the user will be set to *SAISUSER*. When the Application Summary page is redisplayed with an updated decision, (*CAPTUREWDINFO* is set to *N*), then a message is displayed at the top of the page indicating that the student’s decision has been saved. Decision data is inserted into the *SARAPPD* table.

## SAAERUL Rules

There are two types of rules used on *SAAERUL* for this processing, those that are delivered and those that are created by your institution. The following rules are delivered for the group code of *DCSN* (from *STVEGRP*) with a value of *UPDATE ME*.

Group	Label	Description	EDI	Instructions
DCSN	ALLOWDECISION	Allow Applicant Decision	N	Update the Value column from <i>UPDATE ME</i> to <i>Y</i> or <i>N</i> for the applicant decision.
DCSN	CONFIRMCODE	Attendance Confirmation Decision Code	N	Update the Value column from <i>UPDATE ME</i> to the value from the Admission Application Decision Code Validation Form (STVAPDC) which should be used for the confirm decision code.
DCSN	CONFIRMLABEL	Applicant Confirm Button Label	N	Update the Value column from <i>UPDATE ME</i> to any value which should be used for the Applicant Confirm label.
DCSN	WITHDRAWLABEL	Applicant Withdraw Button Label	N	Update the Value column from <i>UPDATE ME</i> to any value which should be used for the Applicant Withdraw label.
DCSN	WITHDRAWCODE	Withdraw Decision Code	N	Update the Value column from <i>UPDATE ME</i> to the value from the Admission Application Decision Code Validation Form (STVAPDC) which should be used for the withdraw decision code.
DCSN	CAPTUREWDINFO	Capture Withdrawn Information	N	Update the Value column from <i>UPDATE ME</i> to <i>Y</i> or <i>N</i> for the additional withdrawn information.

The following rules can be created at your institution.

The *ALLOWCONFIRM* and *ALLOWWITHDRAW* rules can be created at your institution and the suffix modified for use with specific application levels. They use a value of *Y* or *N*. When only the *ALLOWCONFIRM* and *ALLOWWITHDRAW* labels exist, they will apply to all application types that are Web-enabled. (The **Web Indicator** is checked on STVWAPP.) When *ALLOWCONFIRM00* and *ALLOWWITHDRAW00* labels exist, where *00* is the student level code from STVLEVL, then only those application types will follow the rule. You can have unlimited rules, so the suffix on the label determines the rule that is displayed.

For example, you can set up the labels as specific decision codes for confirmation and withdrawal based on student level, such as *ALLOWCONFIRMUG* and *ALLOWWITHDRAWUG*, using the *UG* suffix for the rule.

Group	Label	Description	EDI	Instructions
DCSN	ALLOWCONFIRM00	Rule to be entered by user	N	Set to <i>Y</i> or <i>N</i> to use as the application confirmation rule. <i>00</i> is a valid level code (STVLEVL).
DCSN	ALLOWWITHDRAW00	Rule to be entered by user	N	Set to <i>Y</i> or <i>N</i> to use as the application confirmation rule. <i>00</i> is a valid level code (STVLEVL).

## Set-Up Steps

The following step-by-step procedure explains how to set up the accept admissions offer functionality in Student Self-Service.

1. Access the Electronic Admissions Applications Rules Form (SAAERUL).
2. Enter *DCSN* in the **Group** field in the Key block, then go to the next block.
3. Enter *Y* in the **Value** field for the *ALLOWDECISION* rule.

This must be done to allow applicants to use the web for their decisions. You can make more refinements, as explained in the following steps, but if the *ALLOWDECISION* rule is not set to *Y*, the **Confirm Attendance** and **Withdraw Application** buttons will not be displayed on the Application Summary page (bwska.sta.P\_Displ\_StatusSaradap) regardless of the other details you put in place.

4. Review the delivered codes, and take the action specified in the Instructions column as needed to achieve the setup you desire.
5. If you do not want the **Withdraw Application** button to be displayed on the Application Summary page *under any circumstances*, enter *N* in the **Value** field for the *ALLOWWITHDRAW* rule, and save your changes.
6. If you want to allow the **Withdraw Application** button to be displayed on the Application Summary page *based on the applicant's student level*, take the following actions.
  - 6.1. Create a new rule.
  - 6.2. Enter the rule's name in the **Rule Label** field, appending a valid student level code (from the Level Code Validation Form [STVLEVL]) to the rule label.

For example, if *UG* is your valid level code for *Undergraduate*, and you want to allow applicants at the UG level to withdraw, you could create a rule called *ALLOWWITDRAWUG*.

- 6.3. Enter the rule description in the **Rule Description** field.
  - 6.4. Enter *Y* in the **Value** field.
  - 6.5. Save your changes.
  - 6.6. Repeat steps 6.1 through 6.5 for each level for which you want to allow **Withdraw Application** button to be displayed on the Application Summary page.
7. If you want to allow withdrawing applicants to provide more information about their decisions using the Web, take the following actions.
- 7.1. Enter *Y* in the **Value** field for the *CAPTUREWDINFO* rule, and save your changes.  
  
If you set the *CAPTUREWDINFO* rule to *Y*, when a user selects the **Withdraw Application** on the Application Summary page, the system will display the Applicant Withdrawal Information page (*bwskadec.P\_ApplicantWDInfo*).
  - 7.2. Access the Admission Application Decision Code Validation Form (STVAPDC).
  - 7.3. Select the **Display on Web** check box for each decision code you want to be available on the Web, and save your changes.
  - 7.4. Access the Withdrawal Reason Code Validation Form (STVWRSN).
  - 7.5. Review the existing codes and, if necessary, define any new codes you want to be available, then save your changes.

## Admissions and Curriculum Processing in Banner Self-Service

Self-service processing can select and push minors and/or concentrations into Banner. The Planned Course of Study page in Banner Student Self-Service allows for the selection of multiple majors, as well as multiple minors and/or concentrations within each major. In baseline Banner, all entered majors, minors, and concentrations will be pushed to whatever record(s) the user has requested be created. The curriculum data will be pushed into the SORLCUR and SORLFOS curriculum tables. All controls in place for curriculum will be adhered to when the data are pushed.

Banner Student Self-Service Admissions functionality ties into existing rules which allow institutions to determine how many of each curriculum component can be entered. For example, concurrent curricula processing provides rules to determine how many active

majors can be entered for each curriculum. You can also decide, by Web application type and module, the maximum number of majors, minors, and concentrations that can be entered using the Web. This number should usually be less than or equal to the corresponding rules set on SOACTRL for each module code. However, if it is not, when the record is pushed into Banner, all data entered by the person will be pushed to the curriculum tables, but any data over the limits set on SOACTRL will be inactivated and given a status of *OVERLOAD*. For example, if a recruit is allowed to have three majors, and has entered three majors, but Admissions only allows for two majors, then all three majors are pushed to Admissions, but the third major is inactivated and given a status of *OVERLOAD*.

The *ONEAPPORTWO* rule on SAAERUL allows an institution to decide that when two majors are entered by the applicant, whether one application record should be created with two majors or whether two applications should be created with one major each. This also applies to recruits. Instead of using one rule (*ONEAPPORTWO*) on SAAERUL, an indicator that can be set by Web application type is used for applicants on SAAWADF. If the indicator is checked (*Y*), then one recruiting and/or application record will be created, and all curricula entered will be associated with that one record. If the indicator is unchecked (*N*), then a new record (recruiting or application) will be created for each major entered by the Web user.

You can select multiple curricula (majors, minors, and/or concentrations) in Self-Service based on baseline concurrent curricula functionality. You can also assign a curriculum priority and application preference for multiple applications. The Planned Course of Study page allows a user to first select a major, and then the user is given a choice of selecting another major or selecting a multiple of minors and/or concentrations to be associated with the first major. You can enter any number of majors, minors, and concentrations based on maximums set for a specific Web application type. When concentrations are displayed, all base concentrations for the given Web type/selected major will be displayed, along with any concentrations attached to the major, when that major has been selected by the user. This works in the same way as baseline processing but minimizes Web users having to know anything about the concept of “attached majors”.

## Pushing Curriculum Data

The SAKL010 package is used to push curriculum data to the SORLCUR and SORLFOS tables. Before inserting rows into SORLCUR and SORLFOS, this package first determines if the curriculum conversion routine should be run. If a person is matched to an existing Banner ID, the process determines if any rows exist in SORLCUR/SORLFOS for that ID/PIDM. If none exist, then the curriculum conversion is run to ensure that all pre-7.0 curriculum data is now stored in SORLCUR and SORLFOS. If the person is new, then the conversion does not need be run.

Curriculum data is moved or pushed from the temporary tables to Banner in a backward process. When a major (or minor or concentration beginning with Release 7.3) is entered in Banner Student Self-Service, a row is stored in SARETRY (for the curriculum), and another row is stored in SAREFOS for the major, (minor or concentration). These rows contain data for the degree and field of study from SOBCURR. A function is then called

which matches that data (the degree and field of study identifier) to the corresponding curriculum row/major in SOBCURR/SORCMJR. This process also handles minors and concentrations. As fields of study (majors, minors, and concentrations) are selected/entered in Banner Student Self-Service, an entry will be made into the SARETRY table for curriculum and the SAREFOS table for majors, minors and concentrations.

The logic for creating a single application record is as follows:

1. The process determines the SOBCURR rule to be used for the entered field of study (i.e, major, minor, or concentration).
2. If the SARWADF\_ONE\_REC\_APPL\_IND field is set to Y, then all majors, minors, and/or concentrations entered will be stored on one application instead of on multiple applications. If this indicator is set to N, skip to step 5.
3. If the curriculum rule that is returned already exists for the application in SORLCUR (and is active and current), it will not exist for the first field of study. However, the process will loop, and if two majors from the same curriculum are entered, only one row will exist on SORLCUR.
  - 3.1. If no matching curriculum rule already exists for the record, the process inserts an SORLFOS row for the field of study type (SAREFOS\_FLVL\_CDE cross-referenced against GTVLFST) and the field of study using the next value from a counter as the priority for the SORLFOS row.
  - 3.2. If a matching curriculum rule already exists for the record so there is no need to insert one, the process inserts an SORLFOS row for the field of study type (SAREFOS\_FLVL\_CDE) and field of study using the incremented counter value.
4. Steps 1 - 3 are repeated by the process by SARETRY\_SEQNO value, and within each SARETRY\_SEQNO value by SAREFOS\_SEQNO value. At this point, the storage of all curricula data for this application will be complete.

The logic for creating a multiple application records (i.e., one record per major entered instead of one record containing all curricula data) is as follows:

1. The process selects the first major (SARETRY\_SEQNO is 1) and creates a new record.
2. The process inserts an SORLFOS row for the field of study type (SAREFOS\_FLVL\_CDE cross- referenced against GTVLFST) and the field of study using the next value from a counter as the priority for the SORLFOS row.
3. When all the SAREFOS records for a given SARETRY row have been entered, the process determines if another SARETRY row exists. If one does exist, a new record is



created, and step 2 above is repeated. If no additional SARETRY rows exist, the process is finished.

 **Note**

The SAREFOS\_FLVL\_CDE field value determines what type of SORLFOS row should be inserted. This value *must* be cross-referenced using SORXREF (with a cross-reference label of GTVLFST) to determine the correct row type (major, minor, or concentration).

The values for MAJOR, MINOR, and CONCENTRATION are delivered as seed data. If additional types are developed at your institution for Self-Service, and/or you use EDI applications with other values, then those values *must* also be cross-referenced using SOAXREF/GTVLFST. ■

Field	Value	Description
SAREFOS_FLVL_CDE	M	Major
SAREFOS_FLVL_CDE	N	Minor
SAREFOS_FLVL_CDE	C	Concentration

## Setting Up Curriculum Processing for Self-Service Applications

Use the following steps to set up curriculum processing when applications are completed online.

1. Establish major codes on the Major, Minor, Concentration Code Validation Form (STVMAJR).
2. Create programs on the Program Definition Rules Form (SMAPRLE).
3. Create curriculum rules on the Curriculum Rules Form (SOACURR).
4. Set up the EDI values on SOACURR, and make sure that the **Display on Self-Service** checkbox is checked (set to Y) so the item is displayed on the Web.
5. Assign majors to be displayed in Self-Service on SOACURR.
  - 5.1. Use the **Display on Self-Service** checkbox to indicate that the major can be displayed in the self-service pulldown lists.
  - 5.2. The **Auto Student** checkbox is usually optional but is required if you are setting up a Quick Start application with an applicant acceptance decision. When this field is checked, the curriculum will be created on the learner curriculum record.

- 5.3. Use the **EDI Degree**, **EDI Level** (qualifier), and **EDI Identification** fields for setting up EDI data.

Prior to this release, the self-service application required that EDI codes be set up for each major that was available on the Web. All three EDI components were required: the **EDI Degree** value, the **EDI Level** (qualifier) value, and the **EDI Identification** value. All three fields had to contain valid values that had been defined on SOAXREF using the following labels:

- EDI degree values and SOAXREF label *DEGRLEVL*
- EDI level values (qualifier) and SOAXREF label *FSTYIDQL*
- EDI identification and SOAXREF label *STVMAJR*

The three codes make up the combination received from EDI that define the degree, level, and field of study. The EDI degree and EDI level (qualifier) remain constant. The EDI identification defines the field of study and the program of which it is a part. There may be many EDI identification values.

As of Release 7.3, the only requirement for ensuring a curriculum is valid for the self-service processing is to check **Display on Self-Service** checkbox on SOACURR.

Here is more information about each of the three EDI components, starting with the EDI level qualifiers.

The following is from the TS189 EDI application documentation and lists the code values for valid EDI level codes, also referred to as the Identification Code Qualifiers.

*Identification Code Qualifier*

Description: Field of Study Code Set Indicator

<b>Code</b>	<b>Description</b>
81	Classification of Instructional Programs (CIP) coding structure maintained by the U.S. Department of Education's National Center for Education Statistics
82	Higher Education General Information Survey (HEGIS) maintained by the U.S. Department of Education's National Center for Education Statistics
CA	Statistics Canada Canadian College Student Information System Course Codes
CC	Statistics Canada University Student Information System Curriculum Codes
ZZ	Mutually Defined

This relates back to SOAXREF and the *FSTYIFQL* label.

The following is from the EDI TS189 documentation for degree level codes. These codes have to be used if EDI processing is being used. It seems that EDI does not have a list of valid major codes. You could use the web application type value in this field.

*Data Element 1126 - Academic Degree Code*

Indicates the level of academic award being described. The decimal is part of the code and is to be sent.

<b>Code</b>	<b>Description</b>
2.1	Postsecondary Certificate or Diploma (less than one year)
2.2	Postsecondary Certificate or Diploma (one year or more but less than four years)
2.3	Associate Degree
2.4	Baccalaureate Degree
2.5	Baccalaureate (Honors) Degree
2.6	Postsecondary Certificate or Diploma (one year or more but less than two years)
2.7	Postsecondary Certificate or Diploma (two years or more but less than four years)
3.1	First Professional Degree
3.2	Post Professional Degree
4.1	Graduate Certificate
4.2	Master's Degree
4.3	Intermediate or Specialist Graduate Degree
4.4	Doctoral Degree
4.5	Post-Doctoral Award

This relates back to SOAXREF and the *DEGRLEVL* label.

The EDI identification defines the actual field of study. The new **Generate Identification** button on SOACURR creates these values for you. The entries will be found under the *STVMAJR* label on SOAXREF. The button performs the following tasks:

- generates a unique value for the curriculum and the field of study, and
- inserts degree and level qualifiers into SOAXREF under the *STVMAJR* label.

6. Assign minors and concentrations to be displayed in Self-Service.
7. Set up the EDI values on SOACURR, and make sure that the **Display on Self-Service** checkbox is checked (set to *Y*) so the items are displayed on the Web. (The EDI degree will be derived from the primary major.)
8. View the majors, minors, and concentrations by curriculum on the EDI Cross-Reference Curriculum Rules Form (SOAXCUR).

With the exception of the **Restrict to Type** checkbox on SAAWCUR, SAAWCUR and SOAXCUR are query only forms. SOACURR is used to customize Web application data.

9. Set up restrictions on Web Application Customized Curriculum Form (SAAWCUR). This step is not required, but it can be used to restrict the curriculum to a particular Web application type.

With the exception of the **Restrict to Type** checkbox on SAAWCUR, SAAWCUR and SOAXCUR are query only forms. SOACURR is used to customize Web application data.

Keep in mind that all curricula that have a checked **Web Display (Indicator)** and have the same level as the Web application type will appear in the list of valid programs, unless some have a checked **Restrict to Type (Indicator)**. A restriction on at least one curriculum restricts the list of available curriculum to just the ones with a checked **Web Display (Indicator)**.

#### **Note**

Restrictions are available only on the major and apply only to the primary major, otherwise known as the Planned Course of Study page in Self-Service. ■

10. Restrict curricula from being pushed to a general student (learner) record.

Use the **Auto Student** checkbox (in the EDI and Self-Service block of the Majors and Departments window on SOACURR) to prohibit a particular planned course of study from creating a learner curriculum.

This means that if the **Auto Student** checkbox (in the EDI and Self-Service block of the Majors and Departments window on SOACURR) is not checked for a particular major, and it appears on a Quick Start application that has an applicant acceptance decision, the learner curriculum will not be created if an applicant selects that program.

You can also restrict which curriculum will result in the creation of a learner curriculum, based on what the applicant has already been accepted into, by setting up equivalents on the Existing or Incoming Student Data Mapping Form (SOAEQUI).

## TS 189 Upload (SAR189U) of Electronic Applications

Your institution may upload electronic admissions applications in SPEEDE format (TS 189) received and processed by the EDI.Smart™ PC application, into the Banner Student System. This processing is optional, and requires that EDI.Smart has been installed and configured, and the appropriate Electronic Admissions Application set-ups have been completed. This processing supports Peterson electronic admissions applications, as well as other admissions applications transmitted via EDI (Electronic Data Interchange) which conform to TS 189 standards.

The TS 189 Upload Process is used to receive an electronic admissions application in SPEEDE (Standardization of Post-Secondary Education Electronic Data Exchange) format and to automate the entry of the admissions application data into the Banner Admissions module. It is assumed that the user is familiar with the procedures and processing of the Admissions module.

### EDI.Smart Requirements

EDI.Smart release 2.0 must be installed, with the most recent patches applied for processing TS 189 files. If you have any questions about your current release of EDI.Smart, or if you need patch diskettes, please contact the EDI.Smart ActionLine at either 1-800-522-4827 and follow the voice mail instructions, or send email directly to the Customer Support Center.

### Overall Data Requirements

The values transmitted in TS 189 admissions applications for various data elements conform to the standards specified by the SPEEDE committee. For a complete, current set of EDI values, consult the Postsecondary Electronic Standards Council (PESC) website [www.pesc.org](http://www.pesc.org), where a link is provided to EDI Implementation Guides. These EDI values are stored in the same Banner holding tables used to receive self-service admissions applications.

### Overview of Peterson Admissions Application Processing

The EDI.Smart PC application has received an admissions application and is ready for printing on the local printer, and is also ready for upload to the host. The process on EDI.Smart that accomplishes this upload is called `FLATUPLD`. It produces a file known as `MAP_UPLD.TXT` which can be found in the `INTFCE` subdirectory below the EDI.Smart root directory (usually `WEDISMT`).

This file must be moved (copied) to a destination on the host where Banner resides which the user specifies. This file is then parsed by the Pro\*C program SAR189U (Admissions Application TS 189 Upload). SAR189U can be run from job submission. The parsing process scans the flat file and puts the data into the same Oracle holding tables that are used for self-service admissions application processing. You may review the TS 189 applications from within Banner on the Electronic Application Process Form (SAAEAPS), as well as on the Electronic Application Submitted Form (SAAETBL). The TS 189 applications can be distinguished from Web applications on both forms by the value displayed in the **Source** field on the form. To search for EDI TS 189 applications on SAAEAPS, enter query mode, then enter “EDI” in the **Source** field, then execute the query.

Please refer to the Web information in the “Admissions Procedures” section of this chapter and the Admissions forms online help for more detailed information about the SAAEAPS and SAAETBL forms.

## EDI Set-Up Procedures

### **Warning**

Due to data relationships and dependencies, these steps must be performed in the order specified. ■

#### 1. Review General Web controls.

Set up the global Web rules using Customize Web Rules in Web Tailor. Set up the title, header, back URL and link, and help URL and link fields using Customize a Web Menu or Procedure in Web Tailor. If these rules, links, and fields have not been reviewed and customized for your institution, do this now.

#### 2. Define values on validation forms used in EDI admissions application processing.

**2.1.** Use the EDI Application Source Code Validation Form (STVAPLS) to define codes and descriptions for the sources of electronic applications.

**2.2.** Use the Application Verification Steps Validation Form (STVASTA) to define the manual steps that you want to perform for each electronic application. One value is required: ID Verification (*IDVR*). For every electronic application received, you will need to determine whether the application was submitted by a person already known to Banner (for example, someone who is already being recruited) or whether the applicant does not yet exist in Banner. The ID Verification Step prevents the loading of an electronic application until you complete the verification and either match an electronic applicant to an existing Banner person or create the person in Banner. You may also wish to define additional manual verification steps.

**2.3.** Use the Application Type Code Validation Form (STVWAPP) to define the types of applications which can be received electronically.

Several application types are delivered with the Banner Student Self-Service system:

- Undergraduate Freshman
- Undergraduate Transfer
- International Undergraduate Freshman
- International Undergraduate Transfer
- Graduate Studies
- International Graduate Studies
- Continuing Education, Non Degree

- 2.4.** Use the EDI Rule Group Validation Form (STVEGRP) to display codes and descriptions for groups of EDI application processing rules. Group codes are provided so that rules which apply to similar types of data can be easily queried on the Electronic Admissions Application Rules Form (SAAERUL).

 **Note**

Values in STVEGRP are not intended to be maintained locally. All required values are delivered by SunGard Higher Education and inserted during the install process and/or via update scripts. This form and its data are provided to support other forms, and no changes of any kind should be made to the data on this form. ■

- 2.5.** Use the EDI Verification Label Validation Form (STVXLBL) to display codes and descriptions for EDI data verification labels which are used when processing a variety of incoming EDI data.

 **Note**

Values in STVXLBL are not intended to be maintained locally. All required values are delivered by SunGard Higher Education and inserted during the install process and/or via update scripts. This form and its data are provided to support other forms, and no changes of any kind should be made to the data on this form. ■

- 3.** Review and update or define the Procedures and Routines for each application type.

Before loading data from the holding tables into the permanent Banner tables, you want to make sure that the information submitted by the applicant is as complete and correct as it can possibly be. Application Procedures and Routines perform much of this work.

A Procedure is a collection of Routines. Routines check data at the data element level, and a number of Routines may be included in a Procedure. Procedures are closely related to each table into which data will be loaded. All required Routines must be satisfied before a Procedure can be satisfied. A set of Procedures and Routines has been delivered and is attached to each of the delivered Application Types. Procedures and Routines are attached to each Electronic Application Type using the Electronic Admissions Procedure/Routine Control Form (SAAECRL). This form also includes

several flags which specify how each procedure and routine will be used in electronic application processing.

Both the Procedures section of the main window and the Routines section of the Admissions Verification and Load Routines window include a **Required** flag and an **Override** flag.

- 3.1. The **Required** flag is used to specify the Procedures and Routines which will be attached to each electronic application when it is received. When a Procedure or Routine is attached to an application, it needs to be fulfilled before the application is considered verified and before the data is “pushed” to the permanent Banner tables. More specifically, each Routine needs to be fulfilled before the overall procedure can be satisfied.

The Procedures and Routines in effect control the types of data which will be verified and eventually “pushed” into Banner. You can set Procedures and Routines to “Not Required” if you do not wish certain data to be verified and/or loaded into Banner.

For example, you might choose not to load Medical Conditions from electronic applications. You would set the **Required** flag for Procedure P060 (Health Conditions Verification) to unchecked (*N*), and also set the **Required** flag for Routine R0080 (Create Medical Conditions) in Procedure P900 (“PUSH” Verification) to unchecked (*N*). This would tell the system not to verify Medical Conditions and not to push them into Banner.

- 3.2. The **Override** flags associated with Procedures and Routines allow you to specify whether a Routine or Procedure can be overridden at the individual application level. If a Routine or Procedure is overrideable, it will still be attached to an electronic application (based upon the **Required** flag), but can be overridden if desired.

For example, you may normally collect required visa types from international applicants, but not all applicants may understand the visa type they require. You could require visa types from international applicants, but allow the “push” of visa information to be overridden if an applicant does not provide the correct information. In this case, you would set the **Required** flags for Procedure P032 (International Information Verification) and all of its Routines to checked (*Y*), but set the **Override** flag for Routine R0030 (Create International Record) in Procedure P900 (“PUSH” Verification) to checked (*Y*) so that you could override the push of this information.

If a procedure has the **Override** flag checked, that procedure will be automatically overridden, regardless of whether any of its routines fail.

If a routine has the **Override** flag checked, it will automatically be overridden if the corresponding data field is blank. The only time it will not be over-riden is if the incoming data is in error.



Because you cannot control the amount or accuracy of data provided by applicants in electronic applications, you may need to experiment before you arrive at the “best” combination of Required and Override flags on the verification procedures and routines. Remember, the more procedures and routines you require, the fewer applications that will probably pass all edit checks and be eligible to load.

- 3.3.** Duplicate processing is governed by rules set up in two places. First, overall duplicate processing rules exist on the Electronic Admissions Application Rules Form (SAAERUL) under group *ADMS*. These rules are: *DUPLAPPLCURR*, *DUPLAPPLLEVL*, *DUPLAPPLMAJR*, *DUPLAPPLPERS*, *DUPLAPPLTERM*. These rules tell the self-service admissions push packages whether to check for duplicates in the given category.

For example, if *DUPLAPPLPERS* is set to *N*, then the corresponding Web package will not check for duplicate persons for the Web application being pushed.



**Note**

The *DUPLAPPLCURR* rule is not currently used in self-service admissions processing. ■

Duplicate processing rules also exist on the Electronic Admissions Procedure/Routine Control Form (SAAECRL). These rules allow for duplicate processing to be specified by application type instead of globally for all Web applications. The rules exist within procedure P050 Application Verification (R0060 - Duplicate Application for Person, R0070 - Duplicate Application for Term, and R0080 - Duplicate Application for Level) and procedure P120 Entry Curriculum Verification (R0010 - Duplicate Application for Major). These routines are examined if the corresponding rule on SAAERUL is equal to *Y*.

Whether a specific routine allows duplicates depends on the setting of the **Override** flag. If the **Override** flag is unchecked, then duplicates are not allowed. If the **Override** flag is checked, then duplicates are allowed. For example, if *DUPLAPPLTERM* is set to *Y*, routine R0070 is marked as required, and the **Override** flag is checked, then multiple applications for the same term are allowed. However, if *DUPLAPPLLEVL* is set to *Y*, routine R0080 is marked as required, and the **Override** flag is *not* checked, then the Web application will not be pushed if one already exists in Banner for the same term and level.

For Web Application Types delivered by SunGard Higher Education, all appropriate procedures and routines have already been attached to each application type. If you define additional application types, you need to attach the appropriate procedures and routines to each new application type. You can do so manually, using the delivered application type *00* (Default Example - All Sections) for example, or you can have

your Information Services representative copy the procedures and routines from Application Type 00 for you.

 **Note**

Please see the end of the “EDI Set-Up Procedures” for a list of the procedures on SAAECRL and their associated routines. ■

4. Review and update rule values on the Electronic Admissions Application Rules Form (SAAERUL).

The Electronic Admissions Application Rules Form includes a number of rules which control how data is handled in EDI admissions application processing. All rules which are used by system processing have been delivered by SunGard Higher Education and should have been installed during the upgrade process.

For convenience purposes, Rules are categorized by Group. Rule groups are used to display rules with a similar purpose together, and Group Codes can be used to specify that you want to display only a single group of rules at one type.

Each Rule is also identified by a Label and a Description. The script which installed the Rule Groups and Rules also installed either the specific value expected for a rule or the literal *UPDATE ME* in the **Value** field. When an actual value was delivered, its **EDI Indicator** was also checked (set to *Y*) indicating that the rule expects an EDI value, and the value for these rules should not be changed. When the literal *UPDATE ME* was delivered, the value must be updated to reflect the local option for Web and EDI application processing to be used.

When reviewing and updating rules, you may want to query on the **Value** field for the value *UPDATE ME*, or query on the **EDI Indicator** for the value unchecked (*N*). Either query will return the rows you need to review update. After updating the appropriate rows, you may want to review all rules so that you better understand how data will be processed.

 **Note**

Please see the end of the “EDI Set-Up Procedures” for a list of the rules delivered, the group with which they are associated, a description of each rule, and instructions for updating each rule. ■

5. Review/Update EDI cross-reference values on existing validation forms and run scripts to populate SOAXREF (optional), or add cross-reference values for the tables to SOAXREF manually.

To translate the various EDI values to your institution-specific Banner values, the EDI Cross-Reference Rules Form (SOAXREF) must be populated as required.

A number of existing validation forms (STVSTAT and STVNATN, for example) include EDI values. These values are not used in EDI application processing. Rather, all cross-reference information for processing of EDI applications is included in the EDI Cross-Reference Rules Form (SOAXREF). However, cross-reference values in some validation tables and those required in the EDI Cross-Reference Rules Form are

the same. Scripts have been delivered to help with the creation and maintenance of these values. These scripts extract data from existing tables and populate SOAXREF. The scripts are designed to be able to be run as often as necessary, so that if you make changes or add additional data to the validation forms, you can re-populate SOAXREF with the entire set of new values.

 **Warning**

You are not required to populate the EDI values in other validation tables or to use the sample scripts, but appropriate values must exist in SOAXREF before EDI application processing can begin. If you do not use the scripts, you must populate SOAXREF using other means (manual update or locally-developed scripts). ■

 **Warning**

If you choose to add records to SOAXREF manually, you must first add the appropriate label and description to the EDI Verification Label Validation Form (STVXLBL). These labels are normally inserted by the scripts described in the following sections. If you must add the labels manually, use the label code from the Cross Reference Labels Used In EDI Processing chart at the end of this section. Be careful to build the label code *exactly* as listed in the chart. ■

In some cases, you may have more than one Banner value mapped to a single EDI equivalent. This is allowable when you are creating files to transmit out via EDI, but is not allowable when you receive EDI data. When running the scripts to populate the EDI Cross-Reference Rules Form (SOAXREF), the script may encounter errors if an EDI value is used more than once within a set of codes.

You may review and correct the EDI Cross-Reference Rules Form values later. Remember, these scripts are provided as a data entry and time-saving convenience, and may not populate all desired EDI Cross-Reference Rules.

## Define EDI cross-reference values for states/provinces

- Update the **EDI Equivalent** on the State/Province Code Validation Form (STVSTAT) with the appropriate EDI values.

For a complete, current set of EDI values, consult the Postsecondary Electronic Standards Council (PESC) website [www.pesc.org](http://www.pesc.org), where a link is provided to EDI Implementation Guides.

- Have your Information Services representative run the script `xrefstat.sql`. This script creates a row in the table SORXREF for each row in STVSTAT which has an EDI Equivalent value.

 **Note**

This script can be run whenever states/provinces are added to or changed on STVSTAT. It will always delete all values from SOAXREF (table SORXREF) and re-populate it with the current values from STVSTAT. ■

## Define EDI cross-reference values for nations

- Update the **EDI Equivalent** on the Nation Code Validation Form (STVNATN) with the appropriate EDI values.

For a complete, current set of EDI values, consult the Postsecondary Electronic Standards Council (PESC) website [www.pesc.org](http://www.pesc.org), where a link is provided to EDI Implementation Guides.

- Have your Information Services representative run the script `xrefnatn.sql`. This script creates a row in the table SORXREF for each row in STVNATN which has an EDI Equivalent value.

### Note

This script can be run whenever nation codes are added to or changed on STVNATN. It will always delete all values from SOAXREF (table SORXREF) and re-populate it with the current values from STVNATN. ■

## Define EDI cross-reference values for ethnicities

- Update the **EDI Equivalent** on the Ethnic Code Validation Form (STVETHN) with the appropriate EDI values.

For a complete, current set of EDI values, consult the Postsecondary Electronic Standards Council (PESC) website [www.pesc.org](http://www.pesc.org), where a link is provided to EDI Implementation Guides.

- Have your Information Services representative run the script `xrefethn.sql`. This script creates a row in the table SORXREF for each row in STVETHN which has an EDI Equivalent value.

### Note

This script can be run whenever ethnic values are added to or changed on STVETHN. It will always delete all values from SOAXREF (table SORXREF) and re-populate it with the current values from STVETHN. ■

## Define EDI cross-reference values for majors

- Review the values in the **CIPC** field on the Major, Minor, Concentration Code Validation Form (STVMAJR).

For US institutions, values used should be actual CIP (Classification of Instructional Program) codes. For institutions in other countries, a different code set (like Stats Canada codes) might be used. Determine the EDI code set used for this field; the valid choices are listed on SOAXREF for the Label *FSTYIDQL*. Verify that the value for the rule label *DFLTMAJRQLFR* on the Electronic Admissions Application Rules Form (SAAERUL) contains the EDI qualifier for this code set. (If CIP codes are used in the **CIPC** field on STVMAJR, the EDI value for this label should be *8I*.)

For a complete, current set of EDI values, consult the Postsecondary Electronic Standards Council (PESC) website [www.pesc.org](http://www.pesc.org), where a link is provided to EDI Implementation Guides.

- Have your Information Services representative run the script `xrefmajr.sql`. This script creates a row in the table SORXREF for each row in STVMAJR which has a value in the CIPC field.

 **Note**

This script can be run whenever values are added to or changed on STVMAJR. It will always delete all values from SOAXREF (table SORXREF) and re-populate it with the current values from STVMAJR. ■

## Define EDI cross-reference values for high schools and colleges

Four scripts are used to assist in building the cross-reference values for high schools and colleges. The scripts `xrefhsch.sql` and `xrefcoll.sql` use the value in the **FICE** field of the Source/Background Institution Code Validation Form (STVSBGI) as the EDI value in SOAXREF. The scripts `xrefhsc2.sql` and `xrefcol2.sql` use the value in the **Source or Background Institution** field of *STVSBGI* as the EDI value in SOAXREF. You can use one or the other set of scripts to populate high school and prior college values in SOAXREF, depending upon the choices you wish to make available to applicants.

The page requests a “school type” code and “school code type”. The school type code must be a valid value in SOAXREF for the label *SBGIQLFR*, and the values for this qualifier should be EDI-standard qualifiers for various code sets (like FICE or ACT). The school code entered must be a valid value in SOAXREF for the label *STVSBGIC* or *STVSBGIH* which is valid for the entered school code type.

If your institution chooses to use the value in the **FICE** field of *STVSBGI* as the code which students should use to identify a high school or college, follow the four bulleted steps below, and use the scripts `xrefhsch.sql` and `xrefcoll.sql` to populate high school and college values in SOAXREF. If your institution has used a standard code set (like ACT or ETS codes) for school codes in *STVSBGI*, no additional set-up steps are required, and you can use the scripts `xrefhsc2.sql` and `xrefcol2.sql` to populate high school and college values in SOAXREF.

- Review the values in the **FICE** field on the Source/Background Institution Code Validation Form (STVSBGI).
- For US institutions, values used should be actual FICE codes. For institutions in other countries, a different code set (like Stats Canada codes) might be used. Determine the code set used for this field. Verify that value for the label *DFLTPCOLQLFR* and group code *PCOL* on the Electronic Admissions Application Rules Form (SAAERUL) contains the EDI qualifier for this code set.

(If FICE Codes are used in the **FICE** field on STVSBGI, the EDI value for this Group and Label should be 73.)

For a complete, current set of EDI values, consult the Postsecondary Electronic Standards Council (PESC) website [www.pesc.org](http://www.pesc.org), where a link is provided to EDI Implementation Guides.

 **Note**

If you use FICE codes for STVSBGI institution codes, you have not previously been required to repeat this value in the **FICE** field. For the purposes of this script, the FICE code must be in the **FICE** field. ■

- If FICE codes (or the values from another appropriate code set) are not present on STVSBGI, update the rows with the appropriate values.
- Have your Information Services representative run the scripts `xrefcoll.sql` and `xrefhsch.sql`, which are used to create a row in the table `SORXREF` for each row in STVSBGI which has a value in the **FICE** field and either *H* (High School) or *C* (College) in the **Type** field. These scripts can also use the school's city, state/province, and nation, which are maintained on the Source or Background Institution Base Form (SOASBGI) in creating the SOAXREF description which will display on the Web. Review the scripts and their options with your Information Services representative before running them. Complete instructions for customizing the scripts to reflect that your local choices are included in the comments of the scripts, which your Information Services representative can review with you. Review the results in SOAXREF for the labels *STVSBGIC* and *STVSBGIH* to see if the Descriptions appear in the way you want them to display on the Web. If not, re-run the scripts, selecting a different option for creating the Description, or update the descriptions manually.

 **Note**

These scripts can be run whenever values are added to or changed on STVSBGI. All values will always be deleted from SOAXREF (table `SORXREF`), and the table/form is then re-populated with the current values from STVSBGI. ■

**6. Review/Update EDI or other cross-reference values on the EDI Cross-Reference Rules Form (SOAXREF).**

The EDI Cross-Reference Rules Form is used to translate incoming EDI data into Banner values. A number of scripts are used to make building the SOAXREF table easier. These scripts were provided for data entry and time-saving convenience and will *not* be updated to reflect additional EDI values in the future. However, they give you a large base of information to begin with.

Not all rows in SOAXREF are used to process incoming TS 189 transaction sets received via EDI. Some are used in processing Banner self-service admissions applications.

\**DEFAULT*\* and \**NULL*\* rules can also be defined in SOAXREF, but they are appropriate *only* to processing of TS 189 transaction sets received via EDI.

 **Note**

The values *DEFAULT* and *NULL* (without the \*) are also used for EDI verification and loading. If the user wants to load the high school or prior college, even if the student enters only the name of an institution, the value on the *NULL* record is used on the SORPCOL and SORHSCH tables. If the source/background institution code entered by the student is not in the SOAXREF *STVSBGIC/STVSBGIH* crosswalk, the Banner value with *DEFAULT* is used. ■

 **Note**

Please see the end of the “EDI Set-Up Procedures” for a list of the labels used on SOAXREF. ■

## 7. Review curriculum rules and define EDI cross-reference curriculum rules.

In Banner, a student's academic program is defined by a combination of the data elements program, campus, college, level, degree, and major, and these data elements must be valid alone and in combination. When an applicant completes an application for admission, it is not likely that the applicant would know all of the valid combinations of these elements. In EDI applications, many of these data elements will need to be derived.

To map EDI values to Banner, use the Curriculum Rules Form (SOACURR). A script has been provided to create rules from all current existing data, and a new curriculum cross-reference rule is created whenever a new curriculum rule is added on SOACURR. Before beginning EDI application processing, you need to update the curriculum cross-reference rules with appropriate EDI values.

The Curriculum Rules Form (SOACURR) displays information for each major curriculum rule and the base rule to which it is attached. You need to update the **EDI Degree** field value. The values for the **EDI Level** (qualifier) and **EDI Identification** fields are retrieved by matching the major code from the curriculum rule to a row in SOAXREF.

- The **EDI Degree** field must be updated to a valid value in the label *DEGRLEVL* (Degree Level Codes) from the EDI Cross-Reference Rules Form (SOAXREF). This field defines the generic level of the degree program for which the applicant is applying.
- The **EDI Level** (qualifier) field must be updated to a valid value in the label *FSTYIDQL* (Field of Study Qualifier Codes) from the EDI Cross-Reference Rules Form (SOAXREF). This field defines the EDI qualifier for the code set used for Field of Study Codes, which will be entered in the next field.
- The **EDI Identification** field must be updated to a valid value in the label *STVMAJR* (Field of Study Identifier Codes) from the EDI Cross-Reference Curriculum Rules Form (SOAXCUR) for a rule using the EDI Field of Study Qualifier entered in the previous field. This field defines the subject matter of the intended field of study.

 **Warning**

If possible, you should *not* use the same combination of EDI degree level, EDI field of study qualifier, and EDI field of study identifier for more than one curriculum rule when defining your EDI curriculum cross-reference rules. If you do, EDI processing will be unable to map the combination back to a single major curriculum rule. In this situation, the default values for the group code *CURR* (curriculum rules) maintained on the Electronic Admissions Application Rules Form (SAAERUL) are used when the application is loaded into the permanent Banner application tables. ■

**8.** Establish dates for receipt of EDI applications.

The TS 189 transaction set does not include a data element to identify or specify an entry term for the admissions application. The EDI Cross-Reference Term Code Rules Form (SAAECTM) is used to derive an entry term for the application, based on the entry date. When a TS 189 application is received via EDI, the requested entry date is compared to the date ranges defined in this form, and the term code associated with the date range which includes the supplied date is used as the application term.

If no date range includes the supplied date, the date range with the earliest start date which is greater than the supplied date will be used. If there is no date range which either includes the supplied date or one with a start date greater than the supplied date, the application will not be loaded for processing.

When date ranges and terms are entered, the form edits to ensure that no date ranges overlap any other date ranges. Multiple date ranges can be associated with the same term, but date ranges can not overlap.

The query section of the form is used to assist in determining the term which will be assigned for any given date. Entering a date in the **Search Date** field displays the term code derived from the date, if any is available. If not, the message “*No Term Found For Date*” displays in the **Term Description** field to indicate that no term can be derived from the supplied date.

Banner is now ready for you to accept EDI admissions applications.

## Procedures Used in EDI Processing

The following table is a list of the procedures on SAAECRL that are delivered for the Web application type of *00*.



Procedure	Procedure Name	Required	Override	Description
P010	ID Verification	Y	N	The routines associated with this procedure verify whether a valid ID exists.
P020	Name Verification	Y	N	The routines associated with this procedure verify whether a valid name exists. A valid name in Banner must include a first name and a last name.
P030	Biographic Information	Y	Y	The routines associated with this procedure verify whether valid biographic information exists.
P032	International Information	Y	Y	The routines associated with this procedure verify whether valid international information exists.
P035	Residency Verification	Y	Y	The routines associated with this procedure verify whether valid residency information exists.
P040	Address Information	Y	N	The routines associated with this procedure verify whether a valid address exists.
P045	Email Verification	Y	Y	The routines associated with this procedure verify whether a valid email address exists.
P050	Application Verification	Y	N	The routines associated with this procedure verify whether a valid application exists.
P060	Health Conditions Verification	Y	Y	Not used unless Health Question section is implemented.
P070	Phone Record Verification	Y	Y	The routines associated with this procedure verify whether a valid phone record exists.
P080	Religion Verification	Y	Y	The routines associated with this procedure verify whether a valid religion exists.
P090	Language Record Verification	Y	Y	The routines associated with this procedure verify whether a valid language record exists.
P100	Immunization Record	Y	Y	Not used at this time.
P110	Applicant Activities	Y	Y	The routines associated with this procedure verify whether valid applicant activities exists.
P120	Entry Curriculum Verification	Y	N	The routines associated with this procedure verify whether a valid entry curriculum exists.
P130	High School Verification	Y	Y	The routines associated with this procedure verify whether a valid high school exists.

Procedure	Procedure Name	Required	Override	Description
P135	High School Subj. Verification	Y	Y	The routines associated with this procedure verify whether valid high school subjects exist.
P140	Previous College Verification	Y	Y	The routines associated with this procedure verify whether a valid previous college exists. This procedure is not required if the application type will not collect this information i.e., the person is a freshman and has no prior college information.
P142	Prv. Col. Degree Verification	Y	Y	The routines associated with this procedure verify whether a valid previous college degree exists.
P145	Prv. Col. Major Verification	Y	Y	The routines associated with this procedure verify whether a valid previous college major exists.
P150	Test Score Verification	Y	Y	The routines associated with this procedure verify whether valid test scores exist.
P160	Relative Information Verification	Y	Y	The routines associated with this procedure verify whether valid parental information exists.
P170	Question Answer Verification	Y	Y	The routines associated with this procedure verify whether valid questions and answers exist.
P175	Requested Materials Verification	Y	Y	The routines associated with this procedure verify whether valid requested materials exist.
P200	Data Relationship Procedure	Y	Y	The routines associated with this procedure verify whether a valid data relationship procedure exists.
P900	"PUSH" Verification	Y	N	The routines associated with this procedure verify whether a valid PUSH exists.

## Routines Used in EDI Processing

The following table is a list of the routines on SAAECRL, organized by procedure.

Procedure	Routine	Routine Name	Required	Override
P010	R0010	Valid ID Found	Y	N
P010	R0020	ID Length Check	Y	N
P010	R0200	ID New to Banner; Create PrevID	Y	N

Procedure	Routine	Routine Name	Required	Override
P010	R9001	Edit Results	Y	N
P020	R0010	First Name Check	Y	N
P020	R0020	Last Name Check	Y	N
P020	R0030	Previous Last Name Check	Y	Y
P020	R9001	Edit Results	Y	N
P030	R0010	Date of Birth Established	Y	Y
P030	R0020	Ethnicity Established	Y	Y
P030	R0025	Race Established	Y	Y
P030	R0030	Ethnic Category Established	Y	Y
P030	R0031	Veteran Established	Y	Y
P030	R0040	Legacy Established	Y	Y
P030	R0060	Marital Status Established	Y	Y
P030	R0080	Gender Established	Y	Y
P030	R0090	Citizenship Established	Y	Y
P030	R0091	Nation of Citizenship Est	Y	Y
P030	R0110	Native Language Established	Y	Y
P030	R0130	Home Language Established	Y	Y
P030	R0150	Corresponding Lang. Est	Y	Y
P030	R0200	Overwrite Existing Gender	Y	Y
P030	R0210	Overwrite Existing Birthdate	Y	Y
P030	R0220	Overwrite Existing Citizenship	Y	Y
P030	R0230	Overwrite Existing Confidential	Y	Y
P030	R0240	Overwrite Existing Religion	Y	Y

Procedure	Routine	Routine Name	Required	Override
P030	R0250	Overwrite Existing Marital St	Y	Y
P030	R0255	Overwrite Existing Race	Y	Y
P030	R0260	Overwrite Existing Ethnicity	Y	Y
P030	R0265	Overwrite Ethnic Category	Y	Y
P030	R0270	Overwrite Existing SSN	Y	Y
P030	R0280	Overwrite Existing Legacy	Y	Y
P030	R0290	Overwrite Existing Veteran	Y	Y
P030	R9001	Edit Results	Y	N
P032	R0010	VISA Type Established	Y	Y
P032	R0020	VISA Number Established	Y	Y
P032	R0030	VISA Issue Date Established	Y	Y
P032	R0040	VISA Expiration Date Established	Y	Y
P035	R0010	Residency Established	Y	Y
P035	R9001	Edit Results	Y	N
P040	R0010	Address Type Code Established	Y	N
P040	R0030	Street Line 1 Established	Y	N
P040	R0040	City Established	Y	N
P040	R0050	State Code Established	Y	N
P040	R0060	County Code Established	Y	Y
P040	R0070	ZIP Code Established	Y	N
P040	R0080	Nation Established	Y	Y
P040	R0090	Address Data Relationships	Y	N
P040	R9001	Edit Results	Y	N

Procedure	Routine	Routine Name	Required	Override
P045	R0010	Email Type Established	Y	Y
P045	R0020	Email Address Established	Y	Y
P045	R9001	Email Record Existence Check	Y	N
P050	R0010	Application Type Established	Y	N
P050	R0020	Type Code Established	Y	N
P050	R0030	Source Established	Y	Y
P050	R0050	Application Term Established	Y	N
P050	R0060	Dupl Application for Person	Y	N
P050	R0070	Dupl Application for Term	Y	N
P050	R0080	Dupl Application for Level	Y	N
P050	R9001	Edit Results	Y	N
P060	R0010	Medical Condition Established	Y	Y
P060	R9001	Edit Results	Y	N
P070	R0010	Phone Number Type Established	Y	Y
P070	R0020	Phone Number Established	Y	Y
P070	R9001	Record Existence Check	Y	N
P080	R0010	Religion Established	Y	Y
P080	R9001	Edit Results	Y	N
P090	R0010	Language Established	Y	Y
P090	R0020	Language Use Established	Y	Y
P090	R0030	Language Proficiency Estb.	Y	Y
P090	R9001	Edit Results	Y	N

Procedure	Routine	Routine Name	Required	Override
P100	R0010	Immunization Established	Y	Y
P100	R9001	Edit Results	Y	N
P110	R0010	Activity Established	Y	Y
P110	R9001	Edit Results	Y	N
P120	R0005	Degree Level Established	Y	N
P120	R0006	Fld of Stdy Level Established	Y	Y
P120	R0007	Fld of Stdy Qualifier Estb.	Y	N
P120	R0008	Fld of Stdy Ident. Code Estb.	Y	N
P120	R0009	Banner Equiv. Curriculum Est.	Y	N
P120	R0010	Duplicate Application; Major	Y	Y
P120	R9001	Record Edit Results	Y	N
P130	R0010	High School Established	Y	Y
P130	R0100	Graduation Date Established	Y	Y
P130	R0110	Class Rank Established	Y	Y
P130	R0120	Class Size Established	Y	Y
P130	R0130	Class Rank-Size Established	Y	Y
P130	R0140	Grade Point Average Est.	Y	Y
P130	R0200	Update Existing HS Data	Y	N
P130	R9001	Record Edit Results	Y	N
P135	R0010	Subject Established	Y	Y
P135	R9001	Record Verification Results	Y	N
P140	R0010	Previous College Established	Y	Y
P140	R9001	Edit Results	Y	N
P142	R0010	Degree Established	Y	Y

Procedure	Routine	Routine Name	Required	Override
P142	R0030	Degree Date Established	Y	Y
P142	R0040	Earned Hours Established	Y	Y
P142	R0050	Bgn Attendance Date Est.	Y	Y
P142	R0060	End Attendance Date Est.	Y	Y
P142	R0070	Grade Point Average Est.	Y	Y
P142	R0200	Update Prior College Data	N	N
P142	R9001	Edit Results	Y	N
P145	R0010	Previous College Majors	Y	Y
P145	R0020	Previous College Minors	Y	Y
P145	R0030	Previous College Conc.	Y	Y
P145	R9001	Edit Results	Y	N
P150	R0010	Test Established	Y	Y
P150	R0020	Test Date Established	Y	Y
P150	R0030	Test Score Valid	Y	Y
P150	R9001	Edit Results	Y	N
P160	R0010	First Name Established	Y	Y
P160	R0020	Last Name Established	Y	Y
P160	R0030	Relationship Code Established	Y	Y
P160	R9001	Relative Record Check	Y	N
P170	R0010	Question Established	Y	Y
P170	R0020	Answer Established	Y	Y
P170	R9001	Question Answer Checked	Y	N
P175	R0010	Material Established	Y	Y
P175	R9001	Material Checked	Y	N

Procedure	Routine	Routine Name	Required	Override
P200	R0010	Duplicate Application; Term	Y	Y
P200	R0020	Duplicate Application; Level	Y	Y
P200	R9001	Edit Results	Y	N
P900	L010	Create Application Required	Y	Y
P900	L020	Create Person Record	Y	Y
P900	L025	Create Race Record	Y	Y
P900	L030	Create International Record	Y	Y
P900	L040	Create Address Record	Y	Y
P900	L045	Create Email Record	Y	Y
P900	L050	Create Telephone Record	Y	Y
P900	L060	Create High School Record	Y	Y
P900	L070	Create High School Subjects	Y	Y
P900	L080	Create Medical Conditions	Y	Y
P900	L090	Create Prior College Record	Y	Y
P900	L100	Create Prior College Degree	Y	Y
P900	L110	Create Prior College Major	Y	Y
P900	L120	Create Prior College Minor	Y	Y
P900	L130	Create Prior College Conc.	Y	Y
P900	L140	Create Test Score Record	Y	Y
P900	L150	Create Outside Interest Record	Y	Y
P900	L160	Create Parent Information	Y	Y
P900	L170	Create Question/Answer	Y	Y
P900	L175	Create Materials	Y	Y



## Rule Groups Used in EDI Processing

The following table is a list of the rule groups and codes on SAAERUL that are used by EDI processing.

Group Code	Group Name	Description
ADDR	Address Source Rules	Rules in which you specify address source codes to be used in electronic admissions application processing.
ADMS	Admission Rules	Rules which control the loading of duplicate applications and residency information for applications.
ATYP	Address Type Rules	Rules used to specify the address types to be assigned to addresses received in electronic applications.
CQLF	Code Qualifiers	Rules used to specify the EDI code qualifier for types of data which require special processing.
CURR	Curriculum Rules	Rules used to translate received information into valid Banner curricula.
DTQL	Date/Time Qualifier Rules	Rules which specify the EDI qualifier that describes specific kinds of dates.
ENTY	Entity Rules	Rules which specify EDI entity types.
FLVL	Field of Study Level Rules	Rules which specify the EDI qualifiers that describe majors and minors.
LGCY	Legacy Rules	Rules which define the Banner legacy type code to assign to specify relationship types.
PATH	System Path Rules	Rules which describe the database path in which various system components have been installed.
PCOL	Prior College Rules	Rules which are used to process prior college information.
PQLF	Phone Qualifier Code Rules	Rules which contain certain EDI telephone type qualifiers.
QSTN	Question Code Rules	Rules which specify the EDI question number where certain types of desired information may be reported.
RESD	Residency Rules	Rules used to assist in residency determinations.
RFQL	Reference Qualifier Rules	Rules which supply EDI reference qualifiers for specific kinds of information.
RLTN	Relationship Qualifier Rules	Rules which supply EDI qualifiers for relationship types.

Group Code	Group Name	Description
TELE	Telephone Pattern Rules	Rules which define the standard format for telephone numbers which are reported by your applicants.
VCRL	Verification Control Rules	Rules which control several of the verification procedures and routines.

## Delivered Rule Groups Used in EDI Processing

The following table is a list of the rules delivered, the group with which they are associated, a description of each rule, and instructions for updating each rule.

Group	Label	Description	EDI	Instructions
ADDR	DFLTADDRSRCE	Default Address Source	N	Update the Default Address Source to the value from the Address Source Validation Form (STVASRC) that you want assigned to addresses loaded from EDI applications. (You may need to build the desired value on STVASRC first.)
ADMS	DFLTASRCEDI	EDI Default Application Source	Y	Update the EDI Default Application Source to the value from the EDI Application Source Code Validation Form (STVAPLS) that you want assigned to electronic applications received via EDI.
ADMS	DFLTSBGIEDI	EDI Default Application SBGI Source	Y	Insert the source STVSBGI value into the Application Source Table (SARRSRC).
ADMS	DUPLAPPLCURR (Not currently used in Banner Student Self-Service Admissions processing.)	Allow Dup App for Curriculum	N	Update the value to Y (checked) to specify that self-service admissions should perform duplicate checking using the duplicate rules set up on SAAECRL for the given application type for the same term and curriculum. Update the value to N (unchecked) if no duplicate checking should be done.

Group	Label	Description	EDI	Instructions
ADMS	DUPLAPPLLEVEL	Allow Dup App for Level	N	Update the value to <i>Y</i> (checked) to specify that self-service admissions should perform duplicate checking using the duplicate rules set up on SAAECRL for the given application type for the same term and level. Update the value to <i>N</i> (unchecked) if no duplicate checking should be done.
ADMS	DUPLAPPLMAJR	Allow Dup App for Major	N	Update the value to <i>Y</i> (checked) to specify that self-service admissions should perform duplicate checking using the duplicate rules set up on SAAECRL for the given application type for the same term and major. Update the value to <i>N</i> (unchecked) if no duplicate checking should be done.
ADMS	DUPLAPPLPERS	Allow Dup App for Person	N	Update the value to <i>Y</i> (checked) to specify that self-service admissions should perform duplicate checking using the duplicate rules set up on SAAECRL for the given application type for the same person, regardless of the term, level, curriculum, or major specified. Update the value to <i>N</i> (unchecked) if no duplicate checking should be done.
ADMS	DUPLAPPLTERM	Allow Dup App for Term	N	Update the value to <i>Y</i> (checked) to specify that self-service admissions should perform duplicate checking using the duplicate rules set up on SAAECRL for the given application type for the same term, regardless of the level, curriculum, or major specified. Update the value to <i>N</i> (unchecked) if no duplicate checking should be done.
ADMS	EDIIDPREFIX	Generated ID Prefix for Upload	Y	Enter the letter for the first character of the ID that TS 189 processing generates for use on the Electronic Application Process Form (SAAEAPS).

Group	Label	Description	EDI	Instructions
ADMS	EDIWAPPCODE	WAPP Code for TS 189 Upload Pgm	Y	Specify the code of the electronic application type to be used when loading EDI applications, so the procedures and routines (rules) will be attached. Must be validated on the Application Type Code Validation Form (STVWAPP).
ADMS	EMAILTYPE	Store default e-mails	N	Enter a value from the E-mail Address Type Validation Form (GTVEMAL).
ADMS	FORRESIDCODE	Out of Country Residency Code	N	Update the Out of Country Residency Code to the value from the Residence Code Validation Form (STVRESO) that you want assigned to an application if the verification procedures determine that the person is an out-of-country resident. (See Note 1 below.)
ADMS	INRESIDCODE	In State/Prov Residency Code	N	Update the In State/Province Residency Code to the value from the Residence Code Validation Form (STVRESO) that you want assigned to an application if the verification procedures determine that the person is an in-state/province resident. (See Note 1 below.)
ADMS	OUTRESIDCODE	Out of State/Prov Residency Code	N	Update the Out of State/Province Residency Code to the value from the Residence Code Validation Form (STVRESO) that you want assigned to an application if the verification procedures determine that the person is an out-of-state/province resident. (See Note 1 below.)

**Note:** 1. Residency determination is made based on answers to a variety of questions. If the system cannot determine residency, or if no residency codes are specified in these three rules, the default Residency Code, identified by the value for the label *DFLTRESO* in the group *RESO* will be used.

Group	Label	Description	EDI	Instructions
ATYP	DFLTPARENTATYP	Default Parent Address Type	N	Update the Default Parent Address Type to the value from the Address Type Code Validation Form (STVATYP) that you want assigned to addresses created from parent address information. (See Note 2 below.)
ATYP	DFLTSTUDENTATYP	Default Student Address Type	N	Update the Default Student Address Type to the value from the Address Type Code Validation Form (STVATYP) that you want assigned to addresses created from applicant address information. (See Note 2 below.)

**Note:** 2. Addresses submitted via EDI may have a location qualifier which identifies the type of address. Default address types defined under group *ATYP* are defaults which are used *only* when the address type to be assigned cannot be determined based upon other information.

CQLF	ACTVCQLFCODE	Default Activity Qlfr Code	Y	The Default Activity Qualifier Code is an EDI value, and it is delivered as <i>SA</i> . Specifically, it is used to distinguish between activities and awards which may be reported in the same EDI data segment. This value also has to be assigned to those values which are “student activities” in the EDI Cross-Reference Rules Form (SOAXREF) for rules with a label of <i>STVINTS</i> .
CQLF	AWRDCQLFCODE	Default Award Qualifier Code	Y	The Default Award Qualifier Code is an EDI value, and it is delivered as <i>SB</i> . Specifically, it is used to distinguish between activities and awards which may be reported in the same EDI data segment. This value also has to be assigned to those values which are “student awards” in the EDI Cross-Reference Rules Form (SOAXREF) for rules with a label of <i>STVINTS</i> .

Group	Label	Description	EDI	Instructions
CURR	DFLTCAMPCODE	Default Campus Code Value	N	Update the Default Campus Code Value to the value from the Campus Code Validation Form (STVCAMP) that you want assigned to an application if the application's campus cannot be correctly derived by data viewed in the EDI Cross-Reference Curriculum Rules Form (SOAXCUR) or maintained in the Curriculum Rules Form (SOACURR).
CURR	DFLTCOLLCODE	Default College Code Value	N	Update the Default College Code Value to the value from the College Code Validation Form (STVCOLL) that you want assigned to an application if the application's college cannot be correctly derived by data viewed in the EDI Cross-Reference Curriculum Rules Form (SOAXCUR) or maintained in the Curriculum Rules Form (SOACURR).
CURR	DFLTDEGCCODE	Default Degree Code Value	N	Update the Default Degree Code Value to the value from the Degree Code Validation Form (STVDEGC) that you want assigned to an application if the application's degree cannot be correctly derived by data viewed in the EDI Cross-Reference Curriculum Rules Form (SOAXCUR) or maintained in the Curriculum Rules Form (SOACURR).
CURR	DFLTDEPTCODE	Default Department Code Value	N	Update the Default Department Code Value to the value from the Department Code Validation Form (STVDEPT) that you want assigned to an application if the application's department cannot be correctly derived by data viewed in the EDI Cross-Reference Curriculum Rules Form (SOAXCUR) or maintained in the Curriculum Rules Form (SOACURR).

Group	Label	Description	EDI	Instructions
CURR	DFLTMAJRCODE	Default Major Code Value	N	Update the Default Major Code Value to the value from the Major, Minor, Concentration Code Validation Form (STVMAJR) that you want assigned to an application if the application's major cannot be correctly derived by data viewed in the EDI Cross-Reference Curriculum Rules Form (SOAXCUR) or maintained in the Curriculum Rules Form (SOACURR).
CURR	DFLTMAJRQLFR	Default Major Code Qualifier	Y	<p>The Default Major Code Qualifier is an EDI value, and it is delivered as <i>8I</i>, for CIP code. Specifically, the Default Major Code Qualifier is used by the script <code>xrefmajr.sql</code> delivered to assist in building major code cross-reference values in the EDI Cross-Reference Rules Form (SOAXREF). This script copies each value in the Major, Minor, Concentration Code Validation Table (STVMAJR) which has a value in the <b>CIPC</b> field and creates a rule in the EDI Cross-Reference Rules Table using the major code, CIPC code, and EDI qualifier specified here.</p> <p>If the values entered in the <b>CIPC</b> field on STVMAJR are not Classification of Instructional Program (CIP) codes, the correct EDI value for the code set used for this field should be entered for this rule.</p> <p>(See Note 3 below.)</p>

**Note:** 3. The value for this rule is used *only* by the script used to populate major code values in SOAXREF. If you are not using the script and are instead building appropriate major code translation values by hand, this rule will not be used.

Group	Label	Description	EDI	Instructions
CURR	USEDEFAULTS	Use Default Curriculum Values	N	Update the value to checked(set to <i>Y</i> ) or unchecked(set to <i>N</i> ) to specify whether the campus, college, department, degree, and major defaults should be used when an application is created. (See Note 4 below.)

**Note:** 4. Default values are used when the appropriate value cannot be determined using data viewed in the EDI Cross-Reference Curriculum Rules Form (SOAXCUR) or maintained in the Curriculum Rules Form (SOACURR). For example:

A single set of EDI cross-reference values can be associated with more than one curriculum rule. If the same EDI cross-reference values are assigned to more than one curriculum rule, the defaults are used as “tie-breakers” and assigned to all associated fields.

Regardless of the data elements used when the Banner application is created, curriculum rule checking takes place according to normal rules when the application data is viewed on any Banner form. If the values loaded for the application represent an invalid curriculum choice, as defined by existing curriculum rules, an error message is displayed and corrective action may be required at that time.

DTQL	AWRDDTQLCODE	Award Date	Y	The Award Date Qualifier rule specifies the Date/Time Qualifier used to specify an award date. It is an EDI standard value which should <i>not</i> be changed or unpredictable results will occur.
DTQL	EFFCDTQLCODE	Effective Date	Y	The Effective Date Qualifier rule specifies the Date/Time Qualifier used to specify an effective date. It is an EDI standard value which should <i>not</i> be changed or unpredictable results will occur.
DTQL	ENDDTQLCODE	End Date	Y	The End Date Qualifier rule specifies the Date/Time Qualifier used to specify an end date. It is an EDI standard value which should <i>not</i> be changed or unpredictable results will occur.



Group	Label	Description	EDI	Instructions
DTQL	EXPRDTQLCODE	Expire Date Qualifier	Y	The Expire Date Qualifier rule specifies the Date/Time Qualifier used to specify an expiration date. It is an EDI standard value which should <i>not</i> be changed or unpredictable results will occur.
DTQL	ISSUDTQLCODE	Issue Date Qualifier	Y	The Issue Date Qualifier rule specifies the Date/Time Qualifier used to specify an issue date. It is an EDI standard value which should <i>not</i> be changed or unpredictable results will occur.
DTQL	STRTDTQLCODE	Start Date	Y	The Start Date Qualifier rule specifies the Date/Time Qualifier used to specify a start date. It is an EDI standard value which should <i>not</i> be changed or unpredictable results will occur.
ENTY	HSCHEPTYCODE	Default High School Entity	Y	The Default High School Entity rule specifies the EDI qualifier which represents a high school. It is an EDI standard value which should <i>not</i> be changed or unpredictable results will occur.
FLVL	MJRFLVLCODE	Major Field of Study Level	Y	The Major Field of Study rule specifies the EDI field of study qualifier used to represent majors. It is an EDI standard value which should <i>not</i> be changed or unpredictable results will occur.
FLVL	MNRFLVLCODE	Minor Field of Study Level	Y	The Minor Field of Study rule specifies the EDI field of study qualifier used to represent minors. It is an EDI standard value which should <i>not</i> be changed or unpredictable results will occur.
LGCY	FATHERLGCYCODE	Father Legacy Code	N	Update the Father Legacy Code to the value from the Legacy Code Validation Form (STVLGCY) that describes an applicant's father (alone) as a legacy relationship.

Group	Label	Description	EDI	Instructions
LGCY	MOTHERLGCYCODE	Mother Legacy Code	N	Update the Mother Legacy Code to the value from the Legacy Code Validation Form (STVLGCY) that describes an applicant's mother (alone) as a legacy relationship.
LGCY	PARENTLGCYCODE	Parents Legacy Code	N	Update the Parents Legacy Code to the value from the Legacy Code Validation Form (STVLGCY) that describes an applicant's parents (both mother and father) as legacy relationships.
PCOL	DFLTPCOLQLFR	Prior College Qualifier Dflt	Y	Update the Prior College Qualifier Default to the EDI qualifier for the code set which represents values entered in the <b>FICE</b> field of the Source/Background Institution Code Validation Form (STVSBGI). It is used only by the scripts <code>xrefsbgih.sql</code> and <code>xrefsbgic.sql</code> , delivered to assist in building high school and college cross-reference values in the EDI Cross-Reference Rules Form (SOAXREF). (See Note 5 below.)
<p><b>Note:</b> 5. This script copies all values from the Source/Background Institution Code Validation Table (STVSBGI) which have a type of <i>C</i> (college) or <i>H</i> (high school) and have a value in the <b>FICE</b> field. When these conditions are met, the scripts create rules in the EDI Cross-Reference Rules Table using the SBGI Code, <b>FICE</b> field value, EDI qualifier specified here, and a description which may include school name, city, state/province, and nation, depending upon options selected when the script is run.</p>				
PCOL	PCOLDFLTDEGC	Prior College Default Degree	N	Update the Prior College Default Degree rule to the Banner degree code from the Degree Code Validation Form (STVDEGC) which should be assigned as the prior college degree attempted if an applicant does not supply a value.

Group	Label	Description	EDI	Instructions
PQLF	EMAILPQLFCODE	Phone Qualifier for E-mail	Y	<p>The Phone Qualifier for E-mail rule specifies the EDI standard telephone qualifier which identifies an e-mail address.</p> <p><b>Note:</b> The delivered value for this rule is <i>EM</i>; however, if the same value has been defined for another email address and/or telephone type (such as <i>Emergency</i>), then it is recommended that this value be changed.</p>
QSTN	CONFQSTNCODE	Restrict Access Indicator	Y	<p>The Restrict Access Indicator rule specifies the EDI question code which reports whether the applicant requests that information be restricted or kept confidential. It is an EDI standard value which should <i>not</i> be changed.</p>
QSTN	FALMQSTNCODE	Legacy Information Response	Y	<p>The Legacy Information Response rule specifies the EDI question code which reports whether the applicant's relative is an alumnus of the applied-to institution. It is an EDI standard value which should <i>not</i> be changed.</p>
QSTN	FDCSDQSTNCODE	Father Deceased Request Code	Y	<p>The Father is Deceased Request Code rule specifies the EDI question code which reports whether the applicant's father is deceased. It is an EDI standard value which should <i>not</i> be changed.</p>
QSTN	MALMQSTNCODE	Mother is Alumni Request Code	Y	<p>The Mother is Alumni Request Code rule specifies the EDI question code which reports whether the applicant's mother is an alumnus of the applied-to institution. It is an EDI standard value which should <i>not</i> be changed.</p>
QSTN	MDCSDQSTNCODE	Mother Deceased Request Code	Y	<p>The Mother is Deceased Request Code rule specifies the EDI question code which reports whether the applicant's mother is deceased. It is an EDI standard value which should <i>not</i> be changed.</p>

Group	Label	Description	EDI	Instructions
QSTN	RESDQSTNCODE	Resident of State/Prov Request	Y	The Resident of State/Province Request rule specifies the EDI question code which reports whether the applicant claims to be a resident of the applied-to institution's state or province. It is an EDI standard value which should <i>not</i> be changed.
RES D	DFLTRESDCODE	Default Residency Code	N	Update the Default Residency Code rule to the code from the Residence Code Validation Form (STVRES D) which should be assigned to an applicant if a specific residence status cannot be determined based upon other information.
RES D	HOMECOUNTY	Institution's Home County	N	Update the Institution's Home County rule to the code from the County Code Validation Form (STVCNTY) which represents the institution's home county. This value is used, in conjunction with other information, to attempt to determine the residency status to assign to an applicant.
RES D	HOMENATION	Institution's Home Country	N	Update the Institution's Home Nation rule to the code from the Nation Code Validation Form (STVNATN) which represents the institution's home nation. This value is used, in conjunction with other information, to attempt to determine the residency status to assign to an applicant.
RES D	HOMESTATPROV	Institution's Home State/Prov	N	Update the Institution's Home State/Province rule to the code from the State/Province Code Validation Form (STVSTAT) which represents the institution's home state. This value is used, in conjunction with other information, to attempt to determine the residency status to assign to an applicant.

Group	Label	Description	EDI	Instructions
RFQL	SSNRFQLCODE	SSN Qualifier	Y	The SSN Qualifier rule reports the EDI Reference Qualifier Code used to describe Social Security/Social Insurance number. It is an EDI standard value which should <i>not</i> be changed or unpredictable results will occur.
RFQL	VISARFQLCODE	VISA Reference Qualifier	Y	The Visa Reference Qualifier rule reports the EDI Reference Qualifier Code used to describe visa type. It is an EDI standard value which should <i>not</i> be changed or unpredictable results will occur.
RFQL	VNUMRFQLCODE	VISA Number Reference Qlfr	Y	The Visa Number Reference Qualifier rule reports the EDI Reference Qualifier Code used to describe visa number. It is an EDI standard value which should <i>not</i> be changed or unpredictable results will occur.
RLTN	FATHERRLTNCODE	Relationship Qualifier; Father	Y	The Father Relationship Qualifier rule specifies the EDI qualifier code which represents the father of the applicant. It is an EDI standard value which should <i>not</i> be changed or unpredictable results will occur.
RLTN	MOTHERRLTNCODE	Relationship Qualifier; Mother	Y	The Mother Relationship Qualifier rule specifies the EDI qualifier code which represents the mother of the applicant. It is an EDI standard value which should <i>not</i> be changed or unpredictable results will occur.
TELE	AREALENGTH	Area Code Length	Y	The Area Code Length rule is used to specify the expected standard length of area codes reported as part of telephone information. It should be set to the standard length for area codes normally reported to your institution.

Group	Label	Description	EDI	Instructions
TELE	PHONELENGTH	Phone Number Length	Y	The Phone Number Length rule is used to specify the expected standard length of phone numbers reported as part of telephone information. It should be set to the standard length for telephone numbers normally reported to your institution.
VCRL	AUTOOVERRIDE	Automatic Override Indicator	N	The Automatic Override Indicator rule is used to specify whether verification procedures and routines which allow overrides (as defined on the Electronic Admissions Procedure/Routine Control Form (SAAECRL) will be automatically overridden. Update this rule to checked(set to <i>Y</i> ) or unchecked(set to <i>N</i> ) depending upon your choice. Overriding a procedure or routine will not cause invalid data to be loaded; it merely reduces the number of manual overrides you may need to perform during electronic application verification.

## Cross-Reference Labels Used in EDI Processing

EDI cross-reference rules are identified by a label. The label describes the purpose of the cross-reference rule. The following is a list of all the labels on SOAXREF that are used in EDI processing.

Label	Description	Processing Notes
AGEVERIFY	Age Verification Codes	Age Verification Codes are used to report the source of age verification data. They are used only in TS 189 processing.
CRDBASIS	Credit Basis Codes	Credit Basis Codes are used only to process TS 189 data.

Label	Description	Processing Notes
DEGRLEVL	Degree Level Codes	Degree Level Codes are used to describe the generic level of a degree, and the EDI values delivered roughly correspond to the values in the Degree Award Category Code Validation Form (STVACAT). These values are used only when defining the EDI Curriculum Cross-Reference Rules. Update the Banner value to the corresponding value from STVACAT. (The Banner value will normally be the EDI value <i>without</i> the period.) Do not check (set to <i>Y</i> ) the <b>Web (Indicator)</b> on SOAXREF, as these values are not used to control Web pull-down lists, but only to define valid cross-reference values for building curriculum cross-reference rules.
DFMTCODE	Date Format Codes	Date Format Codes are used only to process TS 189 data.
EIDNCODE	Entity Identifier Codes	Entity Identifier Codes are used only to process TS 189 data.
FSTYIDQL	Field of Study Qualifier Codes	Field of Study Qualifier Codes are used only to specify the code set which is used to describe field of study choices.
FSTYLEVL	Field of Study Level Codes	Field of Study Level Codes are used only to process TS 189 data.
GENDER	Gender Codes	Gender Codes are used to define the Banner equivalent for EDI gender values. Three values are delivered.
GRCRLEVL	Grade or Course Level Codes	Grade or Course Level Codes are used only to process TS 189 data.
HONRLEVL	Honor Level Codes	Honor Level Codes are used only to process TS 189 data.
HSCRSON	High School Graduation Codes	High School Graduation Codes are used only to process TS 189 data.
IMMZRTYP	Immunization Report Type Codes	Immunization Report Type Codes are used only to process TS 189 data.
IMMZSTAT	Immunization Status Codes	Immunization Status Codes are used only to process TS 189 data.
IMMZTYPE	Immunization Type Codes	Immunization Type Codes are used only to process TS 189 data.
ITCCLEVL	Individual Level Codes	Individual Level Codes are used only to process TS 189 data.

Label	Description	Processing Notes
LANGPROF	Language Proficiency Codes	Language Proficiency Codes are used only to process TS 189 data.
LANGUSE	Language Use Codes	Language Use Codes are used only to process TS 189 data.
NTYPCODE	Name Type Codes	Name Type Codes are used only to process TS 189 data.
QSTNCODE	EDI Question Codes	EDI Question Codes are used to process TS 189 data. The question code used corresponds to the answer being provided on the TS 189 RSQ segment.
RESDCRIT	Residency Criteria Codes	Residency Criteria Codes are used only to process TS 189 data.
RFNOQLFR	Reference Qualifier Code	Reference Qualifier Codes identify a variety of reference number qualifiers used in the TS 189 transaction set. Delivered values are valid and should not be changed unless additional reference number qualifiers are added for use with the TS 189 code set. Several reference number qualifiers are used in the Electronic Admissions Application Rules Form (SAAERUL).
SBGIQLFR	Educational Inst Qualifier	Values in the Educational Institution Qualifier label are used as the qualifier in cross-reference rules for the labels <i>STVSBGIH</i> and <i>STVSBGIC</i> (high schools and colleges) to identify the code set for the values placed in the <b>EDI Value</b> field. These values are used to translate school code types and school codes into appropriate Banner values.
STVATYP	Address Type Codes	Values in the Address Type Codes label are used to translate address data received in TS 189 code sets into valid Banner address types from STVATYP.
STVCITZ	Citizenship Type Codes	Values in the Citizenship Type Code label are used to translate EDI citizenship types into appropriate Banner values.



Label	Description	Processing Notes
STVDEGC	Degree Level-Degree Code	Values in the Degree Level-Degree Codes label are used to translate EDI degree level codes into valid Banner degree codes found in the Degree Code Validation Form (STVDEGC). These values are used only in translating prior college degrees to Banner degrees. In TS 189 processing, only EDI Degree Level Codes will be transmitted. EDI Degree Level codes represent generic degree levels, (for example, Baccalaureate Degree instead of Bachelor of Arts and Bachelor of Science). To translate EDI values to Banner values, you will need generic degree codes in STVDEGC.
STVETHN	EDI Ethnic Codes	Values in the EDI Ethnic Code label are used to translate EDI ethnic codes into appropriate Banner values. (See Notes below.)
<p><b>Note:</b> You may translate a number of valid Banner codes to a single EDI code (for example; “Hopi”, “Navaho”, and “Cherokee” are all valid ethnic codes for your institution, and you map them all to the single EDI value <i>American Indian or Alaskan Native</i>).</p>		
<p><b>Note:</b> The script <code>xrefethn.sql</code> is used to populate the STVETHN label rows with values from the Ethnic Code Validation Form.</p>		
STVINTS	Award and Activity Codes	Values in the Award and Activity Codes label are used to translate EDI award and activity codes into appropriate Banner interest codes. (See Note below.)
<p><b>Note:</b> For rules which represent student awards, set the EDI Qualifier to <i>SB</i>. Awards can also be reported through the Web, but whether reported through a Web application or a TS 189 transaction set, these values will not be loaded into the permanent Banner application tables.</p>		
STVLANGN	Language Name Codes	Values in the Language Name Codes label are used to translate EDI language codes into appropriate Banner language codes.
STVLANGW	Written Language Codes	Values in the Written Language Codes label are used to translate EDI written language codes into appropriate Banner language codes.

Label	Description	Processing Notes
STVMAJR	Major Codes	Values in the Major Codes label are used to translate EDI field of study data into Banner major codes. Field of Study data reported in TS 189 transaction sets includes a qualifier code and value. Qualifier codes represent different standard code sets, like Classification of Instructional Program (CIP) codes or Stats Canada codes. You use a combination of a Degree Level code (label DEGRLEVL), Code Set Qualifier, and Banner code to define the cross-reference from EDI values to Banner values on the Curriculum Rules Form (SOACURR). To create rules for the STVMAJR label, enter the Qualifier which represents a valid EDI field of study code set, a value from the indicated set, and the Banner equivalent for the EDI value. (See Note below.)

**Note:** The script `xrefmajr.sql` is used to populate the STVMAJR label rows with values from the Major, Minor, Concentration Code Validation Form (STVMAJR).

STVMEDI	Medical Condition Codes	Values in the Medical Conditions Codes label are used to translate EDI medical condition codes into appropriate Banner medical codes.
STVMRTL	Marital Status Codes	Values in the Marital Status Codes label are used to translate EDI marital status codes into appropriate Banner codes.
STVNATN	EDI Nation Codes	Values in the Nation Codes label are used to translate EDI nation codes into appropriate Banner codes. (See Note below.)

**Note:** The script `xrefnatn.sql` is used to populate the STVNATN label rows with values from the Nation Code Validation Form.

STVRELG	Religion Codes	Values in the Religion Codes label are used to translate EDI religion codes into appropriate Banner codes. (See Note below.)
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**Note:** There may be a number of EDI religion codes which map to the same Banner value. (For example, you may have different religion codes for each of the Lutheran Synods for which there are EDI religion codes.)

STVRELT	Relationship Codes	Values in the Relationship Codes label are used to translate EDI relationship codes into appropriate Banner codes. (See Note below.)
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**Note:** There may be a number of EDI relationship codes which map to the same Banner value. (For example, you may have different relationship codes for son, daughter, adopted child, foster child, etc., for which there are EDI relationship codes.)

Label	Description	Processing Notes
STVSBGIC	EDI College Codes	Values in the EDI College Codes label are used to translate EDI college codes into appropriate Banner codes. (See Note below.)
<b>Note:</b> The scripts <code>xrefcol1.sql</code> and <code>xrefcol2.sql</code> are used to populate the STVSBGIC label rows with values from the Source/Background Institution Code Validation Form.		
STVSBGIH	EDI High School Codes	Values in the EDI High School Codes label are used to translate EDI high school codes into appropriate Banner codes. (See Note below.)
<b>Note:</b> The scripts <code>xrefhsch.sql</code> and <code>xrefhsc2.sql</code> are used to populate the STVSBGIC label rows with values from the Source/Background Institution Code Validation Form.		
STVSTAT	EDI State Codes	Values in the State Codes label are used to translate EDI state/province codes into appropriate Banner codes. (See Note below.)
<b>Note:</b> The script <code>xrefstat.sql</code> is used to populate the STVSTAT label rows with values from the State/Province Code Validation Form.		
STVTELE	Telephone Qualifier Codes	Values in the Telephone Qualifier Codes label are used to specify the EDI telephone code which corresponds to each Banner telephone type code.
STVTESC	Sub-Test Codes	Values in the Sub-Test Codes label are used to translate EDI sub-test codes into appropriate Banner codes.
STVVVYP	VISA Type Codes	Values in the Visa Type Codes label are used to translate EDI visa type codes into appropriate Banner codes.
TESTCODE	EDI Test Qualifier Codes	Values in the EDI Test Qualifier Codes label are used to define valid EDI Test Qualifier Codes. Only codes defined as valid in this label should be used as EDI qualifiers in the STVTESC label.

## Receiving EDI Applications (to Temporary Tables)

The EDI.Smart PC application has received an admissions application and is ready for upload to the host. The process on EDI.Smart that accomplishes this upload is called `FLATUPLD`. It produces a file known as `MAP_UPLD.TXT` which can be found in the `INTFCE` subdirectory below the EDI.Smart root directory (usually `WEDISMT`). This file must be moved (copied) to a destination on the host where Banner resides which the user specifies. It may be necessary to consult with the technical staff at your institution to specify the location and name of the data file with the syntax that is appropriate for your operating system.

The file is then parsed by the PRO\*C program SAR189U (TS 189 Upload to Banner). The SAR189U process can be run from job submission.

The parameters are as follows:

- *Input File* (Required) - Enter the directory path where MAP\_UPLD.TXT file is located.
- *Test Flag* (Optional) - Enter *Y* to produce more extensive messages in the log file. Enter *N* to not print the debug messages.
- *Application Type* (Optional) - Enter the application type code to be associated with EDI applications. Valid values come from the Application Type Code Validation Form (STVWAPP).
- *Term Code* (Optional) - Enter the term code to be used as entry term for EDI applications. Valid values come from the Term Code Validation Form (STVTERM).

The SAR189U process scans the flat file (map\_upld.txt) and puts the data into the same Oracle holding tables that are used for self-service admissions application processing. You can review the TS 189 application from within Banner on the Electronic Application Process Form (SAAEAPS), as well as on the Electronic Application Submitted Form (SAAETBL).

## Processing EDI Applications

If you have completed all of the steps outlined in the Admissions Application Set-Up Procedures for EDI applications, Banner is now ready to receive admissions applications via EDI.

Before you receive your first EDI application, you need to establish appropriate policies and procedures for processing EDI applications. For example, you need to determine whether to weed out frivolous applications, when and how you will collect application fees (if required), whether you require and how you will collect application certifications and signatures, and what impact EDI applications will have on application and yield statistics.

The Elec. App. Verify/Load Process (SARETMT) is a batch process that is used to match, verify, and load admissions applications received via EDI. This process allows users to match, verify, and load large numbers of EDI applications at one time. The process uses the same matching algorithm as the Electronic Prospect Match Process (SRRSRIN) and the Common Matching Entry Form (GOAMTCH). The Electronic Application Process Form (SAAEAPS) is used to process EDI applications that are placed in suspense or error status by the SARETMT batch load process. In addition, SAAEAPS can be used to review EDI applications and delete those that are most likely frivolous (i.e., applications from Mickey Mouse or Claude Monet).

## Overall Process

The overall process for receiving EDI admissions applications is as follows.

1. The application is received and loaded to the temporary tables using EDI.Smart and SAR189U.
2. The institution reviews all EDI applications (via SAAEAPS) added on a specific date that are complete to check for frivolous applications. (Optional)
3. The institution runs the SARETMT process to match, verify, and load Web applications.
4. The institution reviews EDI applications on SAAEAPS that were put into Suspense or Error status by the SARETMT process.
5. Suspended records are resolved on SAAEAPS using GOAMTCH to determine if the applicant is New or is a Match to an existing Banner record.
6. The institution reruns SARETMT to verify and load those applications whose suspense status has just been resolved. Depending on the number of suspended records, the institution can choose to manually verify and load these EDI applications on SAAEAPS.

## Detailed Steps

The detailed steps for receiving EDI admissions applications are discussed in this section.

1. Use the Electronic Application Process Form (SAAEAPS) to display received EDI applications.

To display the application(s) for a specific person, enter the electronic ID for that person in the Key Block or use a List function to display the Electronic Applicant Search Form (SOAEIDN), where you can search for an electronic applicant using name and ID. You can also select only those applications added on a certain date by entering the **Add Date** in the Key Block field. Only applications matching the **Web ID** and/or **Add Date** in the Key Block will be displayed.

You can also enter the main block and query on certain fields. Those fields are: **Application Number, Application Type, Completion Indicator, Term, Source (with a value of EDI), Add Date, Accepted Indicator, Process, Process Date, Person Status, and Application Status.**

If you find applications that you believe are frivolous, they can be deleted using the Delete Record function. Once an application is deleted on SAAEAPS, its associated data is also deleted from the electronic application holding tables; therefore, the application will no longer be viewable on SAAETBL.

2. Use the Elec. Appl. Verify/Load Process (SARETMT) to match, verify, and load the EDI applications that meet your processing guidelines.

Parameters for SARETMT allow processing based upon Application Type, Application Source, Application Term, and the Date Range of when applications were added.

- 2.1. Run SARETMT in audit mode.

SARETMT can be run in audit mode providing the user with the opportunity to review the match, verify, and load status of each application before it is actually processed. The Status field will indicate whether the Web application is New, Matched, Suspended, or in Error based on the matching rules specified by the matching source code assigned to the interface code on STVINFC. The process will indicate if verification errors occurred or if the application was pushed.

- 2.2. Run SARETMT in update mode.

The user can run the match, verify, and load process in update mode. All electronic applications matching the input parameters will be processed by SARETMT.

Three possible outcomes can exist for each record processed by SARETMT.

- The record was matched, verified, and pushed successfully resulting in the creation of a SAAADMS application record.
- The record was placed into suspense or error status during the match process. Suspended records will not be processed further by SARETMT until the match status has been resolved to either New or Matched. The user can resolve the suspended status using the Electronic Application Process Form (SAAEAPS) (See the “Resolve Suspended Electronic Applications” section below for details.)
- The record failed the verification process. Numerous verification routines exist to ensure the integrity of the data being loaded into Banner. If certain errors occur during the verification process, the record will be marked with a verification error.

3. Resolve suspended electronic applications using the Electronic Application Process Form (SAAEAPS).

- 3.1. Access the Electronic Application Process Form (SAAEAPS).

- 3.2. Navigate to the main block and query for the appropriate records (i.e., term, source equals EDI etc.) having a Person Status of S. These are the records that will need to be resolved before they can be verified and pushed into Banner.

4. Select the Verification Steps tab or the Manual Verification Steps option from the Options Menu to access the Verification Steps window.

5. Mark any of the person or application steps complete, except for the ID Verification (*IDVR*) step, and then save the changes.
6. Select the ID Verification (*IDVR*) step, and then choose the Associate Person with ID item from the Options Menu.
7. This opens the Associate Person with ID window, where you can choose which type of Banner ID to assign to the selected record from the **Select an ID** field.
  - **Electronic ID** – This is the ID used to create the electronic application.
  - **Local ID** – This is used for applications filed via EDI where the applicant provided a Local ID.
  - **SSN** – This is the SSN or other Federal ID number specified on the electronic application.
  - **Banner ID** – This is used if you wish to enter an explicit ID to be used by Banner.
  - **Generate ID** – This indicates that Banner should generate an ID for this person.
8. After choosing the appropriate ID type, either save the changes or select the **Associate Person with an ID** button. This will display GOAMTCH.
9. The ID displayed on GOAMTCH should match the option chosen in the Associate Person with ID window. The **Matching Source** field should contain the source code that has been assigned to the interface code on SAAWADF for the application type of the selected Web application. This source code can be changed if desired.

If no interface code has been specified for the application type on SAAWADF, then the **Matching Source** field will contain the default source code assigned to the user ID on GORCMUS. If no default source code has been assigned on GORCMUS, you will be able to select a source code from the List of Values.

Perform a Next Block to populate the Data Entry block with all of the data for the incoming electronic applicant record that is present in the temporary tables.

10. You can update or adjust the data in the Data Entry block if it does not meet your institution's data standards. These updates will be copied back to the temporary tables and used when the applicant's record is created.
11. Once the data has been "cleaned up", use a Next Block function to call the matching algorithm, or select the **Duplicate Check** button.
12. The incoming electronic application can be a match, a potential match, or a new record:
  - 12.1. If the incoming electronic application is found to be a match to someone in Banner, the Banner record will be displayed in the Match block.





- 15.4. Scroll through each procedure to find the procedures that have not been verified (i.e., the **Completion Indicator** checkbox is *not* checked). To resolve a procedure or routine, check the appropriate override (**Override Indicator**) box. If you override an individual routine, only the verification associated with that routine will be bypassed. If an entire procedure is overridden, none of the individual routines will have verification performed.
- 15.5. Once all routines and/or procedures are overridden, return to the main block of SAAEAPS. You can manually re-verify the application here by selecting Verify Application from the Options Menu, or you can re-run SARETMT.
16. Re-run SARETMT in update mode.

SARETMT will try to verify all records that were previously suspended and will attempt to re-verify all applications that originally failed verification. All applications that pass the match and verification processing will be pushed to Banner. Once an application has been pushed, the **Process** field will be set to *P*(ushed).

## Manually Matching, Verifying, and Pushing Electronic Applications

The following steps show how to manually match, verify, and push electronic applications into Banner using SAAEAPS.

1. Use the Electronic Application Process Form (SAAEAPS) to display received EDI applications.

To display the application(s) for a specific person, enter the electronic ID for that person in the Key Block or use a List function to display the Electronic Applicant Search Form (SOAEIDN), where you can search for an electronic applicant using name and ID.

You can also select only those applications added on a certain date by entering the **Add Date** in the Key Block field. Only applications matching the **Web ID** and/or **Add Date** in the Key Block will be displayed.

You can also enter the main block and query on certain fields. Those fields are: **Application Number, Application Type, Completion Indicator, Term, Source (with a value of EDI), Add Date, Accepted Indicator, Process, Process Date, Person Status, and Application Status.**

If you find applications that you believe are frivolous, they can be deleted using the Delete Record function. Once an application is deleted on SAAEAPS, its associated data is also deleted from the electronic application holding tables; therefore, the application will no longer be viewable on SAAETBL.

2. Flag applications for further processing.

If you will not process an application until a fee or certification is received, you might also want to set the **Accepted Indicator** to *N* until you receive the appropriate additional information required by your policies and procedures.

For those applications which you will further process, set this indicator to *Y*.

3. Perform any required manual verification steps.

Select the Verification Steps tab, use a Duplicate Item function, or select Manual Verification Steps from the Options Menu to transfer to the Verification Steps window. There may be two kinds of manual verification steps, those related to person data and those related to an application. You defined the manual verification steps which would be required on the Application Verification Steps Validation Form (STVASTA). One person-related step - ID Verification (*IDVR*) - is required by system processing and will be present whether or not you defined additional verification steps.

You must now either match the EDI applicant to an existing Banner person or create the person in Banner. Either of these functions also completes the ID Verification (*IDVR*) step. Continue with Step 3 through Step 10.

When you are positioned on the ID Verification (*IDVR*) step record, use a function key to perform special processing. The function can be performed if the ID Verification (*IDVR*) step has already been completed.

Use a Count Query Hits function or select Associate Person with ID from the Options Menu to transfer to the Associate Person with ID window, where you can choose which type of Banner ID to assign to the selected record in the **Select an ID** field.

- **Electronic ID** – This is the ID used to create the electronic application.
- **Local ID** – Used for applications filed via EDI where the applicant provided a Local ID.
- **SSN** – This is the SSN or other Federal ID number specified on the electronic application.
- **Banner ID** – Used if you wish to enter an explicit ID to be used by Banner.
- **Generate ID** – Indicates that Banner should generate an ID for this person.

4. After choosing the appropriate ID type, either save the changes or select the **Associate Person with an ID** button. This will display GOAMTCH.

5. The ID displayed on GOAMTCH should match the option chosen in the Associate Person with ID window. The **Matching Source** field should contain the source code that has been assigned to the interface code on SAAWADF for the application type of the selected Web application. This source code can be changed if desired.

If no interface code has been specified for the application type on SAAWADF, then the **Matching Source** field will contain the default source code assigned to the user ID

on GORCMUS. If no default source code has been assigned on GORCMUS, you will be able to select a source code from the List of Values.

Perform a Next Block to populate the Data Entry block with all of the data for the incoming electronic applicant record that is present in the temporary tables.

6. You can update or adjust the data in the Data Entry block if it does not meet your institution's data standards. These updates will be copied back to the temporary tables and used when the applicant's record is created.
7. Once the data has been "cleaned up", use a Next Block function to call the matching algorithm, or select the **Duplicate Check** button.
8. The incoming electronic application can be a match, a potential match, or a new record:
  - 8.1. If the incoming electronic application is found to be a match to someone in Banner, the Banner record will be displayed in the Match block.
  - 8.2. If the incoming electronic application is found to be a potential match against more than one existing Banner record, then all of the possible matches will be displayed in the Potential Matches window.
  - 8.3. If the electronic application is found to be a new record, an Alert Box will be displayed with a message asking if you want to create the new person.
9. If the person is found to be an exact match, you can do one of three things:
  - 9.1. Match the incoming record to the Banner record but not update any null fields that exist for the person in Banner by selecting the **Select ID** button.
  - 9.2. Match the incoming record to the Banner record and choose to update any null fields that exist for the person in Banner with data on the incoming record by selecting the **Update ID** button.
  - 9.3. Choose to ignore the matched status, and create the person as new by selecting the **Create New** button.
10. After selecting one of the options above, the user will be returned to the Verification Steps window, and the ID Verification (*IDVR*) step will be marked as complete. Continue processing the electronic applicant as needed.
11. Verify the application data.

Select Verify Application from the Options Menu to verify the application data. Verification performs all verification procedures and routines attached to the application which have not been overridden.

After an application has been verified, its **Accepted Indicator** on the main window of SAAEAPS is set either to *E*, which indicates that errors were found during verification, or *V* for verification complete.

## 12. Review error, override verification, or correct data.

If errors are encountered during verification, select Review Results from the Options Menu or use a Next Block function to review the results. The Verification/Load Results window is displayed.

In the System Verification Procedures section of this window, each procedure and its associated routines are displayed, one procedure at a time. You scroll through the procedures using the scroll bar or Next and Previous Record functions, and the associated routines are displayed for each procedure. As you scroll through the procedures, you can ignore any which have already been overridden or which have passed verification. (The **Completion Indicator** checkbox is checked.)

Verification errors must be resolved before the data can be loaded into the Banner permanent tables from the holding tables. You resolve verification errors by overriding the routine which failed or by overriding the entire procedure. If you override an individual routine, only the verification associated with the individual routine will be by-passed. If you override the procedure, none of the individual routines will be performed. Only those procedures or routines for which override is allowed (defined on SAAECRL) can be overridden. If you attempt to override a procedure or routine when an override is not allowed, an error message displays, and the override is not processed.

After overriding all routines or procedures that you wish to have ignored, use the Return button to return to the main window of SAAEAPS, and select Verify Application from the Options Menu to verify the information again. Only data which had not previously been verified is processed. Procedures in which you overrode routines can now be verified.

You should continue verifying data and overriding routines and procedures until verification is complete (the **Accepted Indicator** displays *V* for Verified). When you push data into the permanent tables, data for procedures which have been verified is loaded, regardless of the status of other data.

## 13. Load the verified information into the permanent tables.

Select Load Application from the Options Menu or use an Insert Record function to push the data to the permanent tables. After you have pushed the data, you can view the results by selecting Review Results from the Options Menu or by using a Next Block function to access the System Verification Procedure section of the Verification/Load Results window. Scroll until you reach procedure P900, the PUSH Verification Procedure. The routines associated with this procedure push actual pieces of data. Data has been pushed for routines which are complete, and the message associated with each completed routine will tell you the number of records created or updated.

## Race/Ethnicity Processing

Ethnicity category and race data can be captured in Recruiting and Admissions in Banner Student. This processing ties into Banner Human Resources and Banner General. Banner Human Resources collects and reports on ethnicity, ethnic category (Hispanic or Latino and Not Hispanic or Latino), and race separately, as well as on multiple races for an individual. Banner General collects and displays the value of *RACE*.

### Prerequisites

Do the following setup before installation.

#### **Warning**

Before release 7.3 is installed, mappings for race, institutional race, and ethnic category *must* be set up in Ethnic Code Validation Form (STVEHTN), and race codes *must* be updated on the Race Rules Form (GORRACE).

In addition, if you load AMCAS files using SRTLOAD and currently have conversion rules for validation table *ETHR*, please be sure that those rules are correct. ■

The upgrade process will check STVETHN for institutional race values that are associated with ethnic codes on SOTCNVT for *ETHR* and then build new SOTCNVT rules for *RACE* using GORRACE. Incoming race values will be converted using *RACE* (GORRACE) versus using *ETHR*. The *ETHR* rules will still be valid and will be used with AMCAS processing but should be reviewed. The use of the conversion rule *ETHR* is discussed in further detail in the “Race/Ethnicity Functionality for AMCAS” topic.

When release 7.3 is installed, the SRTSUPL temporary table and the SABSUPL permanent table will be modified to accommodate three position race fields that are validated on GORRACE. If the release is installed without having these STVETHN and GORRACE rules set up, you may lose existing SOASUPL race codes in production and SRTSUPL temporary table race codes, if values that existed prior to the upgrade cannot be converted to the equivalent three digit race codes during the installation. The scripts for the conversions are run during the upgrade process when the tables and fields are changed from two digits to three digits.

#### **Note**

*Please refer to the following checklist for processing and conversion steps.* ■

## Processing Checklist

The following steps should be performed *before* installing this functionality:

1. Run the `srstvethn.sql` script, found in the Plus directory.

This script checks STVETHN to determine which ethnic codes have no equivalent race codes and are not able to be converted.

This script also checks GORRACE to determine which race codes are mapped to more than one ethnic code and are not able to be converted.

2. Update your data in STVETHN and/or GORRACE based on the results of the script.
3. If you process AMCAS files using SRTLOAD, review the SOTCNVT/*ETHR* rules to make sure they are correct.

The following steps should be performed *after* installing this functionality:

1. Review any new SOTCNVT/*RACE* rules for AMCAS processing.
2. Review SOTCNVT/*ETHR* rules for AMCAS processing.
3. Review all seed data, table changes, and database changes as needed to test the setup at your institution.
4. Run the `supsprac1.sql` and `supsprac2.sql` scripts.

The `supsprac1.sql` script copies race data in the SRTSUPL temporary table to the SRTPRAC temporary table.

The `supsprac2.sql` script copies race data in the SABSUPL permanent table to the GORPRAC permanent table.

### **Warning**

These two scripts are optional and are *not* executed during the upgrade process. You *must* run them after the upgrade is performed. ■

## Processing

Race/ethnicity processing can be tracked and is processed using the following forms and/or reports:

- SPAPERS
- SPAIDEN
- SRAQUIK
- SAAQUIK

- SRAPREL
- SRIPREL
- SOTCNVT
- SRRPREL
- SRTLOAD
- SRTPURG

SRTLOAD accommodates the incoming race fields and loads the values to the new SRTPRAC temporary repeating table. SRTLOAD still processes race for AMCAS in the current manner with regard to SRTSUPL.

The incoming race data will be converted via SOTCNVT based on RACE (GORRACE) prior to being loaded to SRTPRAC/GORPRAC. AMCAS race will also continue to be loaded to the SRTSUPL/SOASUPL/SABSUPL Race1 through Race 10 fields. Values will be loaded to the permanent tables for use with SPAIDEN, SPAPERS, SRAQUIK, and SAAQUIK. SRRPREL will load race and ethnicity (Hispanic or Latino and Not Hispanic or Latino) to the appropriate Banner tables. SRRPREL will also update the SPBPERS\_CONFIRMED\_RE\_CD and SPBPERS\_CONFIRMED\_RE\_DATE fields, when the SPBPERS\_ETHN\_CODE and GORPRAC\_RACE\_CDE values are inserted.

 **Note**

The push process that loads data does not change or overwrite data if that data already exists in Banner. Only a single value can exist for ethnicity. While multiple race values may exist, if new race values are submitted, only those values that are unique are added to GORPRAC. ■

The Prospects module in Banner Student Self-Service captures the ethnicity /ethnic category (Hispanic or Latino and Not Hispanic or Latino) and race values that are submitted online by prospects. A single ethnic category may be submitted. Multiple race codes can be submitted. After the data is submitted, it is loaded to the same temporary tables/fields (SRTPEERS for ethnicity/ethnic category and SRTPRAC for race) that are updated using SRTLOAD for incoming test score/search data. Once ethnic and race values have been loaded to the temporary tables, all the electronic prospect processing that follows mirrors tape load processing.

The Admissions module in Banner Student Self-Service captures the ethnicity/ethnic category (Hispanic or Latino and Not Hispanic or Latino) and race values that are submitted online by applicants. A single ethnic category may be submitted. Multiple race codes can be submitted. After the data is submitted, it is loaded to the temporary tables/ fields (SARPEERS for ethnicity and SARPRAC for race).

SAAETBL reflects the use of the ethnic category and race data in the temporary tables. The push process will validate the data and allow for overwrite/push of the ethnic and race data from the temporary tables to SPBPERS and GORPRAC, respectively. Also, the push process will update the SPBPERS\_CONFIRMED\_RE\_CD and the

SPBPERS\_CONFIRMED\_RE\_DATE fields when both the ethnic category and race codes are loaded to Banner, to indicate the data has been reported and confirmed directly from the applicant.

The push process will also allow an overwrite of the ethnic category and race data that exists in Banner when the routine to overwrite existing ethnic category or existing race has been added to SAAECRL by the institution for the chosen application type.

In the case of the overwrite existing ethnic category, the single existing ethnic category in SPBPERS will be overwritten by the SRAPERS ethnic category. If the overwrite is not added by the institution, when the data is loaded, it will be inserted if the value is null. If the overwrite is not added by the institution, when the data is loaded, it will not be inserted if the value is not null.

Two fields on SPAPERS are updated to indicate that the incoming race and ethnic data and the date have been confirmed. When any race or ethnicity data in the temporary table that has been reported by the individual using test scores or self-service is loaded to production through SPBPERS, then the SPBPERS\_CONFIRMED\_RE\_CD column is updated to *Y* to indicate that the data has been confirmed, and the SPBPERS\_CONFIRMED\_RE\_DATE column is updated to the date the data is pushed to Banner from SPBPERS. These two fields do not have associated temporary table fields, so these fields are updated directly in SPBPERS.

 **Note**

Historical ethnicity and race data will not be saved. Existing ethnicity data in SPBPERS will be overwritten by SRKPREL. Existing “new ethnicity” data in SPBPERS will be overwritten unless the value is NULL/None.

In the case of the overwrite existing race, all existing race codes on GORPRAC will be deleted and the SRAPRAC race codes will be inserted into GORPRAC. If the overwrite is not added by the institution, when the data is loaded, it will insert race codes if the value is null. If the overwrite is not added by the institution, when the data is loaded, it will not add or update race codes if race codes exist. ■

## Race/Ethnicity Functionality for AMCAS

AMCAS processing as of Release 7.2 used *ETHR* on SOTCNVT for the conversion of ethnicity values to race values on SABSUPL. Incoming AMCAS race values were converted to a race value from STVETHN using the conversion table value *ETHR*, since there was no existing Banner *RACE* code.

AMCAS processing as of Release 7.3 will continue to use *ETHR* on SOTCNVT, but for a different reason. When the AMCAS Hispanic Indicator is set to *N*, the value for AMCAS RACE CODE 1 is loaded to the SRTPERS\_ETHN\_CODE field. In order for RACE CODE 1 to be converted to an appropriate ethnic code, the conversion rule to convert RACE CODE 1 to an ethnicity must be valid. *ETHR* is used on SOTCNVT to change the incoming RACE CODE 1 to the SPBPERS\_ETHN\_CODE value.



AMCAS loads up to ten ethnic codes and ten race codes to SABSUPL/SOASUPL. Incoming ethnic and race codes are now different values. The value from STVETHN is used to convert ethnicity (SOTCNVT rule *ETHN*) and RACE CODE 1, (SOTCNVT rule *ETHR*), when the AMCAS Hispanic Indicator is set to *N* for the validation and conversion on SOTCNVT.

- On SOTCNVT, the incoming ethnic codes are converted and loaded to SRTSUPL and SRTPERS using the *ETHN* value from STVETHN.
- On SOTCNVT (when the AMCAS Hispanic Indicator is set to *N*), the incoming RACE CODE 1 is converted and loaded to SRTPERS using the *ETHR* value from STVETHN.

The Hispanic Indicator is loaded to SABSUPL/SOASUPL and also to SRTPERS/SPBPERS.

- The incoming Hispanic Indicator is loaded to temporary tables/fields SRTSUPL\_HISP\_IND and SRTPERS\_ETHN\_CATEGORY.
- The incoming Hispanic Indicator is loaded to permanent tables/fields SABSUPL\_HISP\_IND and SPBPERS\_ETHN\_CDE.

In summary:

- On SOTCNVT, the incoming ethnic codes are converted and loaded to SABSUPL/SOASUPL using the *ETHN* value from STVETHN. These are two character codes.
- On SOTCNVT, incoming race codes are converted and loaded to SRTSUPL/SABSUPL and SRTPRAC/GORPRAC using the *RACE* value from GORRACE. These are three character codes.
- If the incoming Hispanic Indicator is set to *Y*, ETHN CODE 1 is loaded to the SRTSUPL\_ETHNIC\_CODE\_SELF field and the SRTPERS\_ETHN\_CODE field.
- If the incoming Hispanic Indicator is set to *N*, RACE CODE 1 is loaded to the SRTSUPL\_ETHNIC\_CODE\_SELF field and the SRTPERS\_ETHN\_CODE field.  
The RACE 1 value is three characters in length and is converted from GORRACE (SOTCNVT/*RACE*).
- When the Hispanic Indicator is set to *N*, it will look at the incoming RACE CODE 1 value and convert it to ethnicity for the SRTPERS\_ETHN\_CODE field using the *ETHR* rule on SOTCNVT. *ETHR* is used to convert the incoming race values to a valid ethnic code that will be loaded to the SRTPERS\_ETHN\_CODE field.

## Using the Electronic Prospect Load (SRTLLOAD)

SRTLLOAD validates incoming race values against the conversion process using SOTCNVT/GORRACE. SRTLLOAD will continue to convert ethnic codes based on STVETHN.

SRTLOAD also converts AMCAS RACE CODE 1 to the S RTPERS\_ETHN\_CODE value when the incoming AMCAS Hispanic Indicator is set to *N* and based on the SOTCNVT rule *ETHR*.

AMCAS race values are loaded to both SRTSUPL and SRTPRAC. The race values for AMCAS will be always be the same in both tables and can be viewed on SRIPREL/ SRAPREL. Non-AMCAS race values are only loaded to SRTPRAC.

SRTLOAD updates the following fields on SRTPRAC:

Field	Data
SRTPRAC_RIDM	Temporary recruiting record RIDM
SRTPRAC_RACE_CDE	Converted race code based on SOTCNVT/ <i>RACE</i>
SRTPRAC_USER_ID	User ID that ran SRTLOAD when table was loaded
SRTPRAC_ACTIVITY_DATE	Date/timestamp loaded to temporary table

SRTLOAD updates the S RTPERS\_ETHN\_CDE with the AMCAS HISP\_IND value.

- If the AMCAS HISP\_IND value is set to *Y*, the S RTPERS\_ETHN\_CDE is set to *1*.
- If the AMCAS HISP\_IND value is set to *N*, the S RTPERS\_ETHN\_CDE is set to *2*.

The AMCAS\_HISP\_IND value will also continue to be loaded to the SRTSUPL\_HISP\_IND field.

## Purging Data

The Electronic Prospect Purge (S RTPURG) will purge data from the SRTPRAC temporary table and the S RTPERS\_ETHN\_CATEGORY column. The Electronic App Purge Process (SARETPG) will purge data from the SARPRAC table and the SARPERS\_ETHN\_CATEGORY column.

## Self-Service Race and Ethnicity Survey

You can present an optional survey to Banner Student Self-Service users to obtain ethnicity and race information for prospects and applicants. If the survey parameters have been established in Banner Web General, when a user successfully logs on to Self-Service, the survey will be presented and the user will have the option to complete the survey at that time or to complete it later. Once the user has completed the survey, it will no longer be presented to that user.

The prospect push process updates the biographical fields on SPAIDEN. The **New Ethnicity** field is updated with the ethnic category data, and the **Race** field is updated with race information. Historical data for ethnicity and race is not retained when new data is

supplied. On SPAPERS, the **Ethnicity and Race Confirmed** checkbox is checked and the **Confirmed Date** field is populated when either ethnic category or race information is supplied.

Note the following warning when setting up the Web for Prospects Selection Rules Form (SRAWPRO) and determining which Web prospect selection codes are required for use with the race and ethnicity survey. This warning also applies to setting up the Web Application Section Rules Form (SAAWAPP) and determining which Web application section codes are required for use with the race and ethnicity survey.

### **Warning**

Depending on your locale, it might be illegal to require users to provide ethnicity and race information. Do not check the **Required** checkbox on SAAWAPP for the *PERSONAL* (Personal Information) Web application section code or the **Response Required on Web** checkbox on SRAWPRO for the *ETHNICITY* (Prospect Ethnicity/Race) Web prospect selection code if requiring users to provide ethnicity and race information is prohibited.

If such a regulation applies to your institution, you must also review your existing Web application and prospect selection definitions, and uncheck these checkboxes for any application and prospect codes for which they are currently checked. ■

## Survey Questions Presentation

The presentation of the survey questions “What is your ethnicity?” and “Select one or more races to indicate what you consider yourself to be.” follows specific guidelines from the NCES. The answer choices are presented as checkboxes, instead of pulldown lists. This was done on purpose, as SunGard decided that these questions and answers should be the same for all users. The questions and answers should not be stored at the application type level where they could be customized based on the Web application types for graduates, undergraduates, and so on, on SAAWAPP. Storing the questions as information text (instead of as Web section labels from SAAWAPP) provides a unified look across Banner Self-Service between the Main Race Survey in Banner Web for General and the Web Admissions Survey in Banner Student Self-Service. The focus group for these updates reviewed the form layout and the question storage and agreed to the design. The same layout format was applied in both Banner Web for General and Banner Student Self-Service.

## AMCAS (American Medical College Application Service) Load Procedures Using SRTLOAD

### Introduction

The Electronic Prospect Load (SRTLOAD) can be used to load application data provided by the American Medical College Application Service (AMCAS) to the Banner database. This section reviews the set-up steps and procedures for loading AMCAS applications.

AMCAS application data is submitted to institutions using code values determined and published by AMCAS. These values often must be translated to appropriate, valid Banner values. Valid Banner values can be maintained as conversion rules on the Tape Code Conversion Form (SOTCNVT) or on Banner validation tables.

In addition, the AMCAS data load process requires a number of values to construct data in appropriate Banner format. Appropriate processing rules values are maintained on the Electronic Admissions Application Rules Form (SAAERUL) for the group codes *PREL*, *AGPA*, and *ACRH*.

 **Note**

It is suggested for AMCAS processing that *PREL* group code rules that are specific to AMCAS be copied to a new group code. For example, all *PREL* rules can be copied to a new group code of *AMCS* (AMCAS Rules). All rules and settings specific to AMCAS can be modified and maintained for this group code so that SAAERUL settings do not have to be changed or monitored closely when processing various tapes.

The same procedure can be followed for other file processing. For example, SRKPREL will check SAAERUL to see if the Electronic Prospect Group (STVEGRP) rule equals the Electronic Prospect Load Validation (STVPREL) rule for *AMCS* for the SAAERUL values, and if there is no *AMCS* value, it will use the SVTEGRP rule that is equal to *PREL*. ■

Both application and conversion rules (SOTCNVT) may require values established in a number of other Banner validation tables, and a number of new validation values may be required by the AMCAS load process. One-to-one matches use the validation tables. Matches that are not one-to-one use the rules on SOTCNVT.

 **Note**

AMCAS uses specific sets of nation codes and major codes which may be updated from time to time. AMCAS nation and major codes are listed in a variety of AMCAS publications and are also available on the file from AMCAS. ■

The following values are converted from the value on the incoming tape to the appropriate Banner value and loaded to the appropriate temporary tables. Not all SOTCNVT values are used by AMCAS.

Value	Description
ADMT	Used to load admissions type on SAAADMS
CAMP	Not used by AMCAS
CITZ	Not used by AMCAS
CNTY	Used to load county code

Value	Description
DEGC	Used for prior college degree (STVDEGC)
DEGA	Converts the value for APPL_TYPE on the incoming AMCAS file to an application degree on SAAADMS and overrides the degree loaded by SRTLOAD for the AMCAS Degree Code parameter (STVDEGC)
DEPT	Not used by AMCAS
EDLV	Not used by AMCAS
EGOL	Used for prior college education goals
ESEL	Used to load special consideration based on the Disadvantaged flag on the incoming AMCAS file
ETHN	Used to load ethnicity (STVETHN) to SPBPERS and SABSUPL
ETHR	Used to convert and load RACE 1 value to SABSUPL based on STVETHN when the AMCAS HISP_IND is set to N.
GNDR	Used to load gender if a conversion is necessary, but not used by AMCAS
HGPA	Not used by AMCAS
INTS	Not used by AMCAS
INTP	Not used by AMCAS
MAJR	Not used by AMCAS
MAJP	Not used by AMCAS
NATN	Used to load nation information
RACE	Used to load race (GORRACE) to GORPRAC
RELG	Not used by AMCAS
SBGI	Used to load college information
SBGH	Not used by AMCAS
STAT	Used by to load state codes
TADM	Not used by AMCAS

Value	Description
TEAC	Used to load setting of MCAT non-standard indicator from AMCAS to the test score accommodation on SOATEST/SORTEST_TEAC_CODE when test scores are loaded
TEFR	Used to load MCAT series code when test scores are loaded to the test form number on SOATEST/SORTEST_TEFR_CODE
TERM	Not used by AMCAS
TESC	Can be used by AMCAS if you do not want to load the hard-coded values
TSPT	Not used by AMCAS (Used to load test percentile for SAT, GRE)
VTYP	Used to load visa type

Two sections follow. The first section, (“AMCAS Application Load Processing Set-up”), deals with set-up steps which are required before processing the first AMCAS application file. The second section, (“AMCAS Application Load Processing and Reporting Procedures”), deals with the actual AMCAS application data load process and related steps.

## AMCAS Application Load Processing Set-up

### Note

Scripts have been delivered with the following: codes for baseline tape load AMCAS processing, values used for the conversion from SOAXREF to SOTCNVT, and SAAERUL rules for the group code *PREL*, so that very little preparation/set-up is required. It is recommended that you review the SOTCNVT conversion values and establish the necessary rules on SAAERUL. In addition, it is suggested that you review all tape load processing validation and rules forms prior to processing your first AMCAS file using baseline tape load processing procedures. ■

1. Review validation forms and build new values if required.
  - 1.1. Verify that values exist in the Degree Code Validation Form (STVDEGC) for the necessary degree types, or build new entries as needed.

If values for the degree types do not exist in STVDEGC, you will not be able to convert the AMCAS values to appropriate Banner values on the Tape Code Conversion Form (SOTCNVT).

If the values are not converted to valid Banner degree codes on SOTCNVT or exist as a one-to-one relationship in the STVDEGC validation table, the degree data reported by AMCAS will not be loaded.

- 1.2. Verify that values exist in the Degree Code Validation Form (STVDEGC) for the necessary degree types that will be used to convert the `APPL_TYPE` on the AMCAS file to the appropriate degree code for your applicant.

If values for the application degree types do not exist in STVDEGC, you will not be able to convert the AMCAS values for `APPL_TYPE` to appropriate Banner values on the Tape Code Conversion Form (SOTCNVT).

If the values for `APPL_TYPE` are not converted to valid Banner degree codes on SOTCNVT, the value for `APPL_TYPE` reported by AMCAS will not be converted or loaded as the application degree.



**Note**

On SOTCNVT for the interface tape *AMCS* (AMCAS), you *must* use the validation table name *DEGA* in order to convert the AMCAS value for `APPL_TYPE` to Banner as the application degree. Both prior college degree codes and application degree codes exist in STVDEGC, but in order for the tape load process to know which codes to convert to the prior college degree versus the application degree, it is important to use *DEGA* on SOTCNVT for the application degree.

This conversion of the AMCAS `APPL_TYPE` allows for a different degree code to be loaded for the applicant besides the one from the SRTLOAD parameter. If there is a converted value on SOTCNVT for *DEGA* for the AMCAS `APPL_TYPE`, the converted value will load first as the application degree. If there is no converted value on SOTCNVT for *DEGA*, then the required degree code listed as the SRTLOAD parameter value will be loaded as the application degree. ■

- 1.3. Verify that values exist in the Eligibility Factor Validation Form (STVESEL) for the necessary special consideration types, or build new entries as needed.

If values for these consideration types do not exist in STVESEL, you will not be able to convert the AMCAS values to appropriate Banner values on SOTCNVT.

If the values are not converted to valid Banner codes on SOTCNVT or exist as a one-to-one relationship in the STVESEL validation table, the special consideration request data reported by AMCAS will not be loaded.

- 1.4. Verify that values exist in the Educational Goal Validation Form (STVEGOL) for the necessary program types (referred to as educational goals in Banner), or build new entries as needed.

If values for these program types do not exist in STVEGOL, you will not be able to convert the AMCAS values to appropriate Banner values on SOTCNVT.

If the values are not converted to valid Banner codes on SOTCNVT or exist as a one-to-one relationship in the STVEGOL validation table, the program type data reported by AMCAS will not be loaded.

- 1.5. Verify that values exist in the Ethnic Code Validation Form (STVETHN) for the necessary *ethnic* categories, or build new entries as needed.

If values for these *ethnic* categories do not exist in STVETHN, you will not be able to convert the AMCAS values to appropriate Banner values on SOTCNVT.

If the values are not converted to valid Banner codes on SOTCNVT or exist as a one-to-one relationship in the STVETHN validation table, *ethnicity* data reported by AMCAS will not be loaded.

- 1.6. Verify that *ethnic* values also exist in the Ethnic Code Validation Form (STVETHN) for the appropriate conversion of the incoming AMCAS *race* categories, or build new entries as needed. When the AMCAS Hispanic Indicator is set to *N*, the AMCAS RACE CODE 1 value is loaded as the SPBPERS\_ETHN\_CODE. Please see the Note below.

If values for these *race* categories do not exist in STVETHN, you will not be able to convert the AMCAS values to appropriate Banner values on SOTCNVT.

If the values are not converted to valid Banner codes on SOTCNVT or exist as a one-to-one relationship in the STVETHN validation table, *race* data reported by AMCAS will not be loaded.

- 1.7. Verify that values exist in the Race Rules Form (GORRACE) and that associated race values have been entered, if necessary, on the Ethnic Code Validation Form (STVETHN) for the race codes, or build new entries as needed.

If values for these race codes do not exist in GORRACE, you will not be able to convert the AMCAS values to appropriate Banner values on SOTCNVT.

If the values are not converted to valid Banner codes on SOTCNVT or exist as a one-to-one relationship in the STVETHN validation table, race data reported by AMCAS will not be loaded.

 **Note**

On SOTCNVT, for the interface tape AMCS (AMCAS), you must use the validation table name *ETHR* in order to convert the AMCAS RACE CODE 1 to an ethnic code that will be loaded to SPBPERS when the AMCAS Hispanic Indicator is set to *N*.

When the AMCAS Hispanic Indicator is set to *N*, the RACE CODE 1 value is loaded to SPBPERS\_ETHN\_CODE and to SABSUPL. The race code is a three character value, so a corresponding ethnic code *must* be used to translate the incoming RACE CODE 1 to the appropriate Banner ethnic code.

Since ethnicity codes are converted based on values in STVETHN, in order for the tape load process to know when to convert an incoming



AMCAS ethnic code to SPBPERS\_ETHN\_CODE versus converting an incoming AMCAS RACE CODE 1 to SPBPERS\_ETHN\_CODE, it is important to use *ETHR* on SOTCNVT for the RACE CODE 1 for AMCAS.

When the AMCAS Hispanic Indicator is set to Y, the ETHNIC CODE 1 will be loaded to SPBPERS\_ETHN\_CODE, based on the appropriate *ETHN* conversion. Values for SOTCNVT/*ETHN* will be loaded to the SPBPERS\_ETHN\_CODE and SABSUPL\_ETHNIC fields based on incoming AMCAS ethnic codes.

SOTCNVT/*ETHR* will load the incoming RACE CODE 1 to the SPBPERS\_ETHN\_CODE and SABSUPL\_ETHNIC fields when the AMCAS Hispanic Indicator is set to N.

All validation for ethnicity and incoming race 1 values to ethnicity, exists in the same Banner validation table (STVETHN), but the use of validation of either *ETHN* or *ETHR* on SOTCNVT determines how these values are converted. ■

- 1.8. Verify that values exist in the Visa Type Code Validation Form (STVVVYP) for the necessary visa types, or build new entries as needed.

If values for these visa types do not exist in STVVVYP, you will not be able to convert the AMCAS values to appropriate Banner values on SOTCNVT.

If the values are not converted to valid Banner codes on SOTCNVT or exist as a one-to-one relationship in the STVVVYP validation table, the visa data reported by AMCAS will not be loaded.

- 1.9. Verify that a value exists in the Test Accommodation Validation Form (STVTEAC) for the necessary accommodation type, or build a new entry if needed.

If a value for this test accommodation type does not exist in STVTEAC, you will not be able to convert the AMCAS value to an appropriate Banner value on SOTCNVT.

If the values are not converted to valid Banner codes on SOTCNVT or exist as a one-to-one relationship in the STVTEAC validation table, test data will be loaded, but no indication of a non-standard test administration will be populated when non-standard administration is reported by AMCAS.

- 1.10. AMCAS reports majors pursued at other institutions using specific AMCAS code values. Some majors pursued at other institutions may already be in your version of the Major, Minor, Concentration Code Validation Form (STVMAJR).

Verify that values exist in the Major, Minor, Concentration Code Validation Form (STVMAJR) for the necessary major types, or build new entries as needed

If values for AMCAS majors do not exist in STVMAJR, you will not be able to convert the AMCAS values to appropriate Banner values on SOTCNVT.

If the AMCAS major codes are not converted to valid Banner codes on SOTCNVT or exist as a one-to-one relationship in the STVMAJR validation table, the prior college major data reported by AMCAS will not be loaded.

- 1.11.** AMCAS reports nations using specific AMCAS codes. Verify that values exist in the Nation Code Validation Form (STVNATN) for the necessary nation codes, or build new entries as needed.

If values for AMCAS nation codes do not exist in STVNATN, you will not be able to convert the AMCAS values to appropriate Banner values on SOTCNVT.

If AMCAS nation codes are not converted to valid Banner codes on SOTCNVT or exist as a one-to-one relationship in the STVNATN validation table, the nation data reported by AMCAS will not be loaded.

- 1.12.** AMCAS reports county information using a combination of county and state code. The AMCAS load process will load both legal county and county of birth, if appropriate conversion values are defined. Your institution may choose to load some, all, or no county information.

Verify that values exist in the County Code Validation Form (STVCNTY) for the necessary county codes, or build new entries as needed.

If values for AMCAS counties do not exist in STVCNTY, you will not be able to convert the AMCAS values to appropriate Banner values on SOTCNVT.

If AMCAS county codes are not converted to valid Banner codes on SOTCNVT or exist as a one-to-one relationship in the STVCNTY validation table, the county data reported by AMCAS will not be loaded.

 **Note**

You can build values on SOTCNVT for AMCAS state/county codes, if you want to load county of birth and county of residence data. AMCAS reports both county of birth and county of residence. If you choose not to load county data, skip this step.

To report this county data, AMCAS uses a combination of state and county codes. (The same county code may be used with multiple states.) In order to load this AMCAS information, you will need to do the following:

- Determine the counties which you want to load. In most cases, only state-supported schools will need to load county data, and then only for counties in their home state.
- Develop codes on the County Code Validation Form (STVCNTY) for the counties for which data should be loaded. Note that, unlike AMCAS,

STVCNTY does not use state to distinguish among counties in different states, and that each county code must be unique.

- 1.13. Verify that values exist in the State/Province Code Validation Form (STVSTAT) for the necessary state/province codes, or build new entries as needed.

If values for AMCAS states/provinces do not exist in STVSTAT, you will not be able to convert the AMCAS values to appropriate Banner values on SOTCNVT.

If AMCAS state codes and/or provinces are not converted to valid Banner codes on SOTCNVT or exist as a one-to-one relationship in the STVSTAT validation table, the state/province data reported by AMCAS will not be loaded.

- 1.14. Verify that values exist in the Admission Type Code Validation Form (STVADMT) for the necessary early decision or standard application types or build new entries as needed.

If a value for AMCAS early decision does not exist in STVADMT, you will not be able to convert the AMCAS values to appropriate Banner values on SOTCNVT.

If AMCAS early decision values are not converted to valid Banner codes on SOTCNVT or exist as a one-to-one relationship in the STVADMT validation table, an early decision value reported by AMCAS will not be loaded.

- 1.15. Verify that values exist in the Source/Background Institution Code Validation Form (STVSBGI) for the necessary prior colleges or build new entries as needed.

If values for prior colleges do not exist on STVSBGI, you will not be able to convert the AMCAS values to appropriate Banner values on SOTCNVT.

If AMCAS prior college values are not converted to valid Banner codes on SOTCNVT or exist as a one-to-one relationship in the STVSBGI validation table, college codes reported by AMCAS will not be loaded.

 **Note**

You may not want to have all prior college codes set up in STVSBGI. AMCAS files will report up to six different college codes. If you do not want or need all possible six prior college codes to be loaded, you can use the AMCAS SAAERUL rules for *UNKNOWNPCOL2*, *UNKNOWNPCOL3*, *UNKNOWNPCOL4*, *UNKNOWNPCOL5*, and *UNKNOWNPCOL6*. You will still need to update the value for each of these rules on SAAERUL to provide a default value that can be used when each prior college does not convert. ■

- 1.16.** Verify that values exist in the Applicant GPA Type Validation Form (STVGPAT) for the necessary grade point average types, or build new entries as needed.

If values for these GPA types do not exist in STVGPAT, you will not be able to define an appropriate conversion value on the Electronic Admissions Application Rules Form (SAAERUL) for the group code *AGPA*.

If appropriate values are not defined on SAAERUL for group *AGPA*, the grade point average data reported by AMCAS will not be loaded.

### **Value**

*Freshman BCPM GPA*

*Freshman AO GPA*

*Freshman Total GPA*

*Sophomore BCPM GPA*

*Sophomore AO GPA*

*Sophomore Total GPA*

*Junior BCPM GPA*

*Junior AO GPA*

*Junior Total GPA*

*Senior BCPM GPA*

*Senior AO GPA*

*Senior Total GPA*

*PBUG BCPM GPA*

*PBUG AO GPA*

*PBUG Total GPA*

*Cumulative UG BCPM GPA*

*Cumulative UG AO GPA*

*Cumulative UG Total GPA*

*Graduate BCPM GPA*

*Graduate AO GPA*

*Graduate Total GPA*

### **Note**

There are no specific AMCAS values which must be translated for these GPA types. You must define appropriate codes so that you can enter the appropriate rule value on SAAERUL. ■

- 1.17.** Verify that values exist in the Applicant Course Summary Type Validation Form (STVCRSS) for the necessary course summary types, or build new entries as needed.

If values for these course summary types do not exist in STVCRSS, you will not be able to define an appropriate conversion value on SAAERUL.

If appropriate values are not defined on SAAERUL for the group *AGPA*, course summary data reported by AMCAS will not be loaded.

### Value

*Freshman BCPM Hours*

*Freshman AO Hours*

*Sophomore BCPM Hours*

*Sophomore AO Hours*

*Junior BCPM Hours*

*Junior AO Hours*

*Senior BCPM Hours*

*Senior AO Hours*

*PBUG BCPM Hours*

*PBUG AO Hours*

*Cumulative UG BCPM Hours*

*Cumulative UG AO Hours*

*Graduate BCPM Hours*

*Graduate AO Hours*

*Pass/Fail Hours Failed Hours*

*Pass/Fail Hours Passed Hours*

*AP Hours*

*CLEP Hours*

*High School BCPM GPA*

*High School AO GPA*

*High School Total GPA*

### Note

There are no specific AMCAS values which must be translated for these course summary types. You must define appropriate codes so that you can enter the appropriate rule values on SAAERUL. ■

- 1.18. Verify that values exist in the Test Code Validation Form (STVTEC) for the necessary test types, or build new entries as needed.

If values for these test types do not exist in STVTEC, you will not be able to convert the AMCAS values (or in this case the delivered AMCAS test codes) to appropriate Banner values on SOTCNVT.

If the values are not converted to valid Banner codes on SOTCNVT or exist as a one-to-one relationship in the STVTEC validation table, the test type data reported by AMCAS will not be loaded.

### Note

All MCAT test score codes have been delivered for STVTEC. These MCAT test scores are hardcoded for use by SRTLOAD. If your institution used different MCAT test scores prior to using this baseline version of

AMCAS processing or does not choose to use the delivered test scores, the test scores can be converted using SOTCNVT. The tape value would equal the delivered test code, and the conversion code would equal the MCAT test score you prefer to use. ■

- 1.19. Verify that a value exists in the Admission Test Score Source Code Validation Form (STVTSRC) for *Reported by AMCAS*, or build a new entry if needed.

If an appropriate value does not exist in STVTSRC, you will not be able to define a test source value on the Interface Validation Form (STVINFC).

If no appropriate test score source is defined on STVINFC, MCAT test data will still be loaded, but will be missing a test score source.

- 1.20. AMCAS reports an MCAT Series Code which indicates the test series number used by the application when the MCAT tests were taken. This value will be loaded into each MCAT test record inserted by SRTLOAD (stored in the column SRTTEST\_TEFR\_CODE). The MCAT series code is a numeric value between 00 and 99. Load these 100 values into the Test Form Validation Form (STVTEFR) so that the MCAT Series Code can be loaded.

 **Note**

If you do not wish to load all 100 values during set-up, you can use the results from SRTLOAD to determine those values which are in the current AMCAS file which do not already exist in STVTEFR. After running SRTLOAD in Audit Mode, review the validation errors to determine the TEFR codes that did not convert. Then create any missing values before continuing to process the current AMCAS file. You may set up an SOTCNVT conversion for *TEFR*, but if the valid STVTEFR code matches the tape value, the *TEFR* code will be loaded. ■

- 1.21. Verify that values exist in the Application Fee Waiver Reason Validation Form (STVWAIV) for AMCAS Fee Waiver and for MCAT Scores.

If appropriate values do not exist in STVWAIV, you will not be able to define conversion values on SAAERUL for the *AMCASFWAV* rule label.

2. Verify that the following values exist in the Electronic Admissions Application Rules Form (SAAERUL) and that the **Value** column has been updated to an appropriate institutional value.

If these values do not exist, enter them manually on SAAERUL. Set the **Value** column to the appropriate institutional value as you enter the appropriate rule.

 **Note**

Please be aware that all SAAERUL rules need to be evaluated and updated accordingly, in addition to the rules listed below which are used specifically for AMCAS processing. SAAERUL rules other than those listed below are used for other types of data loads, and those rules could also be applicable to AMCAS. ■

Group Code	Rule Label	Rule Description	Delivered Value
ACHR	AOCUH	Cumulative UG AO Hours	<i>UPDATE ME</i> - Update the Value column to the value from the Applicant Course Summary Type Validation Form (STVCRSS) which should be used for Cumulative Undergraduate AO hours.
ACHR	AOFH	Freshman AO Hours	<i>UPDATE ME</i> - Update the Value column to the value from the Applicant Course Summary Type Validation Form (STVCRSS) which should be used for Freshman AO hours.
ACHR	AOGH	Graduate AO Hours	<i>UPDATE ME</i> - Update the Value column to the value from the Applicant Course Summary Type Validation Form (STVCRSS) which should be used for Graduate AO hours.
ACHR	AOJH	Junior AO Hours	<i>UPDATE ME</i> - Update the Value column to the value from the Applicant Course Summary Type Validation Form (STVCRSS) which should be used for Junior AO hours.
ACHR	AOPUH	PBUG AO Hours	<i>UPDATE ME</i> - Update the Value column to the value from the Applicant Course Summary Type Validation Form (STVCRSS) which should be used for Undergraduate Postbaccalaureate AO hours.
ACHR	AOSHS	High School AO Hours	<i>UPDATE ME</i> - Update the Value column to the value from the Applicant Course Summary Type Validation Form (STVCRSS) which should be used for High School AO hours.
ACHR	HSTOT	High School Total Hours	<i>UPDATE ME</i> - Update the Value column to the value from the Applicant Course Summary Type Validation Form (STVCRSS) which should be used for High School Total Hours.
ACHR	AOSOH	Sophomore AO Hours	<i>UPDATE ME</i> - Update the Value column to the value from the Applicant Course Summary Type Validation Form (STVCRSS) which should be used for Sophomore AO hours.
ACHR	AOSRH	Senior AO Hours	<i>UPDATE ME</i> - Update the Value column to the value from the Applicant Course Summary Type Validation Form (STVCRSS) which should be used for Senior AO hours.

Group Code	Rule Label	Rule Description	Delivered Value
ACHR	APH	AP Hours	<i>UPDATE ME</i> - Update the Value column to the value from the Applicant Course Summary Type Validation Form (STVCRSS) which should be used for Advanced Placement hours.
ACHR	BCPMCUH	Cumulative UG BCPM Hour	<i>UPDATE ME</i> - Update the Value column to the value from the Applicant Course Summary Type Validation Form (STVCRSS) which should be used for Cumulative Undergraduate BCPM hours.
ACHR	BCPMFH	Freshman BCPM Hours	<i>UPDATE ME</i> - Update the Value column to the value from the Applicant Course Summary Type Validation Form (STVCRSS) which should be used for Freshman BCPM hours.
ACHR	BCPMGH	Graduate BCPM Hours	<i>UPDATE ME</i> - Update the Value column to the value from the Applicant Course Summary Type Validation Form (STVCRSS) which should be used for Graduate BCPM hours.
ACHR	BCPMHSH	High School BCPM Hours	<i>UPDATE ME</i> - Update the Value column to the value from the Applicant Course Summary Type Validation Form (STVCRSS) which should be used for High School BCPM hours.
ACHR	BCPMJH	Junior BCPM Hours	<i>UPDATE ME</i> - Update the Value column to the value from the Applicant Course Summary Type Validation Form (STVCRSS) which should be used for Junior BCPM hours.
ACHR	BCPMPUH	PBUG BCPM Hours	<i>UPDATE ME</i> - Update the Value column to the value from the Applicant Course Summary Type Validation Form (STVCRSS) which should be used for Undergraduate Post-baccalaureate BCPM hours.
ACHR	BCPMSOH	Sophomore BCPM Hours	<i>UPDATE ME</i> - Update the Value column to the value from the Applicant Course Summary Type Validation Form (STVCRSS) which should be used for Sophomore BCPM hours.
ACHR	BCPMSRH	Senior BPCM Hours	<i>UPDATE ME</i> - Update the Value column to the value from the Applicant Course Summary Type Validation Form (STVCRSS) which should be used for Senior BCPM hours.



Group Code	Rule Label	Rule Description	Delivered Value
ACHR	CLEPH	CLEP Hours	<i>UPDATE ME</i> - Update the Value column to the value from the Applicant Course Summary Type Validation Form (STVCRSS) which should be used for CLEP hours.
ACHR	PFPH	Pass/Fail Hours Failed Hours	<i>UPDATE ME</i> - Update the Value column to the value from the Applicant Course Summary Type Validation Form (STVCRSS) which should be used for Pass/Fail Failed hours.
ACHR	PFPH	Pass/Fail Hours Passed Hours	<i>UPDATE ME</i> - Update the Value column to the value from the Applicant Course Summary Type Validation Form (STVCRSS) which should be used for Pass/Fail Passed hours.
AGPA	AOCG	Graduate AO GPA	<i>UPDATE MEE</i> - Update the Value column to the value from the Applicant GPA Type Validation Form (STVGPAT) which should be used for Graduate AO grade point averages.
AGPA	AOCUG	Cumulative UG AO GPA	<i>UPDATE ME</i> - Update the Value column to the value from the Applicant GPA Type Validation Form (STVGPAT) which should be used for Cumulative Undergraduate AO grade point averages.
AGPA	AOF	Freshman AO GPA	<i>UPDATE ME</i> - Update the Value column to the value from the Applicant GPA Type Validation Form (STVGPAT) which should be used for Freshman AO grade point averages.
AGPA	AOHS	High School AO GPA	<i>UPDATE ME</i> - Update the Value column to the value from the Applicant GPA Type Validation Form (STVGPAT) which should be used for High School AO grade point averages.
AGPA	AOJ	Junior AO GPA	<i>UPDATE ME</i> - Update the Value column to the value from the Applicant GPA Type Validation Form (STVGPAT) which should be used for Junior AO grade point averages.
AGPA	AOPBUG	PBUG AO GPA	<i>UPDATE ME</i> - Update the Value column to the value from the Applicant GPA Type Validation Form (STVGPAT) which should be used for Undergraduate Postbaccalaureate AO averages.

Group Code	Rule Label	Rule Description	Delivered Value
AGPA	AOS	Sophomore AO GPA	<i>UPDATE ME</i> - Update the Value column to the value from the Applicant GPA Type Validation Form (STVGPAT) which should be used for Sophomore AO grade point averages.
AGPA	AOSR	Senior AO GPA	<i>UPDATE ME</i> - Update the Value column to the value from the Applicant GPA Type Validation Form (STVGPAT) which should be used for Senior AO grade point averages.
AGPA	BCPMCUG	Cumulative UG BCPM GPA	<i>UPDATE ME</i> - Update the Value column to the value from the Applicant GPA Type Validation Form (STVGPAT) which should be used for Cumulative Undergraduate BCPM grade point averages.
AGPA	BCPMF	Freshman BCPM GPA	<i>UPDATE ME</i> - Update the Value column to the value from the Applicant GPA Type Validation Form (STVGPAT) which should be used for Freshman BCPM grade point averages.
AGPA	BCPMG	Graduate BCPM GPA	<i>UPDATE ME</i> - Update the Value column to the value from the Applicant GPA Type Validation Form (STVGPAT) which should be used for Graduate BCPM grade point averages.
AGPA	BCPMHS	High School BCPM GPA	<i>UPDATE ME</i> - Update the Value column to the value from the Applicant GPA Type Validation Form (STVGPAT) which should be used for High School BCPM grade point averages.
AGPA	BCPMJ	Junior BCPM GPA	<i>UPDATE ME</i> - Update the Value column to the value from the Applicant GPA Type Validation Form (STVGPAT) which should be used for Junior BCPM grade point averages.
AGPA	BCPMPBUG	PBUG BCPM GPA	<i>UPDATE ME</i> - Update the Value column to the value from the Applicant GPA Type Validation Form (STVGPAT) which should be used for Undergraduate Postbaccalaureate BCPM grade point averages.
AGPA	BCPMS	Sophomore BCPM GPA	<i>UPDATE ME</i> - Update the Value column to the value from the Applicant GPA Type Validation Form (STVGPAT) which should be used for Sophomore BCPM grade point averages.

Group Code	Rule Label	Rule Description	Delivered Value
AGPA	BCPMSR	Senior BPCM GPA	<i>UPDATE ME</i> - Update the Value column to the value from the Applicant GPA Type Validation Form (STVGPAT) which should be used for Senior BCPM grade point averages.
AGPA	TOTCG	Graduate Total GPA	<i>UPDATE ME</i> - Update the Value column to the value from the Applicant GPA Type Validation Form (STVGPAT) which should be used for Total Graduate grade point averages.
AGPA	TOTCUG	Cumulative UG Total GPA	<i>UPDATE ME</i> - Update the Value column to the value from the Applicant GPA Type Validation Form (STVGPAT) which should be used for Total Cumulative Undergraduate grade point averages.
AGPA	TOTF	Freshman Total GPA	<i>UPDATE ME</i> - Update the Value column to the value from the Applicant GPA Type Validation Form (STVGPAT) which should be used for Total Freshman grade point averages.
AGPA	TOTHS	High School Total GPA	<i>UPDATE ME</i> - Update the Value column to the value from the Applicant GPA Type Validation Form (STVGPAT) which should be used for Total High School grade point averages.
AGPA	TOTJ	Junior Total GPA	<i>UPDATE ME</i> - Update the Value column to the value from the Applicant GPA Type Validation Form (STVGPAT) which should be used for Total Junior grade point averages.
AGPA	TOTPBUG	PBUG Total GPA	<i>UPDATE ME</i> - Update the Value column to the value from the Applicant GPA Type Validation Form (STVGPAT) which should be used for Total Undergraduate Postbaccalaureate grade point averages.
AGPA	TOTS	Sophomore Total GPA	<i>UPDATE ME</i> - Update the Value column to the value from the Applicant GPA Type Validation Form (STVGPAT) which should be used for Total Sophomore grade point averages.
AGPA	TOTSR	Senior Total GPA	<i>UPDATE ME</i> - Update the Value column to the value from the Applicant GPA Type Validation Form (STVGPAT) which should be used for Total Senior grade point averages.

Group Code	Rule Label	Rule Description	Delivered Value
PREL	AMCASCHKLSTONLY	Load items only on SAACHKB	<p><i>UPDATE ME</i> - Update the Value column to <i>Y</i> or <i>N</i> to indicate if all checklist items should be created (<i>N</i>) or only those specific to AMCAS (<i>Y</i>).</p> <p>If no designation is made, schools where the person was also an undergraduate (with test score records, prior college records, and high school records, each with an ADMR code) would have checklist items created for those records, because they are generated automatically.</p> <p>Medical schools generally will only want to consider those checklist items that pertain specifically to their requirements.</p>
PREL	AMCASCREATALTID	Load Alternate ID to SPRIDEN	<p><i>UPDATE ME</i> - Update the Value column to <i>Y</i> or <i>N</i> to indicate if the AMCAS ID should be created as an alternate ID on SPRIDEN.</p> <p>This rule determines whether the AMCAS ID should be loaded to SRTIDEN/ SPRIDEN as an alternate ID. The <code>SRTIDEN_NTYP_CODE</code> is set to the <i>AMCASNTYP</i> rule for the group ADMS. This allows the AMCAS ID to be used as part of search on the “IDEN” forms. If the rule is <i>N</i>, then the AMCAS ID will only be stored on SABSUPL.</p>
PREL	AMCASFWAV	AMCAS Fee Waiver	<p><i>UPDATE ME</i> - Update the Value column to the value from the Application Fee Waiver Reason Validation Form (STVWAIV) which will update the application fee waiver when the AMCAS <code>FEE_WAIVER</code> column is <i>Y</i>.</p>
PREL	AMCASHSGPACRSS	Load High School GPA Crse Hrs	<p><i>UPDATE ME</i> - Update the Value column to <i>Y</i> or <i>N</i> to load high school GPA and course hour data to SOAGPAT/SOACRSS for application number and term.</p> <p>If the <i>CREATEAPPL</i> rule is <i>N</i>, the term will be set to 999999 and the application number to 0.</p>

Group Code	Rule Label	Rule Description	Delivered Value
PREL	AMCASNTYP	AMCAS ID Type Code	<p><i>UPDATE ME</i> - Update the Value column to the value from the Name Type Validation Form (GTVNTYP) which will be used as the name type when an alternate ID is loaded based on the <i>AMCASCREATALTID</i> rule being set to <i>Y</i>.</p> <p>When the <i>AMCASCREATALTID</i> rule is set to <i>Y</i> and an AMCAS ID is loaded to SPRIDEN, the <i>AMCASNTYP</i> will be loaded with the ID.</p>
PREL	CHKINACTIVEADDR	Check Inactive Address	<p><i>UPDATE ME</i> - Update the Value column to <i>Y</i> or <i>N</i> to check inactive addresses for matched AMCAS records.</p> <p>Used when incoming street address fields are too long for SPRADDR and when an address has been inactivated (not end dated), and re-entered (Create Record/Duplicate Record) with appropriate abbreviations.</p> <p>If the <i>CHKINACTIVEADDR</i> rule is <i>Y</i>, when the address is loaded the same way as original, it is compared to the inactive address, so a new address is not created.</p>

For example: On an incoming file, street lines 1 and/or 2 are 40 characters long. The SPRADDR street lines 1 and 2 are only 30 characters long. The 40 character lines will be truncated when loaded to SPRADDR.

Access the Address window on SPAIDEN (SPRADDR), and view the truncated address. Use Duplicate Record and create a new sequence number of the address for street line 1 and/ or 2 with appropriate abbreviations. Return to the truncated address that was loaded from the incoming file. Do not modify that address, but set it as inactive. Save the changes.

When the *CHKINACTIVEADDR* rule is *Y*, if the exact 40 character street lines come in again on tape, the process will look at the inactive address for comparison and not insert the (truncated and essentially the same) address a second time.

This functionality works in conjunction with the *NEWADDRESS*, *ADDSAMETYPE*, and *ADDDIFFTYPE* rules.

Group Code	Rule Label	Rule Description	Delivered Value
PREL	DFLTRESDCODE	Default Residency Code	<p><i>UPDATE ME</i> - Update the Value column to the value from the Residence Code Validation Form (STVRES D) which should be used as the default residence code for the applicant.</p> <p>When the residence code is unclear on the incoming file, this value will be used for the applicant residency.</p>
PREL	FORRESIDCODE	Out of Country Residence Code	<p><i>UPDATE ME</i> - Update the Value column to the value from the Residence Code Validation Form (STVRES D) which should be assigned to applications determined to be foreign residents. Residency will be derived from the value supplied by the applicant for state of legal residency.</p> <p>When the AMCAS LEGAL STATE CODE on the tape is null, then this value is loaded for the applicant.</p>
<p><b>Note:</b> If you do not want the AMCAS load process to attempt to derive an applicant's residency, you may set this value to a valid value from STVRES D which indicates "residency needs to be determined". If residency is not an issue for your institution, the three residency rules may all be set to use the same value.</p>			
PREL	HOMESTATPROV	Institution's Home State/Prov	<p><i>UPDATE ME</i> - Update the Value column to the value from the State/Province Code Validation Form (STVSTAT) which represents the Institution's Home State or Province to determine the state of residency for the applicant.</p>
PREL	INRES DICODE	In State/Prov Residency Code	<p><i>UPDATE ME</i> - Update the Value column to the value from the Residence Code Validation Form (STVRES D) which should be assigned to applicants determined to be in-state residents.</p> <p>When the AMCAS LEGAL STATE CODE is not null, and the STAT_CODE matches the HOMESTATPROV value, then this value is loaded for the applicant.</p>
<p><b>Note:</b> If you do not want the AMCAS load process to attempt to derive an applicant's residency, you may set this value to a valid value from STVRES D which indicates "residency needs to be determined". If residency is not an issue for your institution, the three residency rules may all be set to use the same value.</p>			
PREL	LOADPERCENTILES	Load Percentiles on Test Score	<p><i>UPDATE ME</i> - Update the Value column to Y or N to load SAT or GRE test score percentiles to the SORTSPC table and view them on the SOATEST form.</p>

Group Code	Rule Label	Rule Description	Delivered Value
PREL	MCATPREVAPPYR	Update AMCAS App Yr Fields	<i>UPDATE ME</i> - Update the Value column to <i>Y</i> or <i>N</i> to update previous AMCAS application year fields on SOASUPL for the term and application.
PREL	MCATUPDMATCHES	Update Matched AMCAS Records	<p><i>UPDATE ME</i> - Update the Value column to <i>Y</i> or <i>N</i> to update/insert data on matched AMCAS records. The tables that can be updated/inserted by this rule include SABSUPL, SORCRSS, and SORGPAT.</p> <p>When <i>MCATUPDMATCHES</i> is <i>Y</i>, an incoming AMCAS record matches the Banner record, and a matched application also exists for term, level, degree, college, major, and department, missing data on SABSUPL, SORCRSS, and SORGPAT will be updated. Also, previously existing Banner data on SABSUPL that is different than incoming data (AMCAS ID, City of Birth, Race, Admit Nation, etc.) will be overwritten to retain the latest supplemental information for that applicant/matched application.</p>
PREL	OUTRESIDCODE	Out of State/Prov Resid Code	<p><i>UPDATE ME</i> - Update the Value column to the value from the Residence Code Validation Form (STVRESID) which should be assigned to applications determined to be from out-of-state residents.</p> <p>When the AMCAS LEGAL STATE CODE is not null, and the STAT_CODE does <i>not</i> match the <i>HOMESTATPROV</i> value, then this value is loaded for the applicant.</p>

**Note:** If you do not want the AMCAS load process to attempt to derive an applicant's residency, you may set this value to a valid value from STVRESID which indicates "residency needs to be determined". If residency is not an issue for your institution, the three residency rules may all be set to use the same value.

Group Code	Rule Label	Rule Description	Delivered Value
PREL	UNKNOWNPCOL2, UNKNOWNPCOL3, UNKNOWNPCOL4, UNKNOWNPCOL5, UNKNOWNPCOL6	Default Prior College SBGI Code	<p><i>UPDATE ME</i> - Update the Value column to the value from the Source/Background Institution Code Validation Form (STVSBGI) to load unknown colleges.</p> <p>AMCAS files may report up to six different prior colleges per applicant. When the prior college value on the AMCAS file has an SBGI code that does not convert on SOTCNVT or validate directly from STVSBGI, and the description does not translate, then the colleges are "unknown", and the codes assigned to these <i>UNKNOWNPCOL2</i> - <i>6</i> rules will be loaded.</p> <p>(The <i>UNKNOWNPCOL</i> rule will apply to AMCAS Prior College #1. <i>UNKNOWNPCOL%</i> rules 2 through 6 are used when the remainder of the SBGI codes do not translate.)</p>
PREL	UNKNOWNPCOL7	Default Prior College SBGI Code	<p><i>UPDATE ME</i> - This rule is currently not used in Banner. Values must exist on Source/Background Institution Code Validation Form (STVSBGI).</p>
PREL	UPDATESSN	Replace Banner SSN with incoming	<p><i>UPDATE ME</i> - Update the Value column to <i>Y</i> or <i>N</i> to replace a not null Banner SSN.</p> <p>When set to <i>Y</i>, if the incoming SSN on tape does not match the existing Banner SSN, and the record has been matched, upon being loaded to Banner, the incoming SSN will overwrite the existing SPBPERS_SSN.</p> <p>When set to <i>N</i>, the SSN is not updated if it has changed.</p>

3. Five values reported by AMCAS will be loaded into user-defined flags displayed on the Application Supplemental Information Form (SOASUPL). In order to reflect the information which will be reported by AMCAS, update the descriptions for the five flags on the Application User Defined Flags/Fields Form (SAAAUDF).
  - 3.1. Disadvantaged data will be loaded to **Flag 1**, if supplied by AMCAS.
  - 3.2. Military Service data will be loaded to **Flag 2**, if supplied by AMCAS.
  - 3.3. Previous Matriculation in another medical school will be loaded to **Flag 3**, if supplied by AMCAS.



- 3.4. Institutional action (dismissal, suspension, etc.) by another institution will be loaded to **Flag 4**, if supplied by AMCAS.
- 3.5. Felony data supplied will be loaded to **Flag 5**, if reported by AMCAS.

 **Note**

For institutions using the AMCAS load process, these five flags must be set to reflect the AMCAS values, and are in effect reserved for these values. Institutions can make whatever use is appropriate of the other five user-defined flags. Institutions that do not use the AMCAS load process can use all ten user-defined flags as desired. ■

You have now completed all required set-up procedures and are ready to process your first AMCAS application file.

## AMCAS Application Load Processing and Reporting Procedures

After completing your set-up procedures, you are ready to begin processing AMCAS admissions application files. AMCAS application processing uses the Banner baseline tape load processing to:

1. load application data to a set of temporary tables via SRTLOAD, and then view the data using SRIPREL/SRAPREL,
2. match the data through SRRSRIN batch processing or manually on GOAMTCH,
3. load the data to the Banner permanent tables through SRRPREL batch processing or manually on SRIPREL, and
4. allow the deletion of the temporary data using SRTPURG.

### Banner Programs

The following is the list of programs used for the AMCAS application load process:

Program	Description
srtload.pc	PRO*C program that loads data from a search file (PSAT or PCU) or a test score report file (SAT, AMCAS) to temporary tables.
srrsrin.pc	PRO*C program that determines a record's match status and will potentially loads records to Banner when comparing temporary data in the Search Tape View (SRVPREL) to Banner production data.

Program	Description
srrprel.pc	PRO*C program that creates or updates Banner data including recruiting and/or admissions records based on information in the temporary tables and rule settings on SOTCNVT and SAAERUL.
srtpurg.pc	PRO*C program that delete records from the temporary tables.

## Banner Forms and Tables

The following temporary tables store data that can be viewed on SRIPREL/SRAPREL: SRTIDEN, SRTPERS, SRTTELE, SRTADDR, SRTTEST, SRTPREL, SRTHSCH (not applicable to AMCAS), SRTPCOL, SRTEMAL, SRTGPAT, SRTCRSS, SRTSUPL, SRTPRAC, SRTDEGR, SRTMAJR, SRTTSPC (percentiles - not applicable to AMCAS).

The following is a list of the Banner tables that will be updated by the Electronic Load Process (SRTLOAD) and the Banner forms on which the data can be viewed:

Table	Description	Processing Notes
SPRIDEN	Identification Table	Names and IDs will be loaded into SPRIDEN. SPRIDEN records will be inserted whenever new and/or changed names or IDs are reported. In the case of name or ID changes, the current SPRIDEN record will be made inactive and a new, current one inserted. SPRIDEN records are viewed on the General Person Identification Form (SPAIDEN).
SPRADDR	Address Repeating Table	Address information will be loaded into SPRADDR, based upon an address type supplied in the parameter for the SRTLOAD process and rule values on SAAERUL. As new addresses are received on subsequent tapes, the current address of the same address type will be end-dated, and the new address will be inserted. This will allow schools to keep a record of addresses. It is still recommended that an "AMCAS Address Type" be used for all AMCAS processing. Addresses are viewed on the General Person Identification Form (SPAIDEN).
SPRTELE	Telephone Table	Telephone numbers will be loaded into SPRADDR, based upon a telephone type supplied in the parameter for the SRTLOAD process and rule values on SAAERUL. Telephone numbers will be loaded into SPRTELE. It is recommended that an "AMCAS Telephone Type" be used for all AMCAS processing. The telephone associated with an address can be viewed on the General Person Identification Form (SPAIDEN), and all telephone numbers can be viewed on the General Person Telephone Form (SPATELE).

Table	Description	Processing Notes
SPBPERS	Basic Person Base Table	Person biographic and demographic data will be loaded into SPBPERS. Biographic/demographic data includes gender, ethnicity, ethnic category, date of birth, and SSN. SPBPERS records will be inserted when one does not already exist for a person being processed. Where a record already exists, data will be updated when the Banner value is currently null, but existing values will not be changed. Person data is viewed on the General Person Form (SPAPERS).
GORPRAC	Race Table	Race will be loaded to GORPRAC. Only unique race values for a PIDM will be loaded. GORRACE records will be inserted when one does not already exist for a person being processed. When a record already exists, only unique incoming race codes will be inserted, and existing values will not be changed. Race data is viewed on the General Person Identification Form (SPAIDEN).
GOBINTL	Person International Information Table	Visa information will be loaded into GOBINTL. When a visa type is present in the information, the nation of birth, nation of citizenship, and number of dependents (if present in the AMCAS data) will also be loaded to GOBINTL. GOBINTL records will be inserted when one does not already exist for a person being processed. When a record does already exist, data will be updated when the Banner value is currently null, but existing values will not be changed. International student data is viewed on the International Information Form (GOAINTL).
GOREMAL	E-mail Address Table	Email addresses will be loaded into GOREMAL, based upon an email type code specified in the parameter for the SRTLOAD process. Email addresses will always be completely overwritten by the AMCAS load process. Therefore, it is recommended that an "AMCAS E-mail Address Type" be used for all AMCAS processing. Email addresses are viewed on the E-mail Address Form (GOAEMAL).
SORCRSS	Applicant Course Summary Table	Course summary data will be loaded into SORCRSS, based upon course summary types specified in the Electronic Admissions Application Rules Form (SAAERUL) in the group code <i>ACHR</i> . Course summary records may be completely overwritten by the AMCAS load process. Course summary data are viewed on the Applicant Course Summaries Form (SOACRSS).

Table	Description	Processing Notes
SORGPAT	Applicant GPA Types Table	Grade point average data will be loaded into SORGPAT, based upon grade point average types specified in the Electronic Admissions Application Rules Form (SAAERUL) in the group code <i>AGPA</i> . Grade Point Average Type records may be completely overwritten by the AMCAS load process. Grade Point Average types are viewed on the Applicant GPA Types Form (SOAGPAT).
SORTEST	Student Test Score Repeating Table	MCAT test data will be loaded into SORTEST, based upon the hardcoded values MBS, MPS, MVR, and MWS. If these hardcoded test scores need to be changed to different codes for any reason, they can be converted on SOTCNVT. Test records will never be overwritten or updated. Test data is viewed on the Test Score Information Form (SOATEST).
SORPCOL	Prior College Table	Prior college data will be loaded into SORPCOL, based upon school code conversions on SOTCNVT and rules on SAAERUL. A prior college record will be inserted for a school if one does not already exist, but prior college records will never be updated. Prior college data is viewed on the Prior College Form (SOAPCOL).
SORDEGR	Prior College Degree Table	Prior college attendance and degree data reported by AMCAS will be loaded into SORDEGR, based upon degree code conversion rules specified on SOTCNVT. Prior college attendance and degree data may include degree pursued, dates of attendance, date of degree, and prior college program type. SORDEGR records will be inserted when one does not already exist for a prior college and degree being processed. Where a record does already exist, data will be updated when the Banner value is currently null, but existing values will not be changed. Prior college data is viewed on the Prior College Form (SOAPCOL).
SORMAJR	Prior College Major Repeating Table	Prior college majors will be loaded into SORMAJR, based upon major code conversion rules specified on SOTCNVT. A prior college major record will be inserted for a school/degree combination if one does not already exist, but prior college major records will never be updated. Prior college data is viewed on the Prior College Form (SOAPCOL).

Table	Description	Processing Notes
SARADAP	Admissions Application Repeating Table	<p>Admissions applications will be loaded into SARADAP using a variety of rules (SRTLOAD parameters, SOTCNVT rules, SAAAERUL rules and/or SRAPRED defaults) for the values to be inserted.</p> <ul style="list-style-type: none"> <li>• Term code, level code, campus code, AMCAS degree code, AMCAS major code, and department code are handled by parameters for the SRTLOAD process.</li> <li>• Residency will be derived from the AMCAS-reported state of legal residence and rules in the labels <i>DFLTRESDCODE</i>, <i>FORRESIDCODE</i>, <i>INRESIDCODE</i>, and <i>OUTRESIDCODE</i> for the group code <i>PREL</i> and the value for home state/province in the label <i>HOMESTATPROV</i> for the group code <i>PREL</i> in the Electronic Admissions Application Rules Form (SAAERUL).</li> <li>• Admission type will be derived from the AMCAS-reported early decision consideration field and values for admission type on SOTCNVT for a conversion value of <i>ADMT</i>.</li> <li>• The AMCAS admission degree may also be converted on SOTCNVT using the validation table name <i>DEGA</i> for the AMCAS value <i>APPL_TYPE</i>. This conversion will override the SRTLOAD value for AMCAS Degree Code parameter.</li> <li>• Student type, which is a required field for all applications, will need to be established on SRAPRED for the level code for which you are running SRTLOAD. This will be the only option for inserting the student type for AMCAS applications. Other optional fields on SRAPRED may also be established, but please note that these values are loaded last when no other value has been established during processing.</li> </ul> <p>Admissions applications will be inserted by SRTLOAD for new records. Admissions applications will never be updated by subsequent change processing. Admissions Applications are viewed on the Admissions Application Form (SAAADMS).</p>
SARCHKL	Admissions Checklist Repeating Table	<p>Admissions checklist items will be loaded into SARCHKL, using a variety of rules for the values to be inserted:</p> <ul style="list-style-type: none"> <li>• An MCAT checklist item will be inserted based upon the value on <i>STVTESSC</i>. If scores are received, the “Received Date” will be set to the date when the AMCAS data is loaded into Banner, and the date the test was taken will be populated in the Comment field. If a “Next MCAT Test Date” is supplied, the next test date will be populated in the Comment field.</li> <li>• Checklist items can be viewed for the applicant on SAAADMS.</li> </ul>

Table	Description	Processing Notes
SABSUPL	Application Supplemental Information Base Table	<p>A number of data elements will be inserted into SABSUPL based upon a variety of translation and rules values, including cross-reference values for nation codes, county codes, ethnic codes, race codes, special consideration codes, and college codes. In addition, five AMCAS values will be used for user-defined flags 1 - 5:</p> <ul style="list-style-type: none"> <li>• Disadvantaged data will be loaded to <b>Flag 1</b>, if supplied by AMCAS.</li> <li>• Military Service data will be loaded to <b>Flag 2</b>, if supplied by AMCAS.</li> <li>• Previous Matriculation in another medical school will be loaded to <b>Flag 3</b>, if supplied by AMCAS.</li> <li>• Institutional action (dismissal, suspension, etc.) by another institution will be loaded to <b>Flag 4</b>, if supplied by AMCAS.</li> <li>• Felony data supplied will be loaded to <b>Flag 5</b>, if reported by AMCAS.</li> </ul> <p>SABSUPL data can be viewed on SOASUPL.</p>
SORCCOL	Communication Plan Collector Table	<p>Two communication plan collector records will be inserted into SORCCOL when a new application is inserted. SORCCOL records allow an institution to assign a communication plan and generate materials for applications created by the load process. Communication plan collector records are viewed and processed on the Communication Plan Collector Form (SOACCOL). In order to process the records in SORCCOL, you will need to run the Communication Plan Processing Report (SORCPLN).</p>

## Steps to be Followed in AMCAS Load Processing

Please refer to the “Tape Load and Match Processing” and “Search and Test Score Tape Load” procedure sections in the Recruiting and Admissions chapters for more information on tape load processing using SRTLOAD and matching.

1. Retrieve the AMCAS application data file to be processed and place it in the appropriate working directory using any name, but remembering the maximum length of the path/filename is 30 characters.
2. Run the Electronic Prospect Load (SRTLOAD), which loads data from the AMCAS file to the temporary tables.

SRTLOAD produces the report file `srtload.lis` which indicates how many records were loaded or potentially loaded if run in Audit Mode. Once SRTLOAD has been

run, carefully review the results for validation errors, conversion errors, etc., and make necessary corrections in validation tables, on SOTCNVT, etc.

 **Note**

Always run SRTLOAD in Audit Mode first to determine the values that are missing in Banner. These values will need to be created in Banner or converted on SOTCNVT (where appropriate) before running SRTLOAD in update mode. ■

3. Run the Electronic Prospect Match (SRRSRIN) to match the tape data and update each record's match status with a value of *M* (matched), *N* (new), *D* (duplicate), *S* (suspense), or *E* (error). This process uses the matching rules on GORCMRL for the matching source code identified with the prospect code on STVPREL.

 **Note**

You may also choose to run SRRSRIN with the Auto Load (Skip Dup Chk) parameter set to *Y*. In this mode, as records are flagged as matched (*M*) or new (*N*), they will also immediately be loaded to the Banner production tables. Suspended (*S*) records will still need to be reviewed and resolved manually using SRIPREL/GOAMTCH.

Setting this parameter to *Y* will prevent the flagging of duplicates (*D*) (which means that there are multiple/duplicate records for the same person on the incoming file). A SRRSRIN status of *D* (duplicate) does not indicate that the record is a duplicate in Banner. When the Auto Load (Skip Dup Chk) parameter is set to *Y*, the SRRPREL process does not have to be run for the same electronic prospect code/tape ID. ■

4. Run the Migrate Electronic Prospects Process (SRRPREL). Based on rule settings, this report will:

- automatically load new and matched records to Banner,
- create new search or test score records or update existing search or test score records,
- create new recruiting records,
- create new application records,
- insert new source data into existing recruiting and admissions data,
- insert college, degree, and major data,
- insert various supplemental data,
- insert international data where applicable,
- insert email addresses, and
- insert GPA and course hour data.

5. Run the Electronic Prospect Purge (SRTPURG) to remove records from the temporary tables based on the report parameter values, once you are finished with the temporary data records.
6. Run the Communication Plan Process (SORCPLN) to assign communication plans and generate materials for persons processed by the AMCAS load.

This step is optional but highly recommended.

If you do not run SORCPLN, communication plan assignment and material generation will not take place, and the records inserted in the Communication Plan Collector Table (SORCCOL) will not be processed. Note that SORCPLN processes all records in the Communication Plan Collector Table, regardless of source, so existing records other than those inserted by SRRPREL will also be processed.

## Common Matching for AMCAS Processing

SRRSRIN uses common matching for AMCAS processing, including matching on variables for SSN, last name, AMCAS ID, and old last name. Matching will occur against SRTSUPL\_AMCAS\_ID (if it is part of the GORCMRL rule) and SRTIDEN\_LAST\_NAME\_OLD (if it exists on the tape).

The insert to GOTCMME includes the ID. ID will be populated with the AMCAS ID and will be used in the secondary match against the Banner ID, if it is part of the GORCMRL rule. If SRRSRIN is not processing an AMCAS data load, the ID will be null.

The insert to SOTCMME includes the AMCAS\_ID. The AMCAS\_ID will be populated with the AMCAS ID and will be used in secondary match if the `sakmtch.p_match_amcas_id` procedure is called to match against the SABSUPL\_AMCAS\_ID column for the matching rule. If SRRSRIN is not processing an AMCAS data load, the ID will be null.

When using the matching procedure for the AMCAS ID, SRRSRIN will most likely put a record into suspense if an incoming AMCAS ID is different from the current Banner AMCAS ID. This seldom happens but can occur. It is highly recommended that all suspended records be reviewed very carefully, and especially when matching manually, to resolve the suspension on GOAMTCH. You may consider matching records manually on GOAMTCH with a matching rule that does not consist of the AMCAS ID but has an SSN (or not since AMCAS does not require the AMCAS ID), the City/ZIP, Date of Birth, etc., to prevent creating new records that are not truly new.

SRRSRIN will most likely put a record into suspense when an old last name exists that is different from the current name. It is highly recommended that suspended records with an old last name be viewed carefully on SRIPREL, and especially when matching, to resolve the suspension on GOAMTCH. Records with an old last name will also appear on the SRRSRIN report as “Former Last Name”. It is recommended that the SSN be used as part of the matching rule on GOAMTCH to prevent the possible creation of duplicate IDs.



All data from the incoming file may be matched *and* loaded in a single step by SRRSRIN when the Auto Load (Skip Dup Chk) parameter is set to *Y*. Rules on SAAERUL are checked, and rules on SRAPRED are applied appropriately. Running SRRSRIN with the Auto Load (Skip Dup Chk) parameter set to *Y* allows you to omit using SRRPREL in the processing. This cuts down on the flagging of duplicate records on the incoming file.

As records are assigned a match status (*N, M*), they are immediately loaded to Banner so that if another record is found on the incoming tape that is a duplicate, it will be found to be a match and will be loaded immediately. Otherwise, duplicate records on the incoming file are marked *D* and will need to be resolved manually on SRIPREL and/or GOAMTCH.

When the Auto Load (Skip Dup Chk) parameter is set to *N*, SRRSRIN will simply assign the match status, the output file and records can be reviewed if necessary prior to being loaded to Banner, and then SRRPREL can be run to move the records to Banner.

When data is loaded to Banner, the load hierarchy is as follows:

1. Values from SOTCNVT will be loaded first, if they exist.
2. Values from the SRTLOAD parameters will be loaded second, if they have been entered.
3. Values from STVINFC (contact type and/or source code) will be loaded third, if they exist, and if valid parameter values do not exist on SRTLOAD.
4. Values from SRAPRED will be loaded fourth, if they exist.

 **Note**

For AMCAS, the student type will always need to be updated on SRAPRED for the level for which you are running SRTLOAD, in order for the required student type value to be loaded for the applicant. If you load AMCAS files without having a default student type on SRAPRED and then access an application that was created without the required student type, you may experience errors on the form and will need to insert the student type at that time. ■

When records are matched through batch processing, SRTLOAD loads the address source from the temporary tables to the SPRADDR table. SRRSRIN then calls SRKPREL to push the address data, and therefore loads the SRTADDR\_ASRC\_CODE value to the SPRADDR\_ASRC\_CODE field.

When matching is performed manually using SRIPREL and GOAMTCH, SRIPREL saves the prospect's address to the GOTCMME table. GOAMTCH then creates the address for the new person record from the GOTCMME table, including the ASCR\_CODE data.

## AMCAS Report Detail

SRRSRIN provides matching data in its output, as well as a report of name changes. When matches are found, columns are printed providing the current last name on the incoming file, as well as the former last name that may be a match to the Banner last name. This name information is helpful when resolving possible suspended records where an old last name from a file matches the existing/current Banner last name.

For example, if you had an AMCAS applicant that was previously been loaded to Banner with the name “Smith”, and the applicant exists on a new incoming file with a married name of “Jordan”. “Smith” would be the old last name that may be matched to the `SPRIDEN_LAST_NAME`, but “Jordan” is the current last name. Depending on how your matching rules are set up, you may receive suspended records in this situation. It will be important to review the SRRSRIN report output for records with former last names and carefully match them on GOAMTCH.

Information for “bad” address data, such as foreign addresses, that does not meet Banner requirements, can be identified on SRRPREL and SRIPREL using API processing. After records are matched and receive a status of *M* or *N*, if address data that is to be loaded is found to be incomplete, the API errors will be trapped and presented to the user either directly on SRIPREL (if they are performing a manual load), on SRRSRIN with the Auto Load (Skip Dup Chk) parameter set to *Y* (if they are bypassing SRRPREL), and finally on SRRPREL. These records will *not* be loaded, and the match status will revert to *S*. Messages will be supplied to indicate the data issue that must be resolved, and then the temporary data issues can be resolved, and records can be re-matched and re-loaded.

Information for applications added is produced by SRRSRIN. The report information is provided when the Auto Load (Skip Dup Chk) parameter is set to *Y*, (since the SRRPREL process will be omitted when running SRRSRIN with the Auto Load (Skip Dup Chk) parameter set to *Y*). There is no option to not print this information on the reports. When the Auto Load (Skip Dup Chk) parameter is set to *Y*, if an application has been created for the ID, then the ID, term, and application number will be printed on the report. In the Record Count section at the bottom of the report, summary information is also printed for all records that are loaded to Banner. This includes number of persons loaded, number of prospects, loaded, and number of applicants loaded. This is helpful information for all tape types.

Information for applications added is produced by SRRPREL. There is no option to not print this information on the reports. If an application has been created for the ID, then the ID, term, and application number will be printed on the report. The application number data will indicate that an application has been created. In the Summary Section of the report, summary information is also printed for all records that are loaded to Banner. This includes number of persons loaded, number of prospects loaded, and number of applicants loaded. This is helpful information for all tape types.

Data records on the report show that multiple types of records can be loaded from:

- SPAPERS - if no recruiting or applicant data is loaded,
- SPAPERS and SRBRECR - if person and recruiting data are loaded,
- SPAPERS and SARADAP - if no recruiting records are loaded,
- SPAPERS, SRBRECR, and SARADAP - if both recruiting and application records are loaded.

When data has not changed in SPBPERS, GOBINTL, SORDEGR, etc., and data exists in Banner, and the incoming AMCAS values are different, those differences are not reported. All incoming data to Banner in these tables and all other production tables is not updated when data in the file is different. However, the data is available for institutions to report against as they choose. The tape data remains stored in the temporary tables until it is deleted by running SRTPURG. Once the matching process (SRRSRIN) has been run against the tape data and has been updated with a match status, and a Banner PIDM assigned in the temporary table, any reporting requirements can be run against the temporary tables and associated production data for processing assistance prior to data loading.

## Using SRTLOAD With the 2008 AMCAS File Format

A different file format is used for the 2007-2008 application year. As it may be necessary to process 2007 application files well into the 2008 application year, Banner provides the capability to process both 2007 and 2008 file formats.

The 2007 AMCAS file has 322 positions, and the 2008 AMCAS file has 328 positions. The *AMCS08* (AMCAS 2008 Test Score File) tape type is used on STVTAPE to handle the number of fields in the 2008 AMCAS file. SRTLOAD will not run to completion when the number of positions on SRATPFD does not match the incoming AMCAS file. An error is displayed in the `.log` file.

Here is a sample of the error received in the `.log` file when SRTLOAD is run with the 2006-2007 AMCAS file (*AMCS* tape type) versus the 2007-2008 AMCAS file (*AMCS08* tape type).

```
*ERROR* Check number of delimiters in file (row 1) or delimiter type
against SORDLIM.
srtload terminated with error
5 lines written to /export/home/lparrish/jobsub/srtload_181942.lis
Connected.
Connected.
```

## Using the 2008 Tape Code

The *AMCS08* tape code on STVTAPE is used for 2008 AMCAS reporting. Do the following to use this code.

- Change the **Tape Code** value on STVPREL depending on which year is being processed.
  - Use the existing *AMCS* code to process files from 2007 and earlier.
  - Use the *AMCS08* code to process files from 2008.
- Verify that the interface code on STVPREL is appropriate for both the *AMCS* and *AMCS08* tape types.

The interface code on STVINFC incorporates the rules, test source, contact code, source, and matching rules from SOTCNVT. If different rules are needed for the *AMCS08* code, the STVINFC rules can be changed accordingly at your institution for the *AMCS* prospect code.

When the correct value is entered in the Electronic Prospect Code parameter when SRTLOAD is run, and the correct value is entered in the **Tape Code** field on STVPREL, the incoming AMCAS file (whether for 2007 and prior years or for 2008) should be processed appropriately.

### Additional Field Name Values, Flag Descriptions, and Fields

System-required **Field Name** values on STVTPFD for *ADDL\_MCAT\_INTENT\_IND*, *MCAT\_INTENT\_DATE*, *MILITARY\_DISCHARGE\_IND*, *MILITARY\_HON\_DISCHARGE\_IND*, and *MISDEMEANOR\_IND* are used with 2008 reporting. These values are also used on SRATPFDF.

Description values for **Flag 6** (*Misdemeanor*), **Flag 7** (*Military Discharge*), and **Flag 8** (*Military Honorable Discharge*) are used on SAAAUDF. These descriptions can be added manually and should be reviewed, since the form is term driven. SRTLOAD uses these flags to load the AMCAS 2007-2008 flags to the temporary tables in Banner.

The system-required *AMCS08* **Tape Code** value on SORDLIM, with a delimiter ( | ), is also used with this processing.

#### Note

No conversion changes are needed for 2008 for SOTCNVT. Users should confirm that their STVINFC rules (that include SOTCNVT) will function as needed when application year files for 2007 are processed versus files for 2008. ■

SRAPREL displays fields for **Misdemeanor**, **Military Discharge**, and **Military Honorable Discharge** in the Supplemental Data window. These indicators are *Y/N* fields which are populated from the SRTSUPL temporary table.

### AMCAS Field Notes

- *ADDL\_MCAT\_INTENT\_IND*

This field is a placeholder only and does not have any functionality associated with it.

- ADDL\_MCAT\_INTENT\_DATE

AMCAS processing will read the date, load the value to the SRTSUPL\_NEXT\_MCAT\_DATE field, and push the data to SOASUPL.

For 2008, the NEXT\_MCAT\_DATE will be null. However, if there is no intent date value, and there *is* a date, the process will attempt to load the next MCAT date.

- CBC\_FELONY\_IND

AMCAS processing will read this indicator, load the value to the SRTSUPL\_FLAG\_5 field, and push the data to SOASUPL.

- CBC\_MISDEMEANOR\_IND

SRTLOAD will read this indicator, load the value to the SRTSUPL\_FLAG\_6 field, and push the data to SOASUPL.

- CBC\_MILITARY\_DISCHARGE\_IND

SRTLOAD will read this indicator, load the value to the SRTSUPL\_FLAG\_7 field, and push the data to SOASUPL.

- CBC\_MILITARY\_HON\_DISCHARGE\_IND

SRTLOAD will read this indicator, load the value to the SRTSUPL\_FLAG\_8 field, and push the data to SOASUPL.

## Setup Checklist

When the 2007-2008 regulatory changes are installed you should do the following:

1. Review all object changes.
2. Test the new processing in your environment.
3. Change the **Tape Code** value on STVPREL to either *AMCS* or *AMCS08*, depending on which application year is being processed.
4. Verify that the interface code on STVPREL is appropriate for both the *AMCS* and *AMCS08* tape types.
5. Verify that the rules on SAAAUDF are appropriate for your institution's environment, since these values are term driven.
6. Review SAAAUDF to be sure the three new flag descriptions for *Misdemeanor*, *Military Discharge*, and *Military Honorable Discharge* have been updated appropriately for your institution, since the form is term driven.

These flags will not be migrated to SOASUPL/SABSUPL if not they have not been updated in SAAAUDF.

7. Confirm that STVINFC rules that include SOTCNVT will function as needed for 2007 application year files and 2008 application year files.

## Using SRTLOAD With the 2010 AMCAS File Format

The FEE\_WAIVER item uses valid values of *NULL*, *0*, *1*, or *2*, instead of *Y* or *N*.

Value	Description
NULL	No FAP application has been submitted.
0	An FAP application was submitted but was not approved.
1	An FAP application was submitted, was approved, and the approval was applied to the submission of the AMCAS application.
2	An FAP application was submitted, was approved, but was not applied to the submission of the AMCAS application.

SRTLOAD processes a value of *Y* or *1* in the same manner, so that FEE\_WAIVER is set to *Y/ON*. Any other FEE\_WAIVER value is processed as *N/OFF*.

## AMCAS Admissions Action File Creation

### Overview

The AMCAS Extract File (SARAMXF) process allows medical schools to create a flat file containing the data required by AMCAS as part of the AMCAS Admissions Action File. This file can then be submitted electronically (via FTP) to AMCAS. The SAVAMC2 view is used to create this flat file.

Three Banner Student Object:Access views (SAVAMCD, SAVAMCT, and SAVAMC2) are used in AMCAS processing to allow medical schools access to the data they need to meet their reporting requirements.

### Flat File Process

The flat file is created in the required AMCAS format that contains the AMCAS admissions actions for applicants. Additional information on the file format and guidelines appears below in the section *Submitting Actions via FTP*. Two parameters must be included as entries on the Electronic Admissions Application Rules Form (SAAERUL), where the group code is *ADMS* for the rule label of *AMCASSCHCODE* (your school's AAMC school code) and the rule label of *AMCASSCHSTAT* (your school's state code).

#### Note

When processing an ID, the extract first checks the *SPRIDEN\_ID* field for the AMCAS ID, to ensure that the name type matches the *AMCASNTYP* rule label on SAAERUL for group code of *ADMS*. If no value is found, it

then pulls the AMCAS ID from the `SABSUPL_AMCAS_ID` field on `SABSUPL` and stores it in the appropriate place in the outgoing flat file. ■

In order for each medical school's unique decision codes to be translated into acceptable AMCAS codes, the EDI Cross-Reference Rules Form (SOAXREF) uses the Admission Application Decision Code Validation Form (STVAPDC) codes as `XLBL_code`.

The process reads all application records having the same level and term entered as input parameters (i.e., *not* just the most recent application for that level/term). In addition, you must indicate if you want to run the process in Audit or Update mode. If you choose Audit, the process will create an extract report which details what records would be included in the extract file if the process were run in Update mode. If the parameter is set to Update, the extract report will be created as well as the extract file to be sent to AMCAS. In addition, the `SABSUPL_AGENCY_REPORT_DATE` field on the Application Supplemental Information Form (SOASUPL) is updated with the system date to indicate that the record has been processed. A separate purge process deletes the date entered into the `SABSUPL_AGENCY_REPORT_DATE` field if the flat file needs to be recreated.

SARAMXF retrieves the most recent decision row for an applicant using the SAVAMC2 view. The date of this decision code record is verified as greater than or equal to the value in the `SABSUPL_AGENCY_REPORT_DATE` field on the Application Supplemental Information Form (SOASUPL). If this is the case, the process continues. Otherwise, the process goes to the next applicant/application. If the decision code (`SAVAMC2_ADMIT_ACTION_CODE`) equals the decision code on SOAXREF which has a corresponding EDI value that matches the value in the `AMCASDELCODE` rule on SAAERUL (i.e., *D*), then the process finds the next most recent decision row for the applicant where the decision code equals a decision code cross-referenced on SOAXREF, where the value in the **EDI Label** field is `STVAPDC`, and the value in the **EDI Qualifier** field is `AN%`.

This decision code is used to create the record to be sent in the AMCAS flat file. A value of *D* is inserted into the `DELROW` field on the flat file to indicate that a prior row (which is identical) should be removed. (The `DELROW` field is used to indicate that the prior action sent for an applicant needs to either be corrected or deleted.) The value of the `SABSUPL_AGENCY_REPORT_DATE` field is updated with the system date. Additional pipe delimiters are used as needed to handle the final four fields, which are NULL.

Be certain that a value exists on the EDI Verification Label Validation Form (STVXLBL) for STVAPDC with a description of Application Decision Codes. If an institution has more than one decision code that maps to one AMCAS code, the codes must be entered on SOAXREF with an EDI qualifier code of `AN`, `AN1`, `AN2`, etc., because SOAXREF will not allow more than one mapping between EDI Value and Banner Value.

The process then creates a record in the flat file for each applicant that passes the above tests. The guidelines for creating the flat file and the layout of each record are described below.

## Submitting Actions via FTP

### Note

The following text and bullet points come from the AMCAS Admissions Action File documentation. ■

Schools may submit admission actions via a text file posted to the school folder on the AAMC FTP site. To ensure timely information on reports and adherence to traffic rules, AMCAS recommends this be done daily; however, this may represent a hardship for some schools, so weekly is acceptable. There will be a three to five business day turnaround for actions submitted in this manner to be validated, loaded to the AMCAS database, and available for reports. Please e-mail Client Services at [schoolrel@aamc.org](mailto:schoolrel@aamc.org) when a new file is available on the FTP site, as you do now. Client Services staff will contact medical schools to resolve issues with invalid format or data for a submitted file. The guidelines listed below should be followed:

- Submit new admission actions only. Files should include only those actions which have occurred since the last reporting date.
- The file should be labeled with the code AA for admission action, the State Code, Medical School Code, and date (YYYYMMDD) Example: AA-AK850-20020131.
- No blank lines should be included.
- Actions for only one entering class year should be included in a file.
- Files should be broken into three segments:
  - One header segment (HDR) designating the number of admission action records that are enclosed in the file.
  - One or more admission action segments (ADM) designating the admission action.
  - One trailer segment (END) verifying the number of action records enclosed in the file.
- Each field within a segment must be separated by a pipe ( | ) delimiter, regardless of whether the field is populated.

### HDR Segment

This table lists the layout of the HDR segment.

Field Name	Datatype	Definition
HDR	char(3)	REQUIRED
Record Count	numeric(7,0)	REQUIRED; count of all ADM segments in the file



## ADM Segment

This table lists the layout of the HDR segment.

Field Name	Datatype	Definition
ADM	char(3)	REQUIRED
AAMD ID Number	numeric(10)	REQUIRED; AAMC Identification Number of the applicant; no leading zeros
Application Year	Date	REQUIRED; YYYY; entering class year
School Code	char(3)	REQUIRED; three digit medical school code
Social Security Number	char(9)	OPTIONAL; used for matching/quality control purposes; no hyphens or spaces
Last Name	varchar(55)	REQUIRED; legal last name
First Name	varchar(55)	REQUIRED; legal first name
Middle Name	varchar(55)	OPTIONAL; legal middle name
Action Code	char(2)	REQUIRED; valid admission action code
Action Application Type Code	char(1)	REQUIRED for MA (matriculated), OPTIONAL for AC (accepted), not expected for all other actions; program code to which applicant has been accepted or will matriculate provided by the medical school, based on REF_APPL_TYPE and REF_MED_APPL_TYPE
Campus Code	char(2)	REQUIRED for MA (matriculated), OPTIONAL for AC (accepted), not expected for all other actions; campus to which applicant has been accepted or will matriculate provided by the medical school, based on REF_MED_CAMPUS
Matriculation Date	date	REQUIRED for MA (matriculated), OPTIONAL for AC (accepted), not expected for all other actions; MM/YYYY; matriculation date provided by the medical school
Projected Graduation Date	date	REQUIRED for MA (matriculated), OPTIONAL for AC (accepted), not expected for all other actions; MM/YYYY; projected or expected graduation date provided by the medical school, default in AWS client is MATRICULATION_DATE plus 4 years; must be greater than the current calendar year

Field Name	Datatype	Definition
Timestamp	date	REQUIRED; MMDDYYYY HHMMSS; 24 hour clock (no AM/PM); the action effective date
User ID	varchar(14)	REQUIRED; the user name/ID associated with the action; can be a default value established by the medical school

### END Segment

This table lists the layout of the END segment.

Field Name	Datatype	Definition
END	char(3)	REQUIRED
Record Count	numeric(7,0)	REQUIRED; count of all ADM segments in the file

### Log File

A log file (extract report) is created when the electronic submission process is run (in either Audit or Update mode). One record will exist for each record that is written to the flat file. The data to be displayed in the log file for each record is as follows:

ID	Name	Application #	School's Decision Code	Decision Description	Decision Date
----	------	---------------	---------------------------	-------------------------	------------------

In addition, a Report Control section exists at the end of the log file. The report control section contains the following information:

- Process name
- Process release number
- Date of log file
- Term parameter
- Level parameter
- Audit/Update parameter
- Matriculation Date parameter
- Expected Graduation Date parameter
- Number of records matching the term and level
- Number of records created on the AAMCTRAN file

## AMCAS Extract File Process (SARAMXF)

Use this process to create a flat file of data to be electronically submitted to AMCAS. The AMCAS ID is placed in the flat file when the extract is run. When processing an ID, the extract first checks the `SPRIDEN_ID` field for the AMCAS ID, to ensure that the name type matches the *AMCASNTYP* rule label on SAAERUL for group code of *ADMS*. If no value is found, it then pulls the AMCAS ID from the `SABSUPL_AMCAS_ID` field on SABSUPL for the most recent application and stores it in the appropriate place in the outgoing flat file.

The AMCAS ID is placed in the flat file when the extract is run. The process will first look at the `SPRIDEN_ID` field for the AMCAS ID, ensuring that the name type code matches the *AMCASNTYP* value on SAAERUL. If no value is found in `SPRIDEN`, the process will then select the AMCAS ID from the `SABSUPL_AMCAS_ID` field on SABSUPL for the most recent application and store it in the appropriate place in the outgoing flat file.

The School Code that has been assigned to your institution by AMCAS needs be entered on the Electronic Admissions Application Rules Form (SAAERUL), with a group code of *ADMS* and a rule label of *AMCASSCHCODE*, before you run this process.

The State Code that has been assigned to your institution by AMCAS needs be entered on the Electronic Admissions Application Rules Form (SAAERUL), with a group code of *ADMS* and a rule label of *AMCASSCHSTAT*, before you run this process.

When processing an ID, the extract first checks the `SPRIDEN_ID` field for the AMCAS ID, to ensure that the name type matches the *AMCASNTYP* rule label on SAAERUL for group code of *ADMS*. If no value is found, it then pulls the AMCAS ID from the `SABSUPL_AMCAS_ID` field on SABSUPL and stores it in the appropriate place in the outgoing flat file.

## AMCAS Date Purge (SARAMDP)

This process is used if the institution has run the electronic submission process for a group of applicants (and created the flat file) but then realizes that one or more of the decision codes must be changed. In order to recreate the flat file with all the same applicants as for the previous run, you must run the purge process to delete the `SABSUPL_AGENCY_REPORT_DATE` from all SABSUPL records (date in the **Last Agency Report Date** field on the Application Supplemental Information Form (SOASUPL)) matching the IDs entered on the first run. This process may be run from either job submission or the host.

This process deletes the `SABSUPL_AGENCY_REPORT_DATE` from all records having a term and level equal to the input parameter and an existing `SABSUPL_AGENCY_REPORT_DATE` equal to the Last Electronic Submission Date parameter.

The audit report itemizes the following fields for all applications that have had their SABSUPL\_AGENCY\_REPORT\_DATE deleted:

- ID
- Name
- Term
- Level
- Application #
- The date that was deleted (i.e., the value in SABSUPL\_AGENCY\_REPORT\_DATE)

## AMCAS Views

Three Banner views are used in this process: SAVAMCD, SAVAMCT, and SAVAMC2. They require that a value exist on the Crosswalk Validation Form (GTVSDAX) for the internal code of *AMCASADDR*. This value is used to determine the priority of address type and phone type. File `safamcs.sql` contains some of the functions used to create the AMCAS views.

### Note

There are also some additional data elements (next MCAT test date and waiver information, which are also captured on SABSUPL) that are sent by AMCAS and stored in SARCHKL that are not part of the following views. ■

## SAVAMCD View

This view represents all of the demographic and prior college data submitted in an AMCAS file to an institution and loaded into Banner.

The following tables and individual data elements are accessed by this view:

### ***SPRIDEN Identification Table***

SPRIDEN\_ID  
Previous ID - uses function `f_get_spriden_prev`  
SPRIDEN\_LAST\_NAME  
SPRIDEN\_FIRST\_NAME  
SPRIDEN\_MI  
Previous Last Name - uses function `f_get_spriden_prev`

### ***SPRADDR Address Repeating Table***

Uses function `f_get_address_rowid`  
Must have GTVSDAX set up with code 'AMCASADDR'  
SPRADDR\_STREET\_LINE\_1  
SPRADDR\_CITY

SPRADDR\_STAT\_CODE  
SPRADDR\_ZIP

#### ***SPRTELE Telephone Repeating Table***

Use f\_get\_address\_telephone\_rowid (uses GTVSDAX)  
Uses function f\_get\_address\_telephone\_rowid  
Must have GTVSDAX set up with code 'AMCASADDR'  
SPRTELE\_PHONE\_AREA  
SPRTELE\_PHONE\_NUMBER

#### ***SPBPERS Basic Person Base Table***

SPBPERS\_SSN  
SPBPERS\_NAME\_SUFFIX  
SPBPERS\_SEX  
SPBPERS\_BIRTH\_DATE  
Age - uses function f\_calculate\_age

#### ***GORVISA Visa Information Table***

GORVISA\_VTYP\_CODE  
Description of Visa Type

#### ***GOREMAL E-mail Address Table***

Checks GOREMAL\_STATUS\_IND = 'A' and GOREMAL\_PREFERRED\_IND = 'Y'  
GOREMAL\_EMAIL\_ADDRESS  
GOREMAL\_DISP\_WEB\_IND

#### ***SORDEGR Prior College Degree Table***

AMCAS provides data for 6 prior colleges (PRIM, OTH1, OTH2, OTH3, OTH4, OTH5)  
Uses function f\_get\_sordegr\_rowid  
SORDEGR\_SBG\_CODE  
Prior college state code - uses function f\_get\_sobsbgi\_stat  
SORDEGR\_EGOL\_CODE  
SORDEGR\_ATTEND\_FROM  
SORDEGR\_ATTEND\_TO  
SORDEGR\_DEGC\_CODE  
SORDEGR\_DEGC\_DATE  
SORDEGR\_PRIMARY\_IND

#### ***SORMAJR Prior College Major Repeating Table***

Uses function f\_get\_sormajr\_majr  
SORMAJR\_MAJR\_CODE\_MAJOR  
Major Description

#### ***SARADAP Admissions Application Repeating Table***

SARADAP\_PIDM  
SARADAP\_TERM\_CODE\_ENTRY

SARADAP\_STYP\_CODE  
SARADAP\_CAMP\_CODE  
SARADAP\_PROGRAM\_1  
SARADAP\_COLL\_CODE\_1  
SARADAP\_LEVL\_CODE  
SARADAP\_DEGC\_CODE\_1  
SARADAP\_MAJR\_CODE\_1  
SARADAP\_ADMT\_CODE (for Early Decision)  
SARADAP\_APPL\_DATE

**SABSUPL Application Supplemental Information Base Table**

SABSUPL\_AGENCY\_FILE\_NO  
SABSUPL\_CYCLE\_ADDED  
SABSUPL\_APP\_YEAR\_AGENCY  
SABSUPL\_CYCLE\_CHANGED  
SABSUPL\_FLAG5 (Eval)  
SABSUPL\_AGENCY\_FEE\_WAIVED  
SABSUPL\_STAT\_CODE\_ADMIT  
SABSUPL\_CNTY\_CODE\_ADMIT  
County description - uses function f\_get\_desc\_fnc  
SABSUPL\_CNTY\_ADMIT\_RURAL  
SABSUPL\_NATN\_CODE\_ADMIT  
Nation description - uses function f\_get\_desc\_fnc  
SABSUPL\_STAT\_CODE\_BIRTH  
SABSUPL\_CITY\_BIRTH  
SABSUPL\_CNTY\_CODE\_BIRTH  
County description - uses function f\_get\_desc\_fnc  
SABSUPL\_CNTY\_BIRTH\_RURAL  
SABSUPL\_NATN\_CODE\_BIRTH  
Nation description - uses function f\_get\_desc\_fnc  
SABSUPL\_NUMBER\_DEPS  
SABSUPL\_ETHN\_CODE\_SELF  
Ethnic code description - uses f\_get\_desc\_fnc  
SABSUPL\_ESEL\_CODE (minority app)  
SABSUPL\_FLAG1 (military service)  
SABSUPL\_FLAG2 (prev med student)  
SABSUPL\_FLAG3 (disciplinary action)  
SABSUPL\_FLAG4 (adv\_info\_release)  
SABSUPL\_PREV\_APP\_1  
SABSUPL\_PREV\_APP\_2  
SABSUPL\_PREV\_APP\_3  
SABSUPL\_PREV\_APP\_4

## **SAVAMCT View**

This view represents all of the MCAT test score, course hours, and GPA data submitted in an AMCAS file to an institution and loaded into Banner. There are multiple rows for each person for each application - one row for each test score, course hour, or GPA.

The following tables and data elements are accessed by this view.

### ***SPRIDEN Identification Table***

SPRIDEN\_ID  
Previous ID - uses function f\_get\_spriden\_prev  
SPRIDEN\_LAST\_NAME  
SPRIDEN\_FIRST\_NAME  
SPRIDEN\_MI  
Previous Last Name - uses function f\_get\_spriden\_prev

### ***SARADAP Admissions Application Table***

SARADAP\_PIDM  
SARADAP\_TERM\_CODE\_ENTRY  
SARADAP\_STYP\_CODE  
SARADAP\_CAMP\_CODE  
SARADAP\_PROGRAM\_1  
SARADAP\_COLL\_CODE\_1  
SARADAP\_LEVL\_CODE  
SARADAP\_DEGC\_CODE\_1  
SARADAP\_MAJR\_CODE\_1  
SARADAP\_ADMT\_CODE (for Early Decision)  
SARADAP\_APPL\_DATE

### ***SARERUL Electronic Admissions Application Rules Table***

SARERUL\_EGRP\_CODE  
SARERUL\_DESC  
SARERUL\_VALUE

### ***STVEGRP EDI Rule Group Validation Table***

STVEGRP\_CODE  
STVEGRP\_DESC

### ***SORTEST Test Score Table***

Uses SARERUL\_EGRP\_CODE = 'ATST'  
Group code and description  
SORTEST\_TESC\_CODE  
Test code description  
SORTEST\_TEST\_SCORE  
SORTEST\_TEST\_DATE  
SORTEST\_TEFR\_CODE  
SORTEST\_TEIN\_CODE

SORTEST\_RELEASE\_IND  
SORTEST\_TEAC\_CODE  
SORTEST\_INSTR\_ID

### ***SORCRSS Person Course Summary Types Table***

Uses SARERUL\_EGRP\_CODE = 'ACHR'  
Group code and description  
SORCRSS\_CRSS\_CODE  
Course code description  
SORCRSS\_HOURS  
SORCRSS\_SBG\_CODE = '999999'

### ***SORGPAT Person GPA Types Table***

Uses SARERUL\_EGRP\_CODE = 'AGPA'  
Group code and description  
SORGPAT\_GPAT\_CODE  
GPA code description  
SORGPAT\_GPA  
SORGPAT\_PLUS\_MINUS\_IND  
SORGPAT\_SBG\_CODE = '999999'

### ***SAVAMC2 View***

This view contains all the data that must be returned to AMCAS as part of the Admissions Action File and is used by the AMCAS Extract File Process (SARAMXF).

The following tables and fields are accessed by this view.

### ***SPRIDEN Identification Table***

SPRIDEN\_PIDM  
SPRIDEN\_ID  
SPRIDEN\_LAST\_NAME  
SPRIDEN\_FIRST\_NAME  
SPRIDEN\_MI  
Name code for AMCAS file - uses function f\_get\_name\_code

### ***SARADAP Admissions Application Table***

SARADAP\_TERM\_CODE\_ENTRY  
SARADAP\_LEVL\_CODE  
SARADAP\_APPL\_NO

### ***SARAPPD Application Decision Table***

SARAPPD\_APDC\_DATE  
SARAPPD\_APDC\_CODE - translated via SORXREF  
SARAPPD\_SEQ\_NO



### **SBSUPL Admissions Supplemental Data Table**

SBSUPL\_AGENCY\_REPORT\_DATE  
SBSUPL\_AMCAS\_ID

### **SORXREF Cross-reference Rules Table**

SORXREF\_EDI\_VALUE  
SORXREF\_EDI\_QLFR (like 'AMCAS%')  
SORXREF\_XLBL\_XODE (= 'STVAPDC')

## Selective Admissions - Communication Load and Removal

### Overview

The Communication Load Process (SURLOAD) is used to insert records into GURMAIL using a flat file of PIDMS as input. The process inserts a record with a minimum of PIDM, System Indicator, and Activity Date.

The process also provides you with the option of inserting additional data elements into the GURMAIL record via the input parameters (i.e., Letter Code, Material Code, Initials, etc.). In addition, the Communication Removal Process (SURDELTA) is used to purge records from GURMAIL based on certain input parameters.

SURLOAD allows schools to track any mailings to students that take place outside the realm of communication plan processing and/or letter generation, using the Student Mail Form (SUAMAIL).

### Communication Load Process (SURLOAD)

This process takes a flat file of PIDMS as input, from which it inserts new records into the GURMAIL table. This process can be run from either job submission (GJAPCTL) or the host.

The process first determines whether any of the PIDMS in the input file are invalid Banner PIDMS (i.e., they don't exist in SPRIDEN). If a PIDM does not currently exist in Banner, that record is bypassed and noted in the audit log file. The PIDM, System Indicator (i.e., S = Banner Student, H = Banner Human Resources, R = Banner Financial Aid, etc.), and Activity Date (the date the file of PIDMS is loaded into GURMAIL) are all required. In addition, the process sets the User field on GURMAIL to *SURLOAD* for all records loaded via this process.

The GURMAIL\_DATE\_INIT is automatically set to the GURMAIL\_ACTIVITY\_DATE, indicating the day the record is inserted into GURMAIL. The GURMAIL\_INIT\_DATE will *not* change from this point forward, while the GURMAIL\_ACTIVITY\_DATE may change if the record is updated.

Use Parameter Definition Form (GJAPDEF) to change any of the optional SURLOAD parameters to required parameters at your institution. The SURLOAD process also checks to ensure that duplicate rule processing is followed if a record with the same material and/or letter code is already found in GURMAIL for the same PIDM.

## Log File

A log file is created that identifies each record loaded into GURMAIL, as well as indicating those records which were not loaded and why (no PIDM exists in Banner, duplicate letter, etc.). The log file also includes a count of how many records were actually loaded into GURMAIL. In addition, the log file displays all of the input parameters to the SURLOAD process as well as the system date. The following fields will be displayed for each record in the log file:

- ID
- Name
- System Indicator
- Comment (indicating why a record hasn't been loaded into GURMAIL)

## Communication Removal Process (SURDELT)

This process allows for the mass delete of SUAMAIL records. This process may be run from either job submission (GJAPCTL) or from the host.

The input parameters for the delete process are similar to those used by the SURLOAD process, except that the purge process also allows for the deletion of SUAMAIL records that were not created by the SURLOAD process (i.e., user is not equal to SURLOAD).

## Log File

A log file is created which identifies all records deleted by the purge process. The log file contains the following fields:

- ID
- Name
- System Indicator
- Value of all parameters entered

# Selective Admissions - Secondary School Tracking

## Overview

Secondary school tracking allows institutions to summarize data by high school or prior college for the following groups of people:

- Prospect – must have an SRBRECR record.
- Applicant – must have a SARADAP record.
- Accepted Applicant – must have a SARAPPD record with a decision code having the **Significant Decision** and **Institution Acceptance** flags checked.
- Confirmed – must have a SARAPPD record with a decision code having the **Significant Decision** and **Applicant Acceptance** flags checked.

Secondary school tracking allows institutions to quickly assess their success rate over time at various high schools and colleges from which they receive prospects and applicants. They can then use this information for a variety of purposes, including setting travel schedules for the following years, planning special visits to certain high schools or colleges to increase yield, etc.

- The Source/Background Institution Summary View (SOVSBGI) is used to calculate the summary data for each high school as a person moves from prospect, applicant, and accepted applicant to confirmed applicant. This process includes any person loaded via any tape or Web load process.
- The Prior College Summary View (SOVPSCM) is used to calculate the summary data for each college as a person moves from prospect, applicant, and accepted applicant to confirmed applicant. This process includes any person loaded via any tape or Web load process.
- The Source/Background Institution Summary Form (SOASBSM) is used to display the high school summary information calculated by the view for a specific source/background institution (STVSBGI) code, term, level, campus, college, program, major, and student type for as many years of data as exist in Banner.
- The Prior College Enrollment Summary Form (SOAPCSM) is used to display the prior college summary information calculated by the view for a specific source/background institution (STVSBGI) code, term, level, campus, college, program, major, and student type for as many years of data as exist in Banner.
- The Source/Background Summary Report (SORSBSM) is used to collect high school summary information like what is displayed on SOASBSM.
- The Prior College Summary Report (SORPCSM) is used to collect prior college summary information like what is displayed on SOAPCSM.

## Source/Background Institution Summary Form (SOASBSM)

This form is used to call a view that generates the high school data to be displayed. The view calculates the percentages for the appropriate fields. The form is entered in query mode.

The Key Block contains a source/background institution code, which is required.

The Source/Background Institution Summary Block contains the summary information for the institution in the key, such as a term code, a level code, a campus code, a college code, a program code, a major code, and a student type code, which are optional. The fields in this block are queryable.

If the term code is left blank, then the form displays all pertinent data for the source/background institution code in the key for all available terms beginning with the most current term. If the term code is entered, the form displays all pertinent information for that term only.

At the bottom of the window, the totals for the query are listed by number of prospects, number of applicants, number of applicants accepted, and number of student confirmations.

## Prior College Enrollment Summary Form (SOAPCSM)

This form calls a view that generates the prior college data to be displayed. The view calculates the percentages for the appropriate fields. The form is entered in query mode.

The Key Block contains a source/background institution code, which is required.

The Source/Background Institution Summary Block contains the summary information for the institution in the key, such as a term code, a level code, a campus code, a college code, a program code, a major code, and a student type code, which are optional. The fields in this block are queryable.

If the term code is left blank, then the form displays all pertinent data for the source/background institution code in the key for all available terms beginning with the most current term. If the term code is entered, the form displays all pertinent information for that term only.

At the bottom of the window, the totals for the query are listed by number of prospects, number of applicants, number of applicants accepted, and number of student confirmations.

## Source/Background Summary Report (SORBSM)

Use this report to collect high school information similar to what is found on the Source/Background Institution Summary Form (SOASBSM).

## Prior College Summary Report (SORPCSM)

Use this report to collect prior college summary information similar to what is found on the Prior College Enrollment Summary Form (SOAPCSM).

## Source/Background Institution Summary View (SOVSBGI)

This view is run every time the Source/Background Institution Summary Form (SOASBSM) is accessed. The view uses the source/background institution code value in the Key Block of SOASBSM to select its high school records. The **Source or Background Institution** field is required.

The view collects the following values for either all terms (if the **Term** field is blank) or for the term indicated and all prior terms:

- Class Size

The number of seniors, obtained from SORBDMO\_NO\_OF\_SENIORS on SOABGIY if available for the correct year.

### Note

If no value exists in this field for the correct year, the program will try to use the **Class Size** field (SORHSCH\_CLASS\_SIZE) on SOAHSCH for any ID selected in the query. Regardless of which class size field is used, the **Graduation Date** field (SORHSCH\_GRADUATION\_DATE) must be filled in. ■

- Number of Prospects

The number of SRBRECR records that have an associated SOAHSCH record whose source/background institution code matches the one in the key or match the entered criteria.

- Number of Applications

The number of SARADAP records that have an associated SOAHSCH record whose source/background institution code matches the one in the key or match the entered criteria.

- Application Rate (Number of Applications/Class Size)

Take the number of applications and divide by the class size.

- Number Accepted

The number of SARAPPD records that have the significant decision code and the institutional accept code checked and that have an associated SOAHSCH record whose source/background institution code matches the one in the key or match the entered criteria.

- Acceptance Rate (Number Accepted/Number of Applications)

Take the number of accepted applicants and divide by the number of applications.

- Number Confirmed

The number of SARAPPD records that have the significant decision code and the applicant accept code checked and that have an associated SOAHSCH record whose source/background institution code matches the one in the key or match the entered criteria.

- Confirmation rate (Number confirmed/Number Accepted)

Take the number of confirmed applicants and divide by the number of accepted applicants.

## Prior College Summary View (SOVPSCM)

This view is run every time the Prior College Enrollment Summary Form (SOAPCSM) is accessed. The view uses the source/background institution code value in the Key Block of SOASBSM to select its prior college records. The **Source or Background Institution** field is required.

The view collects the following values for either all terms (if the **Term** field is blank) or for the term indicated and all prior terms:

- Number of Prospects

The number of SRBRECR records that have an associated SOAPCOL record whose source/background institution code matches the one in the key or match the entered criteria.

- Number of Applications

The number of SARADAP records that have an associated SOAPCOL record whose source/background institution code matches the one in the key or match the entered criteria.

- Application Rate (Number of Applications/Class Size)

Take the number of applications and divide by the class size.

- Number Accepted

The number of SARAPPD records that have the significant decision code and the institutional accept code checked and that have an associated SOAPCOL record whose source/background institution code matches the one in the key or match the entered criteria.

- Acceptance Rate (Number Accepted/Number of Applications)

Take the number of accepted applicants and divide by the number of applications.

- Number Confirmed

The number of SARAPPD records that have the significant decision code and the applicant accept code checked and that have an associated SOAPCOL record

whose source/background institution code matches the one in the key or match the entered criteria.

Students are added to this counter if they have the decision code that is entered in the **External Code** field of the GTVSDAX record with an **Internal Code** of DEPOPAID and a **Group (Code)** of DEPOSIT.

- Confirmation Rate (Number Confirmed/Number Accepted)

Take the number of confirmed applicants and divide by the number of accepted applicants.

## Selective Admissions - Admissions Rating/Batch Entry

### Overview

The Admissions Rating Form (SAARRAT) allows for the input of multiple ratings (of multiple types), as well as producing total and average ratings by ID. The form also displays basic application information for the applicant being rated.

The Admissions Rating Type Rules Form (SAARRCT) allows each institution to define minimum and maximum values for each rating type. The rules form also allows institutions to "assign" rating types to administrators. This can reduce batch entry as well as data entry on the SAARRAT, as the assigned rating types will default in, if that administrative ID and role are entered in the key.

The Admissions Decision and Rating Batch Entry Form (SAADCBT) allows you to enter an admission decision code for multiple students at one time. In addition, the form allows for the input of multiple ratings for multiple students at one time.

Use the Admission Purge Process (SAPADMS) to purge the new applicant admissions rating data in the SARRRAT table as part of the application record purge.

### Admissions Rating Type Validation Form (STVRATP)

Use this form to define codes that identify all the types of ratings an institution might use. Possible examples include ratings for different application forms, personal ratings, academic ratings, athletic ratings, art or music ratings, etc. The rating type "0000 - Admissions Rating" is system-required.

### Admissions Rating Type Rules Form (SAARRCT)

Institutions should use this form to define and tailor each type of rating to meet their individual needs. The data contained in this form is stored in the Admissions Rating Table (SARRRCT). All rating types to be used must be defined in the Term Rating Type Rules block. Use of the Administrator Rating Type Rules block is optional.

## Admissions Rating Form (SAARRAT)

Use the Admissions Rating Form (SAARRAT) to enter multiple rating types and associated ratings per individual ID.

## Admissions Decision and Rating Batch Entry Form (SAADCBT)

Institutions should use this form to group their applications in multiple ways and then enter decisions for those groups all at once. In addition, the form allows institutions to enter ratings for the applications receiving a decision code or to enter only ratings for multiple IDs. All fields in the Key Block are optional.

### Note

For more information on SAARRCT, SAARAT, and SAADCBT, please see the online help for these forms. ■

## Admissions Decision Form (SAADCRV)

Use the Rating Review window on this form to review rating types and ratings for the ID and admissions application in the main window. This window is accessed from the Decision Calculator window, using the Rating Review item in the Options Menu.

## Admissions Decision Rules Form (SAADCSN)

Use the Ratings window on this form to track and consider the new ratings entered on either SAARRAT or SAADCBT as additional criteria in the automated decision process. Use the Admission Rating Type Rules item in the Options Menu in the main window to access the Ratings window.

## Rating Audit Report (SARDCBT)

Use this report to view all applications updated by the Admissions Decision and Rating Batch Entry Form (SAADCBT) for a specific date. The report displays the following fields for each ID that matches the input parameters:

- ID/SSN
- Name
- High School
- Term Code
- Application number
- Application Type
- Level



- Campus
- Degree
- Major
- Program
- Subtotal of # of decisions for that particular decision code.

In addition, the control section at the end of the report details the parameters that were entered. The control section also indicates the total number of decisions (matching the input parameters) entered on that date.

## Admission Decision Criteria Report (SARDCSN)

This report details the various decision rules entered on SAADCSN for various terms depending on the parameters entered. Use this report to consider rating data entered on SAADCSN in the Ratings window.

## Admit Decision Calculation Report (SARBDSN)

Use this report to consider the data entered in the Ratings window on SAADCSN when calculating an automatic decision.

## Admissions Purge Process (SAPADMS)

Use the Admission Purge Process (SAPADMS) to purge the new applicant admissions rating data in the SARRRAT table as part of the application record purge.

## Tape Load and Match Processing

Please see the “Tape Load and Match Processing” section in the “Recruiting” chapter procedures for this information.

## Selective Admissions - Search and Test Score Tape Load

Please see the “Search and Test Score Tape Load” section in the “Recruiting” chapter procedures for this information.

# Selective Admissions - Regionalization

## Overview

Regionalization processing allows you to do the following:

- Assign a district/region/EPS market code to a person, based on rules using the person's address, high school address, or high school source/background institution code (STVSBGI), even if the person is created via the tape load process.
- Assign a district/region/EPS market code to a high school based on the high school's address, even if the person is created via the tape load process.
- Store and override the system-assigned geographic region/division codes.
- Build rules on the Material Form (SOAMATL) to use the district/region/EPS market code in the determination of communication plan materials.
- Assign a specific administrator by term to a person or institution, based on the district/region/EPS market code.

## Overall Process Flow

This processing is used to assign people and institutions to various geographic regions. Multiple geographic regions can be assigned to an individual or to an institution. Multiple administrative roles such as recruiter, reader, etc. can be assigned to the same person or to an institution. Geographic region codes assigned to people and/or institutions can be manually updated or overridden. The geographic regions of individuals and institutions and institutional EPS Market Codes can be used when creating the rules for material creation. Historical data on which region(s) a person or institution has belonged to is maintained.

1. Use the Geographic Region Rule Form (SOAGEOR) to define all region and division combinations and rules.
2. If you have purchased Enrollment Planning Service (EPS) codes, load them into the Enrollment Planning Service Code Validation Form (STVEPSC) for use on the Enrollment Planning Service Rules Form (SOAEPSC).
3. Determine what your administrative roles are (recruiter, reader, traveler, alumni rep, etc.) on the Administrative Role Code Validation Form (STVRADM).
4. Set up the rules you want to use to assign your administrators on the Administrator Role Rules Form (SOAADAS).
5. As addresses for recruits and applicants are entered on the General Person Identification Form (SPAIDEN), a database trigger creates a record for that address in the GORCGEO collector table. A record is only created in the collector table if a record exists on the Crosswalk Validation Form (GTVSDAX) having an Internal

Code of "Region" with the same address type. The collector table record is used by the Person Geo Region/Divisions Report (GORPGEO) to create region records for that address in the GORPGEO table. These records can be viewed on the Geographic Regions/Divisions by ID Form (GOAPGEO). In addition, as high school addresses are entered in Banner, the SBGI Geo Region/Divisions Report (GORSGEO) is used to create region records for high schools on the new Source/Background Institution Geographic Form (GOASGEO).

6. Use the Assigned Administrators window in the Recruit Prospect Information Form (SRARECR), the Quick Recruit Form (SRAQUIK), and the Admissions Application Form (SAAADMS) to view and update the administrator assignments using the region data in GORPGEO and GORSGEO and the rules on the Administrative Roles Rules Form (SOAADAS). This window is accessed through the Options Menu.

Or, you can run the SORAINF process to assign administrators using the region data in the GORPGEO and GORSGEO tables and the rules on the Administrator Role Rules Form (SOAADAS).

7. Use the SAVSGEO and SAVADAS1 views to see which institutions are assigned to administrators. These views use the data in the GORPGEO, GORSGEO, and SORAROL tables and allow you to run various queries to determine which administrators have been assigned to individual institutions, as well as to all institutions within a region.

## Administrative Role Code Validation Form (STVRADM)

This validation form allows institutions to define various types of administrator roles to be used with regionalization processing. Examples of such roles are: Recruiter, Reader, Alumni Recruiter, etc. These codes are used by the Administrator Role Rules Form (SOAADAS) and the Administrator's Assignments Form (SOAAINF).

The **Rater Indicator** checkbox is used to designate that a role can assign ratings on the Admissions Rating Form (SAARRAT) and the Admissions Decision and Rating Batch Entry Form (SAADCBT) when checked.

## Enrollment Planning Service Code Validation Form (STVEPSC)

This validation form can contain all 304 EPS Market codes created by the College Board along with their corresponding market names. This validation form must be populated by the institution with all the EPS codes and descriptions available from the College Board.

## Administrator Assignment Data Element Validation Form (STVADDA)

This validation form is used to define the various data elements that may be used to assign administrators on the Administrator Role Rules Form (SOAADAS). The data for this

table is provided by SunGard Higher Education. Programming logic is built into each of the delivered data elements.

 **Note**

If new data elements are needed, they will be inserted into this table, and the stored procedure to calculate the assignments will be modified to include the new data elements. ■

The **Sys(tem) Req(uires)** checkbox is used to determine which values are required by the system. If the **Sys(tem) Req(uires)** checkbox is checked, the validation table record cannot be deleted.

## Administrator Role Rules Form (SOAADAS)

This form allows you to define a combination of rules to be used in assigning different administrators (recruiter, reader, alumni recruiter, etc.) to high school and person records. The form also allows institutions to use many fields available within Banner to determine how a specific administrative role should be assigned. Examples of fields which are included are: college code, campus, level, home address state, EPS market code, geographic region code, high school code, degree, program, ethnicity, gender, etc.

The form can be entered in query mode, allowing you to see which rules have been defined for the administrator ID in the key. If the **Role** is entered in the key, only rules matching this field are displayed. If an **Effective Term** is entered in the key, all rules for that effective term and earlier are displayed. If the **Active Only** checkbox is checked, only active rules for this administrator ID are displayed.

To create a new rule for the administrator ID in the key, enter the appropriate effective term and role for the new rule in the Rule Definitions block. The system automatically creates the rule number once the new rule assignments have been saved.

Access the Assignment Rules block, and define the specific elements that govern the new rule. The fields that are available have been predefined in the Administrator Assignment Data Element Validation Form (STVADDA). The logic is an OR condition within like data elements and an AND condition between different data elements. If more than one rule ID exists for an administrator/role combination, OR logic is used between the rules.

Rules can be inactivated by unchecking the **Active** checkbox in the Rule Definitions block. Only rules that are active can be modified in the Assignment Rules block.

Use List from the **Data Element** field to see the Administrator Assignment Data Element Codes List of Values.

The **Operator** field can be set to either "=" equal or "<>" not equal.

Use List from the **From Value** field to assign the appropriate value for the corresponding data element. You may designate a range of values for a data element using List from the **To Value** field, for example a ZIP Code range of 06000 to 06599.

## Enrollment Planning Service Rules Form (SOAEPSC)

This form allows you to set up rules for each EPS code by state, ZIP/Postal Code, county, or city. Only the **State/Province** field is required. These rules are for specific region criteria and apply only to high school addresses.

## Administrator Assignment Search Form (SOIAROL)

Use this form to query on roles and IDs from the Administrator Role Rules Form (SOAADAS).

This form is accessed by using Count Query Hits from the **ID** or **Role** fields in the Key Information of SOAADAS or SOAAINF, or you may display the Option List from the **ID** or **Role** fields and then select Admin Assign Search Form (SOIAROL).

## Administrator's Assignments Form (SOAAINF)

This form displays the IDs and names of everyone assigned to the administrator/role combination identified in the Key Information.

For example, if Russell Jones is a recruiter for SunGard Higher Education University, and using the Administrator Role Rules Form (SOAADAS) he was assigned as the recruiter for all high schools in Michigan, then SOAAINF would display all IDs having recruiting records which had been entered into Banner for a specific term, that had associated high schools with an address in Michigan. The form obtains this information by querying the SORAROL table for the administrator ID, role, and term in the key.

Use the Remember ID item in the Options Menu to carry one of the IDs to another form.

### **Assign Administrator Window**

Use the Assign Student item in the Options Menu to access the Assign Administrator window. This window is used to view and assign an administrator to the person in this window's **ID** field. The administrator who is assigned is the ID in the key of the main window.

## Administrator Role Form (SOAAROL)

This form is used to display all the administrative roles assigned to the ID in the Key Information. Since individuals can hold more than one type of administrative role, this form allows you to see all the roles that have been assigned to different individuals. This form is populated with data from the SORAROL table.

## Source/Background Institution Geographic Form (GOASGEO)

This form is used to display the geographic regions assigned to a source/background institution based on its address. You can also access this form from the Source or Background Institution Base Form (SOASBGI), the High School Information Form (SOAHSCH), and the Prior College Form (SOAPCOL). This form is populated with data from the GORSGEO table.

A record with the **System Indicator** checkbox checked can be made inactive, but no other fields can be altered. If a record is entered by the user, the **System Indicator** checkbox remains unchecked.

## Geographic Regions/Divisions by ID Form (GOAPGEO)

This form is used to display the geographic regions assigned to an ID based on its addresses. Regions can be active or inactive. GOAPGEO is populated with data from the GORPGEO table.

A record with the **System (Indicator)** checkbox checked can be made inactive, but no other fields can be altered. If a record is entered by the user, the **System (Indicator)** checkbox remains unchecked.

## Administrator Assignments Process (SORAINF)

This process allows institutions to use the rules defined on the Administrator Role Rules Form (SOAADAS) to assign administrators to recruit and applicant records. The process populates the SORAINF table. This process also runs when the Assign Administrators item in the Options Menu is selected on the Assigned Administrators window on the Recruit Prospect Information Form (SRARECR), the Quick Recruit Form (SRAQUIK), the Admissions Application Form (SAAADMS), and the Administrator's Assignments Form (SOAAINF).

## Person Geo Region/Divisions Report (GORPGEO)

This process is used to assign regions to individuals using the data in the GORCGEO collector table in combination with the rules defined on the Geographic Region Rules Form (SOAGEOR). These regions are then stored in the GORPGEO table.

## SBGI Geo Region/Divisions Report (GORSGEO)

This process is used to assign regions to high schools using the high school address in combination with the region rules set up on SOAGEOR. These high school regions are then stored in the GORSGEO table.

## High School/College Administrator Assignments View (SAVADAS1)

This view is used to show the source/background institutions assigned to administrators.

### Selective Admissions - Process Geographic Regions, Administrators, and Ratings

The following steps are used to set up geographic regions, assign administrators, and define ratings calculations.

1. Create geographical region definitions.

Create geographic regions on the Geographic Region Rules Form (SOAGEOR). Regions are defined using a combination of division and region.

For example, to create a region associated with the recruits Donna Harrison will be working with, create a region called *DHARISSON* and a division called Recruits. Or, if a school defines their regions geographically, create a region for *NEWENGLAND* and a division of Recruiting.

The use of the **Region** and **Division** fields is arbitrary. The fields can be defined for whatever you need to use them for.

2. Set up GTVSDAX address type records.

Use the entries on the Crosswalk Validation Form (GTVSDAX) to determine which address types will cause the trigger on SPRADDR to create entries in the Geo-Region Collector Table (GORCGEO). The records in this collector table will also be used in a later step to assign geographic regions to persons, based on the regions set up previously on SOAGEOR.

Create entries on GTVSDAX for the **Internal Code** of *REGION*. When the **Internal Code** field has a value of *REGION*, the **Group Code** field must use a value of *REGION ADDRESS* in order for region processing to work. Use the **External Code** field for those entries to define which address types should cause the trigger to run. This allows institutions to only have the trigger run when certain address types are entered on SPAIDEN, thus allowing other offices (i.e., Alumni) that enter addresses to use a different address type without having the trigger run. The trigger causes a record to be created in the Geo-Region Collector Table (GORCGEO) for each address entered on SPAIDEN with an address type matching one set up on GTVSDAX.

3. Define administrator roles.

Create role codes on the Administrative Role Code Validation Form (STVRADM) that define the different roles your administrators might play (i.e., reader, Alumni interviewer, rater, etc.). If a role is allowed to assign ratings, check the **Rater Indicator** checkbox for that role.

Consider creating a *GENERIC* role code for use in conjunction with the Admissions Rating Calculation Process (SARRATE). This process assigns ratings in batch to records meeting the specified criteria. This role must have the **Rater Indicator** box checked if it is to be used to automatically assign ratings.

4. Create administrator(s).

Create Banner records on the Identification Form (SPAIDEN) for each person who will be functioning as an administrator. Consider creating a *GENERIC* administrator ID to use in conjunction with the Admissions Rating Calculation Process (SARRATE).

5. Assign roles to administrators.

Assign all appropriate role(s) to each administrator on the Administrator Role Form (SOAAROL). If you are using a generic administrator and role with the Admissions Rating Calculation Process (SARRATE), the role must be assigned to the administrator ID on this form.

6. Set up rules to assign administrators.

Set up rules to assign an administrator to a group of recruits or applicants using the Administrator Role Rules Form (SOAADAS). Multiple rules can be set up for each administrator, thereby increasing the complexity of the assignment. If the same data element is listed multiple times for a rule, then an *OR* condition exists between each record. An *AND* condition exists between non-like data element rows.

For example:

```
SARADAP_TERM_CODE_ENTRY = 200310  
SARADAP_MAJR_CODE_1 = ART  
SARADAP_MAJR_CODE_1 = MATH
```

This indicates you want to assign this administrator to all applicants who have an entry term code of 200310 *AND* who have applied to be an Art major *OR* a Math major.

If you are planning to use the Admissions Rating Calculation Process (SARRATE) in conjunction with a *GENERIC* administrator ID, ensure that one of the rules set up on SOAADAS assigns that administrator/role combination to all persons who might be affected by the SARRATE process.

7. Create rating types.

Create rating type codes on the Admissions Rating Type Validation Form (STVRATP). Examples of rating types could be: Academic 1, Personal Interview, Art Portfolio, etc.



**8.** Define ratings types, and optionally assign them to administrators.

Define rating types for given effective terms using the Admissions Rating Type Rules Form (SAARRCT). In addition, define the minimum and maximum values allowed for each rating type.

Optionally, you can also assign rating types to administrators using SAARRCT. This reduces the amount of data entry for the administrator when they enter ratings on SAARRAT, but it does not restrict administrators to only entering ratings for these rating types.

**9.** Define test score equivalencies.

Define any test score equivalencies that may be used in the rating process on the Test Score Equivalency Form (SOATEQU). In order to use test score equivalencies, a test source must be identified on SOATEQU and must accompany the incoming test score. This allows institutions to limit the creation of equivalencies to official test scores versus self-reported test scores.

**10.** Define factor codes.

Define factor codes (to be used in setting up rating formulas) on the Admissions Factor Code Validation Form (STVAFCT). Each factor code acts as a variable in the user-defined rating formula. Factor codes are only needed if you are planning to calculate ratings with a user-defined formula.

**11.** Define selection criteria for factor codes.

Associate factor codes with selection criteria, and assign them to Banner fields using the Admissions Rating Factor Rules Form (SAARRFT). The selection criteria define the characteristics the applicant must have in order for the rating formula to use this factor code. For example, a factor code could be defined as valid for all applicants with a major code equal to Math who are in-state residents.

The factor codes are then assigned either a static value such as *10*, or they are assigned to a Banner column. For example, if the rating formula requires the SAT Verbal score, then a factor code could be associated with a **Table Name** value of *SORTEST*, a **Select Column** value of *SORTEST\_TEST\_SCORE*, and a **Where Column** value of *SORTEST\_TESC\_CODE = S01* (the test code for the SAT Verbal score).

Selection criteria for factor codes are only needed if you are planning to calculate ratings with a user-defined formula.

**12.** Define the rating calculation formula.

Define the rating calculation formula on the Admissions Rating Formula Definition Form (SAARRDF). This form uses the factor codes created on SAARRFT in conjunction with parentheses and numeric operators to create a user-defined formula. Each user-defined formula is defined for a rating type and effective term. The rating

calculation formula is only needed if you want to create and assign ratings based on a user-defined formula.

The set up for using geographic regions, administrators, and ratings is complete. You can now create your recruit and/or applicant records in Banner, including their address records, which will cause the Geo-Region Collector Table (GORCGEO) to be populated. Additional information required by the user-defined formula (such as test scores, etc.) should be entered where appropriate in your process.

**13. Assign regions to records.**

Run the Person Geo Regions/Divisions Process (GORPGEO) to assign regions to all records in the Geo-Region Collector Table (GORCGEO). This process can also be run for a single ID within the Geo-Region Collector Table (GORCGEO).

**14. View assigned region(s)/division(s).**

Use the Geographic Regions/Divisions by ID Form (GOAPGEO) to view the geographic regions assigned to each person. Each record also includes information about the address that caused the creation of the geographic region.

**15. Assign administrators.**

Run the Administrator Assignments Process (SORAINF) to assign administrators to recruits and applicants based on the rules set up on SOAADAS. Use the Administrator's Assignments Form (SOAINF) to view all recruits or applicants assigned to an administrator manually or via the SORAINF process.

Use the Administrator Assignments item in the Options Menu from SAAADMS or SRARECR for a specific recruit or applicant to view the administrator(s) assigned to the specific recruit or applicant.

**16. Assign ratings.**

Now that administrators have been assigned to recruits and applicants, they can assign rating(s) to your applicants on the Admissions Rating Form (SAARRAT). Rating types that were pre-defined for each administrator will default into SAARRAT as long as the administrator/role information is entered in the Key Block. The administrator then needs to only enter the rating itself.

**17. Run batch rating process.**

If your institution has created a user-defined formula on the Admissions Rating Formula Definition Form (SAARRDF) to assign ratings, run the Admissions Rating Calculation Process (SARRATE) to calculate the ratings based on the formula and to insert the rating into SARRAT for each applicant that met the criteria.

Other options:

1. Enter ratings on the Admissions Decision and Rating Batch Entry Form (SAADCBT). This form allows you to enter decisions and/or ratings in batch. As on SAARRAT, rating types defined for an administrator on SAARRCT will default into the form if the administrator and role information is entered in the Key Block.
2. Ratings can also be used with the auto-decision process. Enter rating minimum and maximum values on the Admissions Decision Rules Form (SAADCSN) as part of auto-decision processing.

## Purge Process

The following purge is part of the Admissions module.

### sapadms.pc - Admissions Purge

This process will purge all admissions information for a student based on the user specified parameter of term. The term entered represents the terms up to and including the term for which you would like to purge admissions data. The user may optionally choose to delete High School, Prior College, and Test Score information by parameter selection. The Transfer Articulation information for the applicant will also be deleted if no General Student information exists, or it *may bypass* those students with registration and/or academic history. The process will only delete the mail records which are tied to the Admissions module. This process will also delete person-related information such as interests and contacts, if no recruiting or student record exists for the applicant.

## Admissions Reports

---

This section contains a sample of each report in the Admissions module. Parameter definitions are also provided for your convenience.

The following reports are run through the Admissions module:

Admissions Count by College/Major Report	(SARACTM)
Admissions Application Report	(SARADMS)
Admit Decision Calculation Report	(SARBDSN)
Admission Decision Criteria Report	(SARDCSN)
Admissions High School Report	(SORHSRP)
Admission Purge	(SAPADMS)
Appointment Purge Process	(SOPAPPT)
SAT Recentering Process	(SOPSATS)
AMCAS Extract File Process	(SARAMXF)

AMCAS Date Purge	(SARAMDP)
Communication Load Process	(SURLOAD)
Communication Removal Process	(SURDELT)
Source/Background Summary Report	(SORSBSM)
Rating Audit Report	(SARDCBT)
Administrator Assignments Process	(SORAINF)
Electronic App Purge Process	(SARETPG)
Elec App Verify/Load Process	(SARETMT)
TS 189 Upload to Banner	(SAR189U)
Student Email Process	(SOREMAL)
Batch Email for Elec. Apps. Process	(SAREMAL)
Admissions Rating Calculation Report	(SARRATE)
Electronic Application Report	(SARETBL)
Learner Curriculum Conversion Process	(SOPLCCV)
Learner Curriculum Purge Process	(SOPLCPG)
Non-Destructive Curric Update Report	(SOPLCHG)
Process Mass Entry Report	(SORMEBP)
Purge Mass Entry Audit Process	(SOPMAUD)

## Creating a Population Selection

To perform population selection, the application you will be working with must first be defined on the Application Definition Rules Form (GLRAPPL).

The second step is to enter the Population Selection Definition Rules Form (GLRSLCT), enter the **Application (Code)**, and create a **Selection ID (Identifier)** with a description.

In the Selection Definition section, define the **Select** and **From** portions of the SQL statement that the selection represents.

### **Example:**

```
Select:      SARADAP_PIDM
From:       SARADAP
```

Next, enter the Selection Rules for the population of records you would like to see.

### **Example:**

```
SARADAP_TERM_CODE_ENTRY    =    '200010'        AND
SARADAP_LEVL_CODE          =    'UG'
```

Save your data and exit. Your population selection rules will be compiled. If any errors are issued during the compilation process, resolve the errors before continuing. If you do

not resolve all errors given during the compile process, you will not be able to use the population selection rules to extract a population.

You are now ready to extract the population of people. The Population Selection Extract (GLBDATA) is run from the Process Submission Control Form (GJAPCTL). At minimum, you will need to supply the parameters for Selection Identifier 1, Application, and Creator ID, which are the values that were in the Key Information of the Population Selection Definition Rules Form (GLRSLCT).

After extracting the population, you can use the Population Selection Extract Data Form (GLAEXTR) to view and/or modify the people in the population. You can add or delete people from the population using this form. The keys to the form are **Application**, **Selection ID**, and **Creator ID**. (**User ID** is also displayed in the Key Information.) You will be able to add or delete people only from populations that you selected.

After extracting the population, and modifying the people in it if necessary, you can use the population for a variety of purposes. Letters can be produced using Letter Generation, based upon a population, and many Banner reports and processes also can accept a population for processing.

For additional details on population selection, refer to the *Banner General User Guide*.



## Admissions Count by College/Major Report (SARACTM)

**Description** This report is used to produce admission application counts with totals by major and college.

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	Entry Term	Yes	Enter the term code for which you wish to run the admissions application counts.	Term Code Validation Form (STVTERM)
	Prior Entry Term 1	Yes	Enter the first term for which you want to compare the admissions counts.	Term Code Validation Form (STVTERM)
	Prior Entry Term 2	Yes	Enter the second term for which you want to compare the admissions counts.	Term Code Validation Form (STVTERM)

## Report Sample—Admissions Count by College/Major Report (SARACTM)

13-JAN-1994 18:26:19  
199401

Banner University  
Adm Count By College/Major

PAGE 1  
SARACTM

Term	College	Major	Count	199201 % Increase	199301 % Increase
199201	00 No College Designated	0000 Undeclared	32		
199301	00 No College Designated	0000 Undeclared	86	168.75	
199401	00 No College Designated	0000 Undeclared	22	-31.25	-74.42
199301	01 College of Arts & Sciences	0000 Undeclared	2	200.00	
199401	01 College of Arts & Sciences	0000 Undeclared	8	800.00	300.00
199301	01 College of Arts & Sciences	010 Accounting	3	300.00	
199401	01 College of Arts & Sciences	010 Accounting	4	400.00	33.33
199201	01 College of Arts & Sciences	100 English	1		
199301	01 College of Arts & Sciences	100 English	4	300.00	
199401	01 College of Arts & Sciences	100 English	1	.00	-75.00
199301	01 College of Arts & Sciences	101 Journalism	1	100.00	
199401	01 College of Arts & Sciences	105 Foreign Languages	1	100.00	100.00
199301	01 College of Arts & Sciences	110 Linguistics	4	400.00	
199401	01 College of Arts & Sciences	1111 Architectural Engineering Tech	1	100.00	100.00
199201	01 College of Arts & Sciences	120 Nursing	1		
199401	01 College of Arts & Sciences	145 Education	1	100.00	100.00



13-JAN-1994 18:26:19  
199401

Banner University  
Adm Count By College/Major

PAGE 4  
SARACTM

\* \* \* REPORT CONTROL INFORMATION - SARACTM - Release 2.1.5 \* \* \*

RPTNAME: SARACTM  
TERM: 199401  
PRIOR ENTRY TERM 1: 199301  
PRIOR ENTRY TERM 2: 199201

RECORD COUNT: 51

## Admissions Application Report (SARADMS)

**Description** This report is used to list application data by ID or name, term, and application number.

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	Term	No	Enter the term code for which you wish to run the admissions application report.	Term Code Validation Form (STVTERM)
	Admissions Type	No	Enter the admissions type code for which you wish to select the admissions application information. Multiple values can be entered.	Admissions Type Code Validation Form (STVADMT)
	Student Type	No	Enter the student type code for which you wish to select the admissions application information. Multiple values can be entered.	Student Type Code Validation Form (STVSTYP)
	Major Code	No	Enter the major code for which you wish to select the admissions application information. Multiple values can be entered.	Major, Minor, Concentration Code Validation Form (STVMAJR)
	Degree Code	No	Enter the degree code for which you wish to select the admissions application information. Multiple values can be entered.	Degree Code Validation Form (STVDEGC)
	College Code	No	Enter the college code for which you wish to select the admissions application information. Multiple values can be entered.	College Code Validation Form (STVCOLL)
	Level Code	No	Enter the level code for which you wish to select the admissions application information. Multiple values can be entered.	Level Code Validation Form (STVLEVL)
	Residence Code	No	Enter the residency type code for which you wish to select the admissions application information. Multiple values can be entered.	Residence Code Validation Form (STVRESL)

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	Application Status Code	No	Enter the application status code for which you wish to select the admissions application information. Multiple values can be entered.	Admission Application Status Code Validation Form (STVAPST)
	Application Decision Code	No	Enter the application decision code for which you wish to select the admissions application information. Multiple values can be entered.	Admissions Application Decision Code Validation Form (STVAPDC)
	Report Sequence (N = Name, I = ID)	No	Enter <i>N</i> to run the report in name sequence; enter <i>I</i> to run the report in ID number sequence.	N    Name sequence I    ID sequence

## Report Sample—Admissions Application Report (SARADMS)

12-MAY-2006 13:02:18  
200443

BANNER University  
Admissions Application Report

PAGE 1  
SARADMS

Applications by Name, Term, Application Number

Id	Name	Term	Appl	Title	Code	Description	
300444072	Acton Dan	200443	1	Appl:	Stdnt Type S Admit Type ST Recr Type Recruiter Residence R Session F/P F Site App Status I Decision Ed Levl Ed Goal Interview Rate Wthd Reas Inst Attd	Special Standard  In state Resident  Fulltime  Incomplete items outstanding	
				Priority	1		
				Level	UG	Undergraduate (UG)	
				Degree	BA	Bachelor of Arts	
				Program	BA-ENGLISH	BA in English	
				College	AS	College of Arts & Sciences	
				Campus			
				Major	ENGL	English	
				Dept	ENGL	English	
				Minor	CHEM	Chemistry	
			Checklist:	Code	Mandatory	Description	Received
				AP25	Y	\$25 Application Fee	01-JUL-2005
				CLT1	Y	College Transcript	
				ESSY		Personal Essay	
				HST1	Y	High School Transcript	
				TSTS	Y	SAT or ACT Scores	

Applications by Name, Term, Application Number

Id	Name	Term	Appl	Title	Code	Description
A6541233	Adamson Arthur T	200443	1			
			Appl:	Stdnt Type	S	Special
				Admit Type	ST	Standard
				Recr Type		
				Recruiter		
				Residence	R	In state Resident
				Session		
				F/P	F	Fulltime
				Site		
				App Status	I	Incomplete items outstanding
				Decision		
				Ed Levl		
				Ed Goal		
				Interview		
				Rate		
				Wthd Reas		
				Inst Attd		
				Priority	1	
				Level	UG	Undergraduate (UG)
				Degree	BA	Bachelor of Arts
				Program	BA-HISTORY	Bach of History
				College	AS	College of Arts & Sciences
				Campus	M	Main
				Major	HIST	History
				Dept	HIST	History
				Priority	2	
				Level	CE	Continuing Education
				Degree	CERT	Certificate Program
				Program	CE-ART	CE in Art and Mixed Medium
				College	CE	Continuing Education
				Campus		
				Major	ARTS	Fine Art
				Dept	ART	Art

Applications by Name, Term, Application Number

Id	Name	Term	Appl	Title	Code	Description	
(Continued) A6541233	Adamson Arthur T	200443	1	Conc	PAIN	Painting	
				Checklist: Code	Mandatory	Description	Received
				CLT1	Y	College Transcript	
A9874561	Bedminster Steven A	200443	1	Appl:	Stdnt Type S Admit Type ST Recr Type Recruiter Residence R Session F/P F Site App Status C Decision Ed Levl Ed Goal Interview Rate Wthd Reas Inst Attd	Special Standard  In state Resident  Fulltime  Complete ready for review	
					Priority 1 Level UG Degree BA Program BA-HISTORY College AS Campus M Major HIST Dept HIST	Undergraduate (UG) Bachelor of Arts Bach of History College of Arts & Sciences Main History History	
300222225	Connor Mildred	200443	1	Appl:	Stdnt Type N Admit Type ST Recr Type Recruiter Residence R Session F/P F Site App Status D Decision 31 Ed Levl 4YD Ed Goal Interview Rate LOCAL Wthd Reas Inst Attd	New First Time Standard  In state Resident  Fulltime  Decision Made Quick Entry/Non-Matriculated Completed 4 Year Degree  Local Resident	
					Priority 1 Level UG Degree BA Program BA-HISTORY College AS Campus M Major HIST Dept HIST	Undergraduate (UG) Bachelor of Arts Bach of History College of Arts & Sciences Main History History	

Applications by Name, Term, Application Number

Id (Continued)	Name	Term	Appl	Title	Code	Description		
300222225	Connor Mildred	200443	1	Maj/Conc Major Dept Minor	ARTH ECON HIST CF	Art History Economics History Commerce Finance		
				Checklist:	Code	Mandatory	Description	Received
					AP25	Y	\$25 Application Fee	
					CLT1	Y	College Transcript	
					ESSY	Y	Personal Essay	
					HST1	Y	High School Transcript	
					TEEQ		Test Score Equivalent	
					TEST		Test Score	
					TSTS	Y	SAT or ACT Scores	
300444171	Filmore Hubbard	200443	1	Appl:	Stdnt Type	S	Special	
					Admit Type	ST	Standard	
					Recr Type			
					Recruiter			
					Residence	R	In state Resident	
					Session			
					F/P	F	Fulltime	
					Site			
					App Status	D	Decision Made	
					Decision	35	Applicant Acceptance	
					Ed Lev1			
					Ed Goal			
					Interview			
					Rate			
					Wthd Reas			
					Inst Attd			
					Priority	1		
					Level	UG	Undergraduate (UG)	
					Degree	BA	Bachelor of Arts	
					Program	BA-HISTORY	Bach of History	
					College	AS	College of Arts & Sciences	
					Campus	M	Main	
					Major	HIST	History	
					Dept	HIST	History	

Applications by Name, Term, Application Number

Id	Name	Term	Appl	Title	Code	Description
300444043	Tully William	200443	1	Appl:	Stdnt Type S	Special
					Admit Type ST	Standard
					Recr Type	
					Recruiter	
					Residence R	In state Resident
					Session	
					F/P F	Fulltime
					Site	
					App Status D	Decision Made
					Decision 35	Applicant Acceptance
					Ed Lev1	
					Ed Goal	
					Interview	
					Rate	
					Wthd Reas	
					Inst Attd	
					Priority 1	
					Level UG	Undergraduate (UG)
					Degree BA	Bachelor of Arts
					Program BA-HISTORY	Bach of History
					College AS	College of Arts & Sciences
					Campus M	Main
					Major HIST	History
					Dept HIST	History
				Checklist:	Code	Mandatory
						Description
						Received



Applications by Name, Term, Application Number

Id (Continued)	Name	Term	Appl	Title	Code	Description
300444043	Tully William	200443	1	AP25 CLT1 ESSY HST1 TSTS	Y Y Y Y Y	\$25 Application Fee College Transcript Personal Essay High School Transcript SAT or ACT Scores
300444050	Wake Miles	200443	1	Appl:	Stdnt Type N Admit Type ST Recr Type Recruiter Residence R Session F/P Site App Status D Decision 31 Ed Lev 4YD Ed Goal Interview Rate LOCAL Wthd Reas Inst Attd	New First Time Standard  In state Resident  Decision Made Quick Entry/Non-Matriculated Completed 4 Year Degree
				Priority 1 Level UG Degree BA Program BA-ARTS College AS Campus MAL Major ARTS Dept ART		Undergraduate (UG) Bachelor of Arts BA in Arts College of Arts & Sciences Malvern Fine Art Art
				Checklist:	Code ESSY HST1 RESD TSTS	Mandatory Y Y Y Y Description Personal Essay High School Transcript Proff of residency SAT or ACT Scores
						Received

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200443

BANNER University  
Admissions Application Report

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SARADMS

Applications by Name, Term, Application Number

\* \* \* REPORT CONTROL INFORMATION - SARADMS - Release 7.3 \* \* \*

RPTNAME: SARADMS  
TERM: 200443  
ADMISSIONS TYPE:  
STUDENT TYPE:  
MAJOR CODE:  
DEGREE CODE:  
COLLEGE CODE:  
LEVEL CODE:  
RESIDENCE CODE:  
APPLICATION STATUS CODE:  
APPLICATION DECISION CODE:  
REPORT SEQUENCE: N  
  
RECORD COUNT: 7

## Admit Decision Calculation Report (SARBDSN)

**Description** This report is used to calculate automated decisions based on institution rules. The process selects all application records that match the parameter values. If any of the applications have outstanding checklist items, regardless of their application status, they will not be processed and will have a message associated with them on the report. If all checklist items are received, then the process compares each applicant and/or application against the rules on SAADCSN.

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	Applicant Entry Term	Yes	Enter the term code for which you wish to calculate automatic decisions.	Term Code Validation Form (STVTERM)
	Admissions Type	No	Enter the admissions type code for which you wish to calculate automatic decisions. Multiple values can be entered.	Admission Type Code Validation Form (STVADMT)
	Student Type	No	Enter the student type code for which you wish to calculate automatic decisions. Multiple values can be entered.	Student Type Code Validation Form (STVSTYP)
	Major Code One	No	Enter the major code for which you wish to calculate automatic decisions. Multiple values can be entered.	Major, Minor, Concentration Code Validation Form (STVMAJR)
	Degree Code One	No	Enter the degree code for which you wish to calculate automatic decisions. Multiple values can be entered.	Degree Code Validation Form (STVDEGC)
	College Code One	No	Enter the college code for which you wish to calculate automatic decisions. Multiple values can be entered.	College Code Validation Form (STVCOLL)
	Level Code	No	Enter the level code for which you wish to calculate automatic decisions. Multiple values can be entered.	Level Code Validation Form (STVLEVL)
	Residence Code	No	Enter the residency type code for which you wish to calculate automatic decisions. Multiple values can be entered.	Residence Code Validation Form (STVRESL)

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	Application Status Code	No	Enter the application status code for which you wish to calculate automatic decisions. Multiple values can be entered.	Admission Application Status Code Validation Form (STVAPST)
	Application Decision Code	No	Enter the application decision code for which you wish to calculate automatic decisions. Multiple values can be entered.	Admission Application Decision Code Validation Form (STVAPDC)
	Apply Updates (Y = Yes, N= No)	Yes	Enter <i>Y</i> to update the admission decisions; enter <i>N</i> to run the report in Audit Mode.	Y Update N Audit
	Program Code	No	Enter the program code for which you wish to calculate automatic decisions.	
	Campus Code	No	Enter the campus code for which you wish to calculate automatic decisions.	Campus Code Validation Form (STVCAMP)
	Citizenship Code	No	Enter the citizenship code for which you wish to calculate automatic decisions.	Citizen Type Code Validation Form (STVCITZ)
	Exclude Decision Code	No	Enter the admissions application decision code for students you wish to exclude from processing.	Admission Application Decision Code Validation Form (STVAPDC)

## Report Sample—Admit Decision Calculation Report (SARBDSN)

13-MAR-2002 20:56:43  
200310

Banner University  
Admit Decision Calc Report  
AUTOMATED ADMISSION DECISIONS

PAGE 1  
SARBDSN

Id	Name	Term	Appl No	Priority	Sequence	Decision	Description/Comments
@00003382	Bars Nancy	200310	3				OUTSTANDING CHECKLIST ITEMS SUBJ= COLL= TEST=
@00003427	69656 Test1	200310	1				OUTSTANDING CHECKLIST ITEMS SUBJ= COLL= TEST=
@00003494	SAAADMS Test	200310	2				OUTSTANDING CHECKLIST ITEMS SUBJ= COLL= TEST=
@00003498	Miller Joseph	200310	1				OUTSTANDING CHECKLIST ITEMS SUBJ= COLL= TEST=
@00003564	Matheson Timothy	200310	3				OUTSTANDING CHECKLIST ITEMS SUBJ= COLL= TEST=
@00003584	Cumquat Ralph	200310	1				OUTSTANDING CHECKLIST ITEMS SUBJ= COLL= TEST=
@00003743	Smother Jay	200310	1				OUTSTANDING CHECKLIST ITEMS SUBJ= COLL= TEST=
@00003798	Battye Janette	200310	1		4	35	Applicant Acceptance UPDATE COMPLETE STUDENT REC CREATED SUBJ= Y COLL= Y TEST= Y
@00003801	Setze Paul	200310	1		4	35	DECISION RULE FAILED SUBJ= COLL= Y TEST=
@00003802	Lautman Robert	200310	1				OUTSTANDING CHECKLIST ITEMS SUBJ= COLL= TEST=
@00004707	Mackafy Albie	200310	2				OUTSTANDING CHECKLIST ITEMS SUBJ= COLL= TEST=
@00004761	Waltham Walter	200310	1				OUTSTANDING CHECKLIST ITEMS SUBJ= COLL= TEST=
@00004762	Waltham Maria	200310	2				OUTSTANDING CHECKLIST ITEMS SUBJ= COLL= TEST=
@00005184	Topliff Eric	200310	2				OUTSTANDING CHECKLIST ITEMS SUBJ= COLL= TEST=
@00005186	Raiford Christopher	200310	2				OUTSTANDING CHECKLIST ITEMS SUBJ= COLL= TEST=
@00005186	Raiford Christopher	200310	3				OUTSTANDING CHECKLIST ITEMS SUBJ= COLL= TEST=

13-MAR-2002 20:56:43  
200310

Banner University  
Admit Decision Calc Report  
AUTOMATED ADMISSION DECISIONS

PAGE 2  
SARBDSN

Id	Name	Term	Appl No	Priority	Sequence	Decision	Description/Comments
@00005187	Spink Heather	200310	2				
					RATING=	HS=	OUTSTANDING CHECKLIST ITEMS SUBJ= COLL= TEST=

13-MAR-2002 20:56:43  
200310

Banner University  
Admit Decision Calc Report  
AUTOMATED ADMISSION DECISIONS

PAGE 3  
SARBDSN

\* \* \* REPORT CONTROL INFORMATION - SARBDSN - Release 5.4

RPTNAME: SARBDSN  
TERM: 200310  
ADMISSIONS TYPE:  
STUDENT TYPE:  
MAJOR CODE:  
DEGREE CODE:  
COLLEGE CODE:  
LEVEL CODE: UG  
RESIDENCE CODE:  
APPLICATION STATUS CODE:  
APPLICATION DECISION CODE:  
APPLICATION PROGRAM CODE: DMF  
CAMPUS CODES:  
CITIZEN CODE:  
EXCLUDE DECISION CODE:  
APPLY UPDATES: Y

RECORD COUNTS:  
INPUT COUNT - 17  
DECISION COUNT - 1

## Admission Decision Criteria Report (SARDCSN)

**Description** This report is used to list the automated decision rules set up by the institution on the Admissions Decision Rules Form (SAADCSN).

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	Term (% for all)	Yes	Enter the term code representing the term for which you want the automated decision rules listed; enter % to select all terms in the database.	Term Code Validation Form (STVTERM)
	New Term or Decision Roll	No	Enter the new term for which you want to create automated decision criteria.	Term Code Validation Form (STVTERM)
	Delete Old Term After Roll (Y)	No	Enter <i>Y</i> to delete the old term after the automated decision rules are rolled to the new term. The default is <i>N</i> .	Y Delete old term after roll N Do not delete old term

## Report Sample—Admission Decision Criteria Report (SARDCSN)

11-NOV-1999 15:28:00  
200110

Banner University  
Adm Decision Criteria Report

PAGE 1  
SARDCSN

Decision Report by Term, Priority, Decision, Seq. No.

Term	Seq.	Dcsn	Description	Pri										
200110	2	04	Application Rejected		Student Data:	Level	Type	Coll	Degree	Major	Admit	Resd	F/P	Sess
						UG							F	
					High School:	Dplm	Prep	GPA	%ILE					
						GE		2.50	50.00					
					HS Subjects:	Subject	Description				Grade	Years		GPA
						ENGL	English				C	4.00		2.0
						HIST	History				C	3.00		2.5
						MATH	Mathematics				C	3.00		2.0
						SCI	Science				C	3.00		2.0
					Prior Coll:	Deg.	Hours	GPA						
						BA		2.00						
200110	3	25	Institution Acceptance		Student Data:	Level	Type	Coll	Degree	Major	Admit	Resd	F/P	Sess
						UG		BK		MATH				
					High School:	Dplm	Prep	GPA	%ILE					
					Prior Coll:	Deg.	Hours	GPA						
200110	4	25	Institution Acceptance		Student Data:	Level	Type	Coll	Degree	Major	Admit	Resd	F/P	Sess
						UG	N	BK	BA					
					High School:	Dplm	Prep	GPA	%ILE					
					HS Subjects:	Subject	Description				Grade	Years		GPA
						MATH	Mathematics				A	4.00		
					Prior Coll:	Deg.	Hours	GPA						
					Test Scores:	Test	Description					Min.	Score	
						S01	SAT Verbal					550		
						S02	SAT Mathematics					600		
200110	5	25	Institution Acceptance		Student Data:	Level	Type	Coll	Degree	Major	Admit	Resd	F/P	Sess
						UG	A	EN	BS	CENG	N			
					High School:	Dplm	Prep	GPA	%ILE					
					Prior Coll:	Deg.	Hours	GPA						



Decision Report by Term, Priority, Decision, Seq. No.

Term	Seq.	Dcsn	Description	Pri										
200110	5	25	Institution Acceptance											
					Ratings:	Rating	Description	Min.	Rating					
						ACAD1	First Academic Rater	8.70						
						ACAD2	Second Academic Rate	8.50						
						PERS1	First Person Rater	85.00						
200110	6	25	Institution Acceptance											
					Student Data:	Level	Type	Coll	Degree	Major	Admit	Resd	F/P	Sess
						UG	A			CLAS	N			
					High School:	Dplm	Prep	GPA	%ILE					
					HS Subjects:	Subject	Description	Grade	Years			GPA		
						ENGL	English	B	4.00					
						HIST	History	B	4.00					
					Prior Coll:	Deg.	Hours	GPA						
					Test Scores:	Test	Description	Min.	Score					
						S01	SAT Verbal	590						
						S02	SAT Mathematics	550						
					Ratings:	Rating	Description	Min.	Rating					
						ACAD1	First Academic Rater	8.80						
						ACAD2	Second Academic Rate	8.90						
						PERS1	First Person Rater	85.00						
200110	1	35	Applicant Acceptance											
					Student Data:	Level	Type	Coll	Degree	Major	Admit	Resd	F/P	Sess
						UG	A	AS	BS	BIOL	N			
					High School:	Dplm	Prep	GPA	%ILE					
					HS Subjects:	Subject	Description	Grade	Years			GPA		
						MAT3	Calculus		2.00					
						PSCI	Physical science		2.00					
					Prior Coll:	Deg.	Hours	GPA						
					Test Scores:	Test	Description	Min.	Score					
						S01	SAT Verbal	575						
						S02	SAT Mathematics	580						
200110	7	35	Applicant Acceptance											
					Student Data:	Level	Type	Coll	Degree	Major	Admit	Resd	F/P	Sess
						UG	A				N			
					High School:	Dplm	Prep	GPA	%ILE					
					HS Subjects:	Subject	Description	Grade	Years			GPA		
						ENGL	English	B	4.00					

11-NOV-1999 15:28:00  
200110

Banner University  
Adm Decision Criteria Report

PAGE 3  
SARDCSN

Decision Report by Term, Priority, Decision, Seq. No.

Term	Seq.	Dcsn	Description	Pri				
(Continued)								
200110	7	35	Applicant Acceptance					
					Prior Coll:	MAT3	Calculus	A 1.00
					Test Scores:	Deg. Hours	GPA	
						S01	SAT Verbal	Min. Score
						S02	SAT Mathematics	570
					Ratings:	Rating	Description	600
						ACAD1	First Academic Rater	Min. Rating
						ACAD2	Second Academic Rate	8.90
						PERS1	First Person Rater	8.60
								90.00

11-NOV-1999 15:28:00  
200110

Banner University  
Adm Decision Criteria Report

PAGE 4  
SARDCSN

Decision Report by Term, Priority, Decision, Seq. No.

\* \* \* REPORT CONTROL INFORMATION - SARDCSN - Release 4.2 \* \* \*

RPTNAME: SARDCSN  
TERM: 200010  
NEW TERM FOR DECISION ROLL: 200110  
DELETE OLD TERM AFTER ROLL: N

RECORD COUNT: 7

RECORDS ADDED: 1

Decision records: 6

High School records: 9

Test Score records: 6

Rating records: 9

RECORDS DELETED:

Decision records: 0

High School records: 0

Test Score records: 0

Rating records: 0

## Admissions High School Report (SORHSRP)

**Description** This report is used to print the information received from the high schools.

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	Student Registration Term	Yes	Enter the term code representing the term during which you are printing the high school information (for example, the effective term of the general student record and the registration term for selection).	Term Code Validation Form (STVTERM)
	Admissions Entry Term	Yes	Enter the term code representing the term for which you wish to print the high school information.	Term Code Validation Form (STVTERM)
	Select if Student has Registr.	No	Enter <i>Y</i> to select the high school if the student has registration for the term entered in the Student Registration Term parameter. Leave blank to select students from all terms.	Y Select high school N Do not select high school
	Select if Student has Appl.	No	Enter <i>Y</i> to select the high school if the student has an application for the term that was entered in the Admissions Entry Term parameter. Leave blank to select students from all admissions terms.	Y Select high school N Do not select high school
	High School SBGI Code	No	Enter the source/background institution code for the high school, to report for a single high school.	Source/Background Institution Code Validation Form (STVSBGI)
	State Code of High School	No	Enter the state code for the high school, to report a high school in a specific state.	State/Province Code Validation Form (STVSTAT)

## Report Sample—Admissions High School Report (SORHSRP)

21-FEB-2000 11:04:29 199910	Banner University Admissions High School Report Requested Entry Term = 199910	PAGE 1 SORHSRP						
HIGH SCHOOL 000001 Malvern Prep School								
ID	NAME	H.S. %ILE	ADMISSIONS MAJOR	COLLEGE	STUDENT MAJOR	COLLEGE	CURRENT HOURS	INSTITUTION CUM. GPA
@00001945	Luner William		AMTH	AS			.00	.00
@00001939	Pearl Minny		AMTH	AS			.00	.00
HS 000001	TOTAL 00002		ADM.	00002	STDN.	00000	REG.	00000
			%	100.000	%	.000	%	.000

21-FEB-2000 11:04:29 199910	Banner University Admissions High School Report Requested Entry Term = 199910	PAGE 2 SORHSRP						
HIGH SCHOOL 000002 East High School								
ID	NAME	H.S. %ILE	ADMISSIONS MAJOR	COLLEGE	STUDENT MAJOR	COLLEGE	CURRENT HOURS	INSTITUTION CUM. GPA
817111111	Flath Hannah L	99.00	AMTH	AS	HIS	00	.00	.00
817444441	Jackson Jill		HIST	AS			.00	.00
HS 000002	TOTAL 00002		ADM.	00002	STDN.	00001	REG.	00000
			%	100.000	%	50.000	%	.000

21-FEB-2000 11:04:29 199910	Banner University Admissions High School Report Requested Entry Term = 199910	PAGE 3 SORHSRP						
HIGH SCHOOL 000005 Haverford High School								
ID	NAME	H.S. %ILE	ADMISSIONS MAJOR	COLLEGE	STUDENT MAJOR	COLLEGE	CURRENT HOURS	INSTITUTION CUM. GPA
817111111	Flath Hannah L	95.00	AMTH	AS	HIS	00	.00	.00
HS 000005	TOTAL 00001		ADM.	00001	STDN.	00001	REG.	00000
			%	100.000	%	100.000	%	.000

21-FEB-2000 11:04:29  
199910

Banner University  
Admissions High School Report

PAGE 4  
SORHSRP

Requested Entry Term = 199910

HIGH SCHOOL 003961 Washington County Voc-Tech Ins

ID	NAME	H.S. %ILE	ADMISSIONS MAJOR	COLLEGE	STUDENT MAJOR	COLLEGE	CURRENT HOURS	INSTITUTION CUM. GPA
@00000865	Hockett Aimee K	78.00	CM01	AS	BHS	AH		.00
HS 003961	TOTAL 00001		ADM.	00001	STDN.	00001	REG.	00001
			%	100.000	%	100.000	%	100.000

21-FEB-2000 11:04:29  
199910

Banner University  
Admissions High School Report

PAGE 5  
SORHSRP

Requested Entry Term = 199910

HIGH SCHOOL 010363 Huntington Learning Center

ID	NAME	H.S. %ILE	ADMISSIONS MAJOR	COLLEGE	STUDENT MAJOR	COLLEGE	CURRENT HOURS	INSTITUTION CUM. GPA
510009830	Skipson Martin		ACCT	BU			.00	.00
HS 010363	TOTAL 00001		ADM.	00001	STDN.	00000	REG.	00000
			%	100.000	%	.000	%	.000

21-FEB-2000 11:04:29  
199910

Banner University  
Admissions High School Report

PAGE 6  
SORHSRP

Requested Entry Term = 199910

HIGH SCHOOL 012710 Booker T Washington HS

ID	NAME	H.S. %ILE	ADMISSIONS MAJOR	COLLEGE	STUDENT MAJOR	COLLEGE	CURRENT HOURS	INSTITUTION CUM. GPA
@00001116	Lamb Ian T		MATH	AS	000	CE	.00	.00
HS 012710	TOTAL 00001		ADM.	00001	STDN.	00001	REG.	00000
			%	100.000	%	100.000	%	.000

21-FEB-2000 11:04:29  
199910

Banner University  
Admissions High School Report  
Requested Entry Term = 199910

PAGE 7  
SORHSRP

HIGH SCHOOL 030320 Washington High School

ID	NAME	H.S. %ILE	ADMISSIONS MAJOR	COLLEGE	STUDENT MAJOR	COLLEGE	CURRENT HOURS	INSTITUTION CUM. GPA
510009838	Barkin Elaine M		ANTH	AS			.00	.00
510009836	Mansfield Jeremy		ACCT	BU			.00	.00
510009835	Thompson Hank		ACCT	BU			.00	.00
510009839	Wright Clemson		ACCT	BU			.00	.00
HS 030320	TOTAL 00004		ADM.	00004	STDN.	00000	REG.	00000
			%	100.000	%	.000	%	.000

21-FEB-2000 11:04:29  
199910

Banner University  
Admissions High School Report  
Requested Entry Term = 199910

PAGE 8  
SORHSRP

HIGH SCHOOL 050348 Bloomington High School

ID	NAME	H.S. %ILE	ADMISSIONS MAJOR	COLLEGE	STUDENT MAJOR	COLLEGE	CURRENT HOURS	INSTITUTION CUM. GPA
@00000865	Hockett Aimee K		CM01	AS	BHS	AH		.00
HS 050348	TOTAL 00001		ADM.	00001	STDN.	00001	REG.	00001
			%	100.000	%	100.000	%	100.000

21-FEB-2000 11:04:29  
199910

Banner University  
Admissions High School Report  
Requested Entry Term = 199910

PAGE 9  
SORHSRP

HIGH SCHOOL 050641 Washington Alternative HS

ID	NAME	H.S. %ILE	ADMISSIONS MAJOR	COLLEGE	STUDENT MAJOR	COLLEGE	CURRENT HOURS	INSTITUTION CUM. GPA
510009827	Crossler Patricia		ANTH	AS			.00	.00
HS 050641	TOTAL 00001		ADM.	00001	STDN.	00000	REG.	00000
			%	100.000	%	.000	%	.000

21-FEB-2000 11:04:29  
199910

Banner University  
Admissions High School Report  
Requested Entry Term = 199910

PAGE 10  
SORHSRP

HIGH SCHOOL 391033 Downingtown Senior High School

ID	NAME	H.S. %ILE	ADMISSIONS MAJOR	COLLEGE	STUDENT MAJOR	COLLEGE	CURRENT HOURS	INSTITUTION CUM. GPA
210009505	Thompson Mary Ann E		ACCT	EN	ACC	BU	.00	.00

21-FEB-2000 11:04:29  
199910

Banner University  
Admissions High School Report  
Requested Entry Term = 199910

PAGE 11  
SORHSRP

HS 391033 TOTAL 00001

ADM.	00001	STDN.	00001	REG.	00000
%	100.000	%	100.000	%	.000

21-FEB-2000 11:04:29  
199910

Banner University  
Admissions High School Report  
Requested Entry Term = 199910

PAGE 12  
SORHSRP

GRAND TOTALS HS 00015

ADM.	00015	STDN.	00006	REG.	00002
	100.000		40.000		13.333

TOTAL HS PERCENTAGES

HEAD COUNT TOTAL 00001

21-FEB-2000 11:04:29  
199910

Banner University  
Admissions High School Report  
Requested Entry Term = 199910

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SORHSRP

\* \* \* REPORT CONTROL INFORMATION - SORHSRP - Release 4.3 \* \* \*

RPTNAME: SORHSRP  
STUDENT TERM: 199910  
APPLICATION ENTRY TERM: 199910  
SELECT IF STUDENT RECORD: N  
SELECT IF APPLICATION RECORD: Y  
HIGH SCHOOL SBGI CODE:  
HIGH SCHOOL SBGI STATE CODE:  
  
RECORD COUNT: 15



## Admission Purge (SAPADMS)

**Description** This process purges all admissions records for the specified term. It may be run in Audit or Update Mode.

Parameters	Name	Required?	Description	Values
	Purge Term	Yes	Enter the term code representing the term for which you wish to purge the admissions data. The term entered represents the terms up to and including the term for which you would like to purge admissions data.	Term Code Validation Form (STVTERM)
	Bypass Students with History	No	Enter <i>Y</i> if you wish to bypass students with registration and/or academic history, regardless of purge criteria.	
	Activity Date	No	Enter the date after which you wish to purge all admissions activity. Use the date format DD-MON-YYYY. Any admissions activity beyond this date will not be deleted, regardless of other purge criteria.	
	Purge High School Data	No	Enter <i>Y</i> if you wish to purge all high school data.	
	Purge Prior College Data	No	Enter <i>Y</i> if you wish to purge all prior college data.	
	Purge Test Score Data	No	Enter <i>Y</i> if you wish to purge all test score data.	
	Run Mode	Yes	Enter <i>A</i> to produce a listing of all selected purge data without affecting the database. Enter <i>U</i> to update the database after purging the selected data.	A Audit U Update

## Report Sample—Admission Purge (SAPADMS)

01/15/1991 11:54:29 199001		Banner University Admission Purge		PAGE 1 SAPADMS
208000029	Hall, Jill			
Term	Admission Application No	No of Admissions	Decisions	No of App Checklists
199001	1	1		4
131555555	Knoble, Susan Merrill			
Term	Admission Application No	No of Admissions	Decisions	No of App Checklists
198901	1	2		6
198901	2			6
208000000	Shear, Libby			
Term	Admission Application No	No of Admissions	Decisions	No of App Checklists
199001	7	1		4

01/15/91 11:54:29 199001		Banner University Admission Purge		PAGE 2 SAPADMS
* * * REPORT CONTROL INFORMATION - SAPADMS - Release 2.1.5 * * *				
RPTNAME: SAPADMS PRINT COMMAND: PURGE TERM: 199001 BYPASS PURGE: Y PURGE ACTIVITY DATE: PURGE HIGH SCHOOL DATA: Y PURGE PRIOR COLLEGE DATA: Y PURGE TEST SCORE DATA: Y RUN MODE: A				
STUDENTS SELECTED: 3 STUDENTS WITH TRANSFER EQUIVALENCY WORK RECORDS: 0 STUDENTS BYPASSED: 0 NUMBER OF HIGH SCHOOL SORHSBJ RECORDS DELETED: 0 NUMBER OF HIGH SCHOOL SORHSCH RECORDS DELETED: 0 NUMBER OF PRIOR COLLEGE RECORDS DELETED: 0 NUMBER OF TEST SCORE RECORDS DELETED: 0 NUMBER OF ADMISSION APPLICATIONS DELETED: 4 NUMBER OF ADMISSION DECISIONS DELETED: 4 NUMBER OF APPLICATION CHECKLISTS DELETED: 20				

## Appointment Purge Process (SOPAPPT)

**Description** This process purges all appointment records for the specified start and end dates. It may be run in Audit or Update Mode.

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	Start Date	Yes	Enter the date from which appointments are to be deleted. Use the date format DD-MON-YYYY.	
	End Date	Yes	Enter the date after which appointments are not to be deleted. Use the date format DD-MON-YYYY.	
	Run Mode	Yes	Enter <i>A</i> to produce a listing of all selected purge data without affecting the database. Enter <i>U</i> to update the database after purging the selected data.	A Audit U Update

## Report Sample—Appointment Purge Process (SOPAPPT)

01/25/1994 17:19:42

Banner University  
Appointment Purge Process  
Audit Report Only

PAGE 1  
SOPAPPT

Student ID	Student Name	No of Appointments
216561819	Nichols, Randolph Curtis	1
202508070	Jones, Bryan Jeffrey	4
202000004	Jones, Cynthia Ann	3
179000000	Wilson, Matt	1
202000031	O'Brien, Patrick Michael	2
202000042	Davis, Antone	3
370111111	Correll-Smith, Nikome Marie	3
179000001	Connor, Kerri	1
179000002	Rollins, Kimberly	1
179000003	Morris, Carl	1
179000004	Rocci, Anthony	1
179000005	Schultz, Paul	1
179000006	Williams, James	1
179000007	Cramer, Julie	1
179000008	Smith, Kara	1
179000009	Rider, Kara	1
179000010	Doviak, James	2
200000004	Anderson, Kenneth Michael	3
@00000373	Healy, Michelle	1
200000020	Blossom, Bertha Barbara	2
@00000399	Wagner, Jennifer	2
@00000413	Roberts, Barry	1

01/25/1994 17:19:42

Banner University  
Appointment Purge Process  
Audit Report Only

PAGE 2  
SOPAPPT

\* \* \* REPORT CONTROL INFORMATION - SOPAPPT - Release 2.1.5 \* \* \*

RPTNAME: SOPAPPT  
PURGE START DATE: 01-DEC-1993  
PURGE END DATE: 25-JAN-1994  
RUN MODE: A

STUDENTS SELECTED: 22  
NUMBER OF POTENTIAL APPOINTMENTS TO DELETE: 37

# SAT Recentering Process (SOPSATS)

**Description** This process takes the original SAT scores loaded into Banner from the Electronic Prospect Load (SRTLOAD) and recalculates or recenters them for compliance with the 1995 SAT requirements from the College Board.



**Note**

Test scores dated prior to April 1, 1995 may be used for recentering. Test scores dated after April 1, 1995 are automatically centered when the test is scored. ■

Parameters	Name	Required?	Description	Values	
	Run Mode	Yes	Enter <i>A</i> to produce a listing of students and their original and recentered SAT scores, without affecting the database. Enter <i>U</i> to update the database records with the recentered test score data.	<i>A</i> <i>U</i> Update	Audit

## Report Sample—SAT Recentering Process (SOPSATS)

25-APR-1995 17:08:56		BAN2 - SEED Data SAT Recentering Process			PAGE 1 SOPSATS	
ID	NAME	TEST	ORIG SCORE	RECENTERED SCORE		
577043463	Allen, Benjamin W	M2	660	630		
252656213	Bergstedt, Amy E	M2	590	560		
244236621	Bhatti, Saadia A	M2	750	720		
467414829	Brakke, Rachel A	M2	700	670		
789000005	Carrol, Joan W.	BY	800	800		
595461354	Cotten, Alexandra T	M2	480	470		
001660255	Funches, Michael R	M2	530	500		
045820657	Gilbride, Kelly M	M2	620	590		
248736909	Hammond, Gaines W	M2	610	580		
248736909	Hammond, Gaines W	M2	590	560		
252556109	Hutton, Jennifer C	M2	720	690		
149623887	Hwang, Jeffery W	M2	750	720		
789000002	Johnson, Beverly A.	AH	780	800		
789000002	Johnson, Beverly A.	GL	200	200		
789000004	Matthews, David M.	1C	450	480		
789000004	Matthews, David M.	1C	310	340		
246519224	Mendelsohn, David R	M2	660	630		
414060981	Nadeau, Jessica M	M2	710	680		
227195012	Perkins, Patricia C	M2	710	680		
409299273	Rose, Barrett M	M2	710	680		
519061383	Steele, Jacob J	M2	650	620		
@00000073	Thahim, Rashid K	M2	800	800		
@00000073	Thahim, Rashid K	M2	730	700		

BAN2 - SEED Data  
SAT Recentering Process

PAGE 2  
SOPSATS

\* \* \* REPORT CONTROL INFORMATION - SOPSATS - Release 2.1.5 \* \* \*

UPDATE MODE 23

## AMCAS Extract File (SARAMXF)

**Description** This process is used to create a flat file of data to be electronically submitted to AMCAS.

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	Application Term Code	Yes	Enter the term code for the current application year.	Term Code Validation Form (STVTERM)
	Level Code	Yes	Enter the level code for AMCAS processing.	Level Code Validation Form (STVLEVL)
	Audit/Update Indicator	Yes	Enter <i>A</i> for an audit report or <i>U</i> to update the database.	A Audit report U Update the database
	Matriculation Date	No	Enter the date in MMY Y format.	
	Expected Graduation Date	Yes	Enter the expected graduation date in MMY Y format.	
	School Code - for multiples	No	Enter the school code value for the extract process. This value will only be used if the <i>AMCASSCHCODE</i> rule on SAAERUL for group ADMS is not entered.	
	State Code - for multiples	No	Enter the state code value for the extract process. This value will only be used if the <i>AMCASSCHSTAT</i> rule on SAAERUL for group ADMS is not entered.	
	Default AMCAS Campus Code	Yes	Enter the campus code to be inserted into the Admissions Action flat file if no campus code exists in the application.	
	User ID	Yes	Enter the user ID of the person responsible for AMCAS Admissions Action files. This user ID will be inserted into each flat file record.	



## Report Sample—AMCAS Extract File (SARAMXF)

23-AUG-2006 13:12:21 TERM : 200211	BANNER University AMCAS Extract File	PAGE 1 SARAMXF						
SSN	Name	AMCAS ID	Ap#	Type	Camp	Dcn	Dcn	Date
312767777	Tipton, Edward J		1		A	MA		02/03/06

23-AUG-2006 13:12:21 TERM : 200211	BANNER University AMCAS Extract File	PAGE 2 SARAMXF
* * * REPORT CONTROL INFORMATION - SARAMXF - Release 7.3.1 * * *		
RPTNAME: SARAMXF SCHOOL CODE: 118 SCHOOL STATE CODE: NH APPLICATION TERM: 200211 LEVEL: UG AUDIT/UPDATE (A/U): U MATRICULATION DATE (MMYY format): EXPECTED GRADUATION DATE (MMYY format): 05/2007 CAMPUS CODE IF BANNER CAMPUS CODE IS NULL OR NOT IN XREF: 02 USER ID: ES		
Total Number of Applications for Term and Level: 1 Total Number of Persons Processed: 1		

***This sample shows the flat file format.***

```
HDR|1  
ADM|13498187|2003|118|430450593|Smith|Clayton|Anderson|AC|1|01|09/2004|05/2008|11172004 202954|DFLATH|D|||  
END|1
```

## AMCAS Date Purge (SARAMDP)

**Description** This process is used to purge the flat file of data that was electronically submitted to AMCAS.

Parameters	Name	Required?	Description	Values
	Application Term Code	Yes	Enter the term code for AMCAS processing.	Term Code Validation Form (STVTERM)
	Level Code	Yes	Enter the level code for AMCAS processing.	Level Code Validation Form (STVLEVL)
	Last Electronic Submission Date	Yes	Enter the date in DD-MON-YYYY format.	
	Audit/Update Indicator	Yes	Enter <i>A</i> for an audit report or <i>U</i> to update the database.	A Audit report U Update the database

### Report Sample—AMCAS Date Purge (SARAMDP)

23-AUG-2006 13:22:51		BANNER University		PAGE 1
TERM : 200211		AMCAS Date Purge		SARAMDP
ID	Name	Term	Level	Appl#
A00045584	Tipton, Edward J	200211	UG	1
				Date
				23-AUG-2006

23-AUG-2006 13:22:51		BANNER University		PAGE 2
TERM : 200211		AMCAS Date Purge		SARAMDP
* * * REPORT CONTROL INFORMATION - SARAMDP - Release 7.3.1 * * *				
RPTNAME: SARAMDP				
APPLICATION TERM: 200211				
LEVEL: UG				
LAST ELECTRONIC SUBMISSION DATE: 23-AUG-2006				
AUDIT/UPDATE: U				
Total Number of Persons Processed: 1				

## Communication Load Process (SURLOAD)

**Description** This process is used to perform a mass entry of mail records.

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	File	Yes	Enter the path and file name for the flat file of PIDMS. For example, /temp/pidms.dat.	
	System Indicator	Yes	Enter the system indicator to be displayed on the Student Mail Form (SUAMAIL) or to be used to populate the GURMAIL table.	System Indicator Validation Form (GTVSYSI)
	Term Code	Yes	Enter the term code to be displayed on the Student Mail Form (SUAMAIL) or to be used to populate the GURMAIL table.	Term Code Validation Form (STVTERM)
	Letter Code	No	Enter the letter code to be displayed on the Student Mail Form (SUAMAIL) or to be used to populate the GURMAIL table.	Letter Code Validation Form (GTVLETR)
	Module Code	No	Enter the module code to be displayed on the Student Mail Form (SUAMAIL) or to be used to populate the GURMAIL table.	
	Material Code	No	Enter the material code to be displayed on the Student Mail Form (SUAMAIL) or to be used to populate the GURMAIL table.	Material Code Validation Form (STVMATL)
	Date Printed	No	Enter the date printed in in DD-MON-YYYY format.	
	Initials	No	Enter the initial code to be displayed on the Student Mail Form (SUAMAIL) or to be used to populate the GURMAIL table.	Initials Code Validation Form (STVINIT)
	Wait Days	No	Enter the number of days between initiating and printing the letter.	

Parameters	Name	Required?	Description	Values
	Quantity	No	Enter the quantity of materials to be sent.	
	Generated or Published	Yes	Enter <i>G</i> for generated materials or <i>P</i> for published materials. <i>G</i> is the default.	G Generated P Published

### Report Sample—Communication Load Process (SURLOAD)

08-NOV-1999 16:46:48 200010		Banner University Communication Load			PAGE 1 SURLOAD
		AUTOMATED GURMAIL LOAD Load Errors			
PIDM	Id	Name	System Indicator	Description/Comments	
000199999	/-----	/----- , /-----	S	Not Loaded; Invalid PIDM	

08-NOV-1999 16:46:48 200010		Banner University Communication Load			PAGE 2 SURLOAD
		AUTOMATED GURMAIL LOAD Loads Successful			
PIDM	Id	Name	System Indicator	Description/Comments	
000006422	098765432	Bixby , Shirley	S	Loaded	
000006427	368380244	Chiles , Jackie	S	Loaded	
000006416	058640001	Peterman , Norman	S	Loaded	
000006420	180607777	Wood , Brandy	S	Loaded	

08-NOV-1999 16:46:48  
200010

Banner University  
Communication Load

PAGE 3  
SURLOAD

AUTOMATED GURMAIL LOAD

\* \* \* REPORT CONTROL INFORMATION \* \* \*

Report Name.....: SURLOAD  
Current Release.....: 4.2  
Date of Report.....: 08-NOV-1999 16:46:48  
File Name.....: /u/designer/cnorris/trun1.dat  
System Indicator.....: S  
Term Code.....: 200010  
Letter Code.....: ADM\_MAG  
Module Code.....: A  
Material Code.....: ADPK  
Date Printed.....:  
Initials.....:  
Wait Days.....: 0  
Quantity.....: 1  
Generated or Published.....: G  
Total Records Read.....: 5  
Total Errors.....: 1  
Total Records Created.....: 4

## Communication Removal Process (SURDELT)

**Description** This process is used to perform a mass removal of mail records.

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	Term Code	Yes	Enter the term code for the record to be deleted from the GURMAIL table.	Term Code Validation Form (STVTERM)
	Material Code	No	Enter the material code for the record to be deleted from the GURMAIL table.	Material Code Validation Form (STVMATL)
	System Indicator	Yes	Enter the system indicator for the record to be deleted from the GURMAIL table.	System Indicator Validation Form (GTVSYSI)
	Letter Code	No	Enter the letter code for the record to be deleted from the GURMAIL table.	Letter Code Validation Form (GTVLETR)
	Module Code	No	Enter the module code for the record to be deleted from the GURMAIL table.	
	Date Initiated	No	Enter the date the records were initially created.	
	Activity Date	No	Enter the date for the removal in DD-MON-YYYY format.	
	Initials	No	Enter the initial code for the record to be deleted from the GURMAIL table.	Initials Code Validation Form (STVINIT)
	User	No	Enter the user name for the record to be deleted from the GURMAIL table.	
	Audit	Yes	Enter <i>A</i> to produce an audit report or <i>D</i> to delete the records from the database.	A Audit report D Delete records

## Report Sample—Communication Removal Process (SURDELT)

11-NOV-1999 15:26:38  
200010

Banner University  
Communication Removal

PAGE 1  
SURDELT

### AUTOMATED GURMAIL DELETION PROCESS

PIDM	Id	Name	System Indicator
6422	098765432	Bixby , Shirley	S
6427	368380244	Chiles , Jackie	S
6603	773703037	Eggcelent , Prince	S
7488	058643015	Firla , Brandon	S
6615	180263578	Geiling , Betty	S
7457	058643010	Geiling , Grant	S
6622	058643006	Hendricks , Rebecca	S
6049	@00001139	Kramer , Cosmo	S
7429	058643008	Paul , Jean	S
6430	@00001179	Peterman , Koko	S
6416	058640001	Peterman , Norman	S
6618	058643003	Podoll , Stephen	S
6607	632692635	Poiroit , Rayne	S
6461	564217891	Rawbone , David	S
6617	058643002	Schell , Jennifer	S
7462	058643014	Sharpe , Marcus	S
6621	058643005	Stein , Harry	S
7432	AR13	Student , AR13	S
6604	474763107	Tortoise , Fillmore	S
7458	058643012	Wenger , Daniel	S
6606	648695604	West , Mae	S
6420	180607777	Woof , Brandy	S

11-NOV-1999 15:26:38  
200010

Banner University  
Communication Removal

PAGE 2  
SURDELT

AUTOMATED GURMAIL DELETION PROCESS

\* \* \* REPORT CONTROL INFORMATION \* \* \*

Report Name.....: SURDELT  
Current Release.....: 4.2  
Date of Report.....: 11-NOV-1999 15:26:38  
System Indicator.....: S  
Term Code.....: 200010  
Letter Code.....: ADM\_MAG  
Module Code.....:  
Material Code.....:  
Date Initiated.....:  
Initials.....:  
User.....:  
Activity Date.....:  
Audit or Delete.....: D  
Total Records Deleted.....: 22



## Source/Background Summary Report (SORSBM)

**Description** This report is used to collect source/background institution high school summary information similar to what is found on the Source/Background Institution Summary Form (SOASBSM).

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	SBGI Code	No	Enter the source/background institution code for which reporting counts are desired.	Source/Background Institution Code Validation Form (STVSBGI)
	Term Code	No	Enter the term code for the application and recruiting records you wish to include in the report.	Term Code Validation Form (STVTERM)
	Level Code	No	Enter the level code for the application and recruiting records you wish to include in the report.	Level Code Validation Form (STVLEVL)
	Campus Code	No	Enter the campus code for the application and recruiting records you wish to include in the report.	Campus Code Validation Form (STVCAMP)
	College Code	No	Enter the college code for the application and recruiting records you wish to include in the report.	College Code Validation Form (STVCOLL)
	Degree Code	No	Enter the degree code for the application and recruiting records you wish to include in the report.	Degree Code Validation Form (STVDEGC)
	Program Code	No	Enter the program code for the application and recruiting records you wish to include in the report.	Program Definition Rules Form (SMAPRLE)
	Major Code	No	Enter the major code for the application and recruiting records you wish to include in the report.	Major, Minor, Concentration Code Validation Form (STVMAJR)
	Student Type Code	No	Enter the student type code for the application and recruiting records you wish to include in the report.	Student Type Code Validation Form (STVSTYP)
	Subtotal by Campus	No	Enter <i>Y</i> to subtotal by term/campus/level or <i>N</i> to not subtotal.	Y Subtotal N No subtotal

## Report Sample—Source/Background Summary Report (SORSBM)

12-NOV-1999 17:20:49		Banner University Source/Background Summary								PAGE 1 SORSBM	
HIGH SCHOOL CODE : 000001		DESCRIPTION : Malvern Prep School									
TERM	LEVEL	CAMPUS	COLLEGE	DEGREE	PROGRAM	MAJOR	STUDENT TYPE	PROSPECTS	ADMITTED	APPLICANT	CONFIRMED
200110	UG	1	AS	BS	BS-BIOLOGY	BIOH	A	1	0	1	0
TOTALS BY TERM LEVEL & CAMPUS :								1	0	1	0
200110	UG	7	AS	BS	BS-BIOLOGY	BIOH	A	1	1	1	1
TOTALS BY TERM LEVEL & CAMPUS :								1	1	1	1
200110	UG	A	AS	BS	BS-BIOLOGY	BIOH	A	1	0	1	0
TOTALS BY TERM LEVEL & CAMPUS :								1	0	1	0
200050	UG	B	AS	BA	BA-ANTHRO	ANTH	A	1	1	1	1
TOTALS BY TERM LEVEL & CAMPUS :								1	1	1	1
199510	UG	F	AS	BA	BA-ANTHRO	ANTH		1	0	0	0
199510	UG	F	AS	BS	BS-MATH	ANTH		1	0	0	0
TOTALS BY TERM LEVEL & CAMPUS :								2	0	0	0
199710	UG	F	AS	BA	BA-ANTHRO	0000		1	0	0	0
TOTALS BY TERM LEVEL & CAMPUS :								1	0	0	0
199810	UG	F	AS	BA	BA-ANTHRO	ANTH	N	1	0	0	0
199810	UG	F	AS	BA	BA-ANTHRO	ANTH		2	0	0	0
TOTALS BY TERM LEVEL & CAMPUS :								3	0	0	0
199520	UG	M	AS	BA	BA-HIST	0000		1	0	0	0
TOTALS BY TERM LEVEL & CAMPUS :								1	0	0	0
199810	UG	M	AS	BA	BA-ANTHRO	ANTH	N	1	0	0	0
199810	UG	M	BU	000000	BA-ANTHRO	ANTH	N	1	0	0	0
TOTALS BY TERM LEVEL & CAMPUS :								2	0	0	0
200010	UG	M	AS	BA	BA	HIST	N	1	0	0	0
200010	UG	M	AS	BA	TEST8776	ANTH	N	1	0	1	0
TOTALS BY TERM LEVEL & CAMPUS :								2	0	1	0
200030	UG	M	AS	BS	BS-MATH	AMTH	A	1	0	0	0
TOTALS BY TERM LEVEL & CAMPUS :								1	0	0	0
200050	UG	M		BS		0000		1	0	0	0
200050	UG	M		BS		MATH		1	0	0	0
TOTALS BY TERM LEVEL & CAMPUS :								2	0	0	0

HIGH SCHOOL CODE : 000001      DESCRIPTION : Malvern Prep School

TERM	LEVEL	CAMPUS	COLLEGE	DEGREE	PROGRAM	MAJOR	STUDENT TYPE	PROSPECTS	ADMITTED	APPLICANT	CONFIRMED
200110	UG	M	AS	BA	TEST8776	ANTH	N	2	0	2	0
TOTALS BY TERM LEVEL & CAMPUS :								2	0	2	0
199810	UG	Z	BU	BBA	BBA-ACCT	ACCT		2	0	0	0
TOTALS BY TERM LEVEL & CAMPUS :								2	0	0	0
199410	UG		AS	BA	BA-ANTHRO	ANTH		1	0	0	0
TOTALS BY TERM LEVEL & CAMPUS :								1	0	0	0
199530	UG		BU	BBA	BBA-ACCT	0000		1	0	0	0
TOTALS BY TERM LEVEL & CAMPUS :								1	0	0	0
199610	UG		AS	BA	BA-ANTHRO	ANTH		1	0	0	0
TOTALS BY TERM LEVEL & CAMPUS :								1	0	0	0
199710	UG		00	000000	TOMCOMPLY	0000		1	0	0	0
TOTALS BY TERM LEVEL & CAMPUS :								1	0	0	0
199810	UG		00	000000		0000		1	0	0	0
199810	UG		AS	BA	BA	HIST	N	1	0	0	0
199810	UG		AS	BA	BA-ANTHRO	ANTH		1	0	0	0
199810	UG		AS	BS	BS-MATH	MATH	A	1	0	0	0
199810	UG		BU	BBA	BBA-ACCT	ACCT		1	0	0	0
TOTALS BY TERM LEVEL & CAMPUS :								5	0	0	0
199910	UG		AS	BA	BA	MATH		1	0	0	0
199910	UG		AS	BS	BS-MATH	0000	N	2	0	0	0
199910	UG			BA		0000		1	0	0	0
199910	UG			BA		MATH		1	0	0	0
TOTALS BY TERM LEVEL & CAMPUS :								5	0	0	0
199920	UG		AS	BA	BA	HIST	N	1	0	0	0
199920	UG		AS	BA	BA-HIST	HIST	N	1	0	0	0
199920	UG		AS	BS	BS-MATH	MATH	N	2	0	0	0
199920	UG		AS	BS	BS-MATH	MATH		1	0	0	0
TOTALS BY TERM LEVEL & CAMPUS :								5	0	0	0
200010	UG		AD	BA	BA-ECON	ECON	N	1	0	0	0
200010	UG		AS	BA	BA	ENGL	N	1	0	1	0
200010	UG		AS	BA	BA	HIST	A	1	1	1	1
200010	UG		AS	BA	BA-ANTHRO	ANTH	N	2	2	2	2
200010	UG		AS	BA	BA-ANTHRO	ANTH		1	0	0	0
200010	UG		AS	BS	BS-MATH	AMTH	A	1	0	1	0
200010	UG		AS	BS	BS-MATH	AMTH		1	0	0	0

12-NOV-1999 17:20:49

Banner University  
Source/Background Summary

PAGE 3  
SORSBSM

HIGH SCHOOL CODE : 000001    DESCRIPTION : Malvern Prep School

TERM	LEVEL	CAMPUS	COLLEGE	DEGREE	PROGRAM	MAJOR	STUDENT TYPE	PROSPECTS	ADMITTED	APPLICANT	CONFIRMED
200010	UG		AS	BS	BSC- MATH	MATH	N	2	2	2	0
200010	UG		NU	BSN	BSN	BIOL	A	1	0	0	0
200010	UG		NU	BSN	BSN	CHEM	A	1	0	0	0
TOTALS BY TERM LEVEL & CAMPUS :								12	5	7	3
200020	UG		AS	BA	BA	HIST		1	0	0	0
TOTALS BY TERM LEVEL & CAMPUS :								1	0	0	0
200030	UG		NU	BSN	BSN	BIOL	N	2	0	0	0
200030	UG		NU	BSN	BSN	BIOL		1	0	0	0
TOTALS BY TERM LEVEL & CAMPUS :								3	0	0	0
200110	UG		AS	BS	BS-BIOLOGY	BIOH	A	1	1	1	1
200110	UG		AS	BS	BS-BIOLOGY	BIOL	N	1	0	1	0
TOTALS BY TERM LEVEL & CAMPUS :								2	1	2	1
200310	UG		AS	BS	BS-BIOLOGY	BIOL		1	0	0	0

12-NOV-1999 17:20:49

Banner University  
Source/Background Summary

PAGE 4  
SORSBSM

\* \* \* REPORT CONTROL INFORMATION \* \* \*

RPTNAME: SORSBSM  
 VERSION: 4.2  
 HIGH SCHOOL CODE: 000001  
 TERM CODE:  
 LEVEL CODE: UG  
 CAMPUS CODE:  
 COLLEGE CODE:  
 DEGREE CODE:  
 PROGRAM :  
 MAJOR CODE :  
 STUDENT TYPE CODE :  
 SORT BY TERM LEVEL & CAMPUS : Y  
 LINE COUNT : 55

RECORD COUNT: 52

## Prior College Summary Report (SORPCSM)

**Description** This report is used to collect source/background institution prior college summary information similar to what is found on the Prior College Enrollment Summary Form (SOAPCSM).

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	College (SBGI) Code	No	Enter the prior college source/background institution code for which reporting counts are desired.	Source/Background Institution Code Validation Form (STVSBGI)
	Term Code	No	Enter the term code for the application and recruiting records you wish to include in the report.	Term Code Validation Form (STVTERM)
	Level Code	No	Enter the level code for the application and recruiting records you wish to include in the report.	Level Code Validation Form (STVLEVL)
	Campus Code	No	Enter the campus code for the application and recruiting records you wish to include in the report.	Campus Code Validation Form (STVCAMP)
	College Code	No	Enter the college code for the application and recruiting records you wish to include in the report.	College Code Validation Form (STVCOLL)
	Degree Code	No	Enter the degree code for the application and recruiting records you wish to include in the report.	Degree Code Validation Form (STVDEGC)
	Program Code	No	Enter the program code for the application and recruiting records you wish to include in the report.	Program Definition Rules Form (SMAPRLE)
	Major Code	No	Enter the major code for the application and recruiting records you wish to include in the report.	Major, Minor, Concentration Code Validation Form (STVMAJR)
	Student Type Code	No	Enter the student type code for the application and recruiting records you wish to include in the report.	Student Type Code Validation Form (STVSTYP)
	Subtotal by Campus	No	Enter <i>Y</i> to sort by term/level/campus or <i>N</i> to sort by term and level only.	Y Term/level/campus N Term/level

## Report Sample—Prior College Summary Report (SORPCSM)

26-APR-2000 16:19:36		Banner University Prior Col. Enrollment Summary						PAGE 1 SORPCSM			
PRIOR COLLEGE CODE: 000067		DESCRIPTION : Institute of Technology									
TERM	LEVEL	CAMPUS	COLLEGE	DEGREE	PROGRAM	MAJOR	STUDENT TYPE	PROSPECTS	APPLICANT	ACCEPTED	CONFIRMED
199610	UG	M	AS	BA		ANTH	N	1	1	0	0
								-----			
TOTALS FOR LEVEL UG :								1	1	0	0
TERM 199610 TOTALS :								1	1	0	0
199720	GR		00	MED		0000	R	1	0	0	0
TOTALS FOR LEVEL GR :								1	0	0	0
TERM 199720 TOTALS :								1	0	0	0
SBGI 000067 TOTALS :								2	1	0	0

26-APR-2000 16:19:36		Banner University Prior Col. Enrollment Summary						PAGE 2 SORPCSM			
* * * REPORT CONTROL INFORMATION * * *											
RPTNAME: SORPCSM											
VERSION: 4.3											
PRIOR COLLEGE CODE: 000067											
TERM CODE:											
LEVEL CODE:											
CAMPUS CODE:											
COLLEGE CODE:											
DEGREE CODE:											
PROGRAM :											
MAJOR CODE :											
STUDENT TYPE CODE :											
SORT BY TERM LEVEL & CAMPUS : N											
LINE COUNT : 55											
RECORD COUNT: 2											

## Rating Audit Report (SARDCBT)

**Description** This process is used to view applications that have been updated on the Admissions Decision and Rating Batch Entry Form (SAADCBT) for a specific date or dates.

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	Term Code	No	Enter the term of the applications that have been given ratings or decisions that you would like to review.	Term Code Validation Form (STVTERM)
	Decision Date From	No	Enter the decision date (beginning of range) from which you wish to see records with updated decision codes.	
	Decision Date To	No	Enter the decision date (end of range) by which you wish to see records with updated decision codes.	
	Decision Code	No	Enter the decision code for applications which have been updated on the Admissions Decision and Rating Batch Entry Form (SAADCBT).	Admission Application Decision Code Validation Form (STVAPDC)
	Level Code	No	Enter the level code for applications which have been updated on Admissions Decision and Rating Batch Entry Form (SAADCBT).	Level Code Validation Form (STVLEVL)
	Campus Code	No	Enter the campus code for applications which have been updated on Admissions Decision and Rating Batch Entry Form (SAADCBT).	Campus Code Validation Form (STVCAMP)
	Degree Code	No	Enter the degree code for applications which have been updated on Admissions Decision and Rating Batch Entry Form (SAADCBT).	Degree Code Validation Form (STVDEGC)

Parameters	Name	Required?	Description	Values
	Program Code	No	Enter the program code for applications which have been updated on Admissions Decision and Rating Batch Entry Form (SAADCBT).	Program Definition Rules Form (SMAPRLE)
	Major Code	No	Enter the major code for applications which have been updated on Admissions Decision and Rating Batch Entry Form (SAADCBT).	Major, Minor, Concentration Code Form (STVMAJR)

### Report Sample—Rating Audit Report (SARDCBT)

23-AUG-2006 10:07:07 200510			BANNER University Rating Audit Report						PAGE 1 SARDCBT			
Decision Code: 02 -- Department Approval												
ID	Name	High School	Term Code	App1 No	App1 Type	Primary College	Level	Campus	Degree	Major	Program	
A00020559	Westfield , Scott Alexander		200510	4	ST	AS	UG	ROY	BA	ECON	BA-ECON	
Subtotal for 02 : 1												

23-AUG-2006 10:07:07 200510			BANNER University Rating Audit Report						PAGE 2 SARDCBT			
Decision Code: 04 -- Application Rejected												
ID	Name	High School	Term Code	App1 No	App1 Type	Primary College	Level	Campus	Degree	Major	Program	
A00031679	Coleman , Natalie		200510	2	ST	AS	UG	M	BA	ART	DMF_ART_MAIN	
Subtotal for 04 : 1												



Decision Code: 25 -- Institution Acceptance

ID	Name	High School	Term Code	App1 No	App1 Type	Primary College	Level	Campus	Degree	Major	Program
A00031679	Coleman , Natalie		200510	1	ST	AS	UG		BA	ACCT	BA_DMF
A00033718	Coombs , Sarah		200510	1	ST	AS	UG		BA	ARCH	BA_DMF
A00031688	Lancome , Paris		200510	1	ST	EN	UG		BS	BIO2	DMF
Subtotal for 25 : 3											

Decision Code: 35 -- Applicant Acceptance

ID	Name	High School	Term Code	App1 No	App1 Type	Primary College	Level	Campus	Degree	Major	Program
180600010	Artz , Sherry		200510	1		AS	UG		BA	AERO	MAG
A00031679	Coleman , Natalie		200510	2	ST	AS	UG	M	BA	ART	DMF_ART_MAIN
A00033723	Curie , Marie		200510	2	ST	AS	UG		BA	AMIX	BA_DMF
180600032	Downey , Jim		200510	2		HK	UG	LPG	BS	FIN	VAT
Subtotal for 35 : 4											

\* \* \* REPORT CONTROL INFORMATION \* \* \*

Report Name.....: SARDCBT  
Current Release.....: 7.3.1  
Date of Report.....: 23-AUG-2006 10:07:07  
Term Code.....: 200510  
Decision Date From.....: 01-MAY-2004  
Decision Date To.....: 01-MAY-2006  
Decision Code.....:  
Level Code.....:  
Campus Code.....:  
Degree Code.....:  
Program.....:  
Major Code.....:  
Total Decisions.....: 9

## Administrator Assignments Process (SORAINF)

**Description** This process allows institutions to use the rules defined on the Administrator Role Rules Form (SOAADAS) to assign administrators to recruit and applicant records. The process populates the SORAINF table. This process also runs when the **Assign** button is selected on the Assigned Administrators window on the Recruit Prospect Information Form (SRARECR), the Quick Recruit Form (SRAQUIK), the Quick Entry Form (SAAQUIK), and the Admissions Application Form (SAAADMS).

Parameters	Name	Required?	Description	Values
	Term Code	Yes	Enter the term code of the assignment.	Term Code Validation Form (STVTERM)
	Module	Yes	Enter the module for the assignment and selection, values are <i>A</i> (Admissions) or <i>R</i> (Recruiting).	A Admissions R Recruiting
	Update/Report Indicator	Yes	Enter <i>U</i> to update the database, <i>R</i> to update and produce a report, or <i>A</i> to produce an audit report. <b>Note:</b> <i>U</i> only updates the database. It does not produce a report.	U Update R Report and update A Audit
	Delete Existing Assignments	Yes	Enter <i>Y</i> to indicate that all existing assignments are to be deleted or <i>N</i> to not delete existing assignments.	Y Delete assignments N Do not delete assignments
	Print Indicator	No	Enter <i>ALL</i> to print all assignments or <i>TERM</i> to print an assignment for a term and module.	ALL Print all assignments TERM Print all assignments for term and module

Parameters	Name	Required?	Description	Values
	Application Code	No	Enter the code that identifies the general area for which the selection identifier was defined. All or none of the population selection parameters must be entered.  The Population Selection Extract Inquiry Form (GLIEXTR) may be used to review the people who will be processed in the load from the selection identifier and application code entered.	Application Inquiry Form (GLIAPPL)
	Selection Identifier	No	Enter the code that identifies the population with which you wish to work. The selection identifier must be defined on the Population Selection Inquiry Form (GLISLCT). All or none of the population selection parameters must be entered.	Population Selection Inquiry Form (GLISLCT)
	Creator ID	No	Enter the user ID of the person creating the sub-population rules. The creator ID must have been specified when defining the selection identifier. All or none of the population selection parameters must be entered.	
	User ID	No	Enter the user ID for the population selection. This will match the Creator ID and is the Banner logon user ID. All or none of the population selection parameters must be entered.	

### Report Sample—Administrator Assignments Process (SORAINF)

22-MAR-2006 06:55:50 TERM : 200443		BANNER University Administrator Assignments							PAGE 1 SORAINF	
ID	Name	Term	No	LV	Co1	Camp	Degc	Program	Majr	Dept
ADMAPPL2	Anderson Phillip	200443	1	UG	AS	M	BA	BA-HISTORY	HIST	HIST
ADMAPPL3	Applegate Susan	200443	1	UG	AS	M	BA	BA-HISTORY	HIST	HIST
ADMAPPL1	Arthur Geoffrey	200443	1	UG	AS	M	BA	BA-HISTORY	HIST	HIST

22-MAR-2006 06:55:50  
TERM : 200443

BANNER University  
Administrator Assignments

PAGE 2  
SORAINF

\* \* \* REPORT CONTROL INFORMATION - SORAINF - Release 7.3 \* \* \*

RPTNAME: SORAINF  
TERM CODE: 200443  
MODULE (R-Recruit, A=Admissions): A  
UPDATE ONLY(U), UPDATE and REPORT(R), REPORT ONLY(A): A  
DELETE EXISTING ASSIGNMENTS: N  
PRINT ALL ASSIGNMENTS(ALL) OR FOR TERM and MODULE(TERM): ALL  
POP SEL APPLICATION: STUDENT  
POP SEL SELECTION: SORAINF  
POP SEL CREATOR ID: MHOCKETT  
POP SEL USER ID: MHOCKETT

Total Number of Persons with Assignments Selected for Deletion: 0  
Total Number of Assignments Deleted: 0  
Total Number of Persons Processed: 3

## Electronic App Purge Process (SARETPG)

**Description** This process is used to purge data from the electronic application holding tables by date range, application type, source, term, and process indicator.

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	Application Source	No	Enter the application source code for the electronic applications, or leave blank for all.	EDI Application Source Code Validation Form (STVAPLS)
	Application Type	No	Enter the application type code for the electronic applications, or leave blank for all.	Application Type Code Validation Form (STVWAPP)
	Term Code	No	Enter the term code for the electronic applications, or leave blank for all.	Term Code Validation Form (STVTERM)
	Start Date	No	Enter the start date for when the applications were created in format DD-MON-YYYY.	
	End Date	No	Enter the end date for when the applications were created in format DD-MON-YYYY.	
	Process Indicator	No	To indicate which applications to select, enter <i>P</i> for Processed, <i>E</i> for Errors, <i>V</i> for Verified, or <i>N</i> for Not Processed, or leave blank for all. The default is blank/all.	P Processed E Errors V Verified N Not Processed % All

Parameters	Name	Required?	Description	Values
	Print Detail or Print Summary	Yes	Enter <i>D</i> to Print Detail or <i>S</i> to Print Summary. The default is <i>D</i> .  If <i>D</i> is entered, the applicant's ID, name, source, application type, term, curriculum, date created, date loaded into production, and Banner ID will be printed.  If <i>S</i> is entered, summary information will be printed.	D Detail S Summary
	Audit or Update	Yes	Enter <i>A</i> to produce an audit report or <i>U</i> to update the database.	A Audit U Update

### Report Sample—Electronic App Purge Process (SARETPG)

```

09-JAN-2001 16:38:25                               Banner University                               PAGE 1
                                                    Purge Electronic Application Holding Tables Report SARETPG
ID           Name           Term  Source  Type  Date Added  Seq#  Spriden ID  Proc Ind  App St  Pers St
ajackson    Jackson, Andrea L        211101  WEB     DM    05-JAN-2001  1    NO BANNER ID  N         N         S
gjackson    Jackson, George W        211101  WEB     DM    05-JAN-2001  2    gjackson      N         N         N

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09-JAN-2001 16:38:25                               Banner University                               PAGE 2
                                                    Purge Electronic Application Holding Tables Report SARETPG
* * * REPORT CONTROL INFORMATION - SARETPG - RELEASE 5.0 * * *

Report Name.....:SARETPG
Total Processed.....:2
Source(s).....:WEB
Application Type(s)....:All Types Used
Term(s) Used.....:211101
Start Date.....:05-JAN-2001
End Date.....:05-JAN-2001
Process Ind(s).....:All Process Indicators Used
Print Detail or Summary:D
Run Mode.....:U

```

## Elec App Verify/Load Process (SARETMT)

**Description** This process matches, verifies, and loads electronic applications to Banner production tables based on the matching rules specified by the matching source code assigned to the interface code on STVINFC. The process performs the test score equivalency lookup and then stores the equivalent test scores if applicable.

This process has three report sections. The first two sections are optional and collect and print the following: successfully verified and/or loaded applications, applications with verification or load errors, and detail or summary information. The third section is the control page.

### Processing Notes

The Interface Code w/Match Rules parameter provides the values for the matching algorithm, which determines if the record status is either New, Matched, Suspense, or Error. The matching needs to be done only for new applicants. If the person is not matched to a Banner record, a new SPRIDEN row will be created for the person with either a generated ID or the SSN, the SABSTUD row will be created with a new pidm value, and the **Person Status (Indicator)** will be updated to *Y*. If the person matches a Banner record, the SABSTUD row will be created with the Banner pidm value, and the **Person Status (Indicator)** will be updated to *Y*. If the person falls into the suspense group, the **Person Status (Indicator)** will be updated to *S*. Applications must have a *Y* in the **Person Status (Indicator)** before they can be pushed into Banner production.

The Previously Applied and Previously Attended elements appear in the Name section of the Web data entry pages. Assuming these elements are added to the Name section using SAAWAPP, if the student is in suspense status, and they state that they have never attended or submitted an application, the person status will be changed from Suspense to New.

If the electronic applicant read in the main select has already been through the match phase and they have a SPRIDEN record, the match step will be bypassed. This may happen in the case of applicants who are initially put into the match-suspense state. The user needs to resolve the suspense issue using SAAEAPS. They have the option of completing the verification process online after resolving the match issues and accepting the person status or re-running SARETMT.

The electronic applicant may also have a SPRIDEN record if they have been identified as an existing student at the onset of the web application process. The Web application packages already insert the PIDM in the electronic application holding tables. In this case the matching steps will also be bypassed.



If the Override App. Status Ind. parameter is set to *N*, then this step must be done manually on SAAEAPS, if there are any application status rules defined on STVASTA. If there are no application status rules, the applicant's application status will automatically be set to *Y*.

If the Override App. Status Ind. parameter is set to *Y*, the applicant's **Application Status (Indicator)** will automatically be set to *Y*. The **Application Status (Indicator)** must be *Y* before the application is pushed into Banner production.

Once the electronic application has been matched or determined to be new, the verification package is executed. This is the same processing as that which occurs in SAAEAPS. The verification rules follow the procedures and routines entered on SAAECRL for a given application type. Once the verification process has been completed successfully, the **Process (Indicator)** on SAAEAPS is set to *V* for Verified. Applications must have a *V* in the **Process (Indicator)** field before they can be pushed into Banner production.

The last task is to load the application into Banner. To achieve this, the application must be completed, have an accepted status, the manual person and application verification **Completion Indicators** must both be *Y*, and the **Process (Indicator)** must be *V*. Once the application is loaded, the **Process (Indicator)** which displays on SAAEAPS will be updated to the value *P* for application pushed.

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	Interface Code w/Match Rules	Yes	Enter the interface code associated with the matching rules on GORCMRL to be used in matching the application to Banner.	Interface Validation Form (STVINFC)
	Application Source	No	Enter the application source code for the electronic applications, or enter % for all.	EDI Application Source Code Validation Form (STVAPLS)
	Application Type	No	Enter the application type code for the electronic applications, or enter % for all.	Application Type Code Validation Form (STVWAPP)
	Start Date Range	No	Enter the start date for when the applications were created in format DD-MON-YYYY.	
	End Date Range	No	Enter the end date for when the applications were created in format DD-MON-YYYY.	
	Term Code	No	Enter the term code for the electronic applications, or enter % for all.	Term Code Validation Form (STVTERM)

<i>Parameters</i>	<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
	Override App. Status Ind.	Yes	Enter <i>Y</i> to override the application status indicator or <i>N</i> to not override the indicator. The default is <i>Y</i> .	<i>Y</i> Override status <i>N</i> Do not override
	Override App. Accept Ind.	Yes	Enter <i>Y</i> to override the application accept indicator or <i>N</i> to not override the indicator. The default is <i>Y</i> .	<i>Y</i> Override accept <i>N</i> Do not override
	Use Generated ID, SSN, or Web ID	Yes	Enter <i>G</i> to use the Generated ID, <i>S</i> to use the SSN, or <i>E</i> to use the Web ID for the application being matched, verified, and pushed. The default is <i>G</i> .	<i>G</i> Generated ID <i>S</i> SSN <i>E</i> Web ID
	Print Detail/Summary or Errors	Yes	Enter <i>D</i> for Print Detail, <i>E</i> for Errors, <i>B</i> for Both, or <i>S</i> for Summary. The default is <i>D</i> .  If <i>D</i> is entered, the electronic application ID, Banner ID, name, application source and type, term, match status, and curriculum will be printed.  If <i>E</i> is entered, the electronic application ID, Banner ID, name, application source and type, term, match status, and the process indicator error message will be printed.  If <i>S</i> is entered, summary information will be printed.	<i>D</i> Detail <i>E</i> Errors <i>B</i> Both <i>S</i> Summary
	Audit or Update	Yes	Enter <i>A</i> to produce an audit report or <i>U</i> to update the database.	<i>A</i> Audit <i>U</i> Update

Parameters	Name	Required?	Description	Values
	Create Recruit Records Y or N	Yes	Enter <i>Y</i> to call the sakmods.p_create_recruit package after the application is pushed to create a corresponding recruit record for the applicant. Enter <i>N</i> to not create a corresponding recruit record. The default is <i>N</i> .	Y Create recruit record N Do not create recruit record
	Source Code for Recruit Record	No	Enter the SBGI source code to be inserted in the newly created recruit record. Valid values come from STVSBGI, and the SBGI source code selected will be inserted in the recruit record. The value entered into this field will be inserted in the SRRSRC_SBGI_CODE field for the recruit record.	Source/Background Institution Code Validation Form (STVSBGI)

### Report Sample—Elec App Verify/Load Process (SARETMT)

16-DEC-2008 13:59:25		BANNER University Electronic Applicant Verify/Load Process						PAGE 1 SARETMT	
C O M P A R I S O N   P R O C E S S I N G									
Interface Type: DAYT Report Print: DETAILS Process Date: 16-DEC-2008									
ID	NAME	TERM	APP NO	SOURCE	TYPE	ADD DATE	STATUS	SPRIDEN ID	PROC IND
bonner	*** CURRICULUM *** Von Bonner, Charles BS in Marketing	200710	1	WEB	DA	22-SEP-2008	N/A	A00023095	V Push Err
bdeipapa	Delpapa, Bonnie K BA in Anthropology	200710	2	WEB	DA	10-SEP-2008	MATCH	A00022382	E Verify Err
210009107	La George, Gail BA in Art	200710	4	WEB	DA	23-NOV-2008	N/A	210009107	P Pushed
paulklee	Klee, Paul BA in Botany	200710	4	WEB	DA	05-NOV-2008	N/A	300444012	P Pushed

\* \* \* REPORT CONTROL INFORMATION - SARETMT - Release 8.2 \* \* \*

Report Name.....: SARETMT  
Match Interface Type...: DAYT  
Source(s).....: WEB  
Application Types(s)...: All Types Used  
Start Date.....: 01-JAN-2008  
End Date.....: 31-DEC-2008  
Terms Used.....: 200710  
Override App. Status Ind.: Y  
Override App. Accept Ind.: Y  
SSN or Generated ID....: G  
Report Print.....: D  
Audit/Update Mode.....: A  
Create Recruit.....: Y  
Recruit Source .....:  
RECORDS READ COUNT.....: 4

REPORT COUNTS:

Suspend.....: 0  
Match Errors.....: 0  
New Persons.....: 0  
Matched Persons.....: 1  
Total Processed through  
..Match Process.....: 1  
Total Held.....: 0  
Total Verified.....: 1  
Total Verify Errors....: 1  
Total Pushed.....: 2  
Total Push Errors.....: 1

## TS 189 Upload to Banner (SAR189U)

**Description** This process is used to receive an electronic (EDI) admissions application in SPEEDE (Standardization of Post-Secondary Education Electronic Data Exchange) format and to automate the entry of the admissions application data into the Banner Admissions module. Please refer to the “Admissions Procedures” section of this chapter for more information on TS 189 processing.

Parameters	Name	Required?	Description	Values
	Input File	Yes	Enter the input directory path and file name.	
	Test Flag	No	Enter <i>Y</i> to run and print the debug messages. Enter <i>N</i> to not run or print the debug messages.	Y Run debugging N Do not run debugging
	Application Type	No	Enter the application type code for the EDI applications.  If the application type is entered here, the value read from the SAAERUL rule will not be used. (group of <i>ADMS</i> , label of <i>EDIWAPPCODE</i> )	Application Type Code Validation Form (STVWAPP)
	Term Code	No	Enter the term code for the EDI applications.	Term Code Validation Form (STVTERM)

### Report Sample—TS 189 Upload to Banner (SAR189U)

```

Oct 27 2000                Banner University
                          TS189 data upload to Banner/Or
Release: 5.0

INPUT FILE :/u/designer/mhockett/nov13.out
DEBUG MODE :Y
WAPP CODE :WE
TERM CODE :200040

NUMBER OF TRANSACTIONS READ: 604
NUMBER OF APPLICANTS PROCESSED: 14
    
```

## Student Email Process (SOREMAL)

**Description** This process is used for sending a mass mailing as an email letter using population selection on IDs for individuals with existing Banner records.

The process reads the population selected and requires the people have a *SPRIDEN* row and an email address defined on *GOAEMAL*. This process also requires the person have an email letter code on *GURMAIL* with a blank print date. If the letter does not exist for the person in *GURMAIL* or has already been printed, an error message will print on the report, and no email will be sent. If the letter does exist on *GURMAIL*, the process updates the date printed and the origin code to *E* on the appropriate *GURMAIL* record for each person.

This process reports the outcome of all records selected. This includes all persons in the population selection who do not have an email address. No email can be sent to these individuals, and a paper letter will need to be sent separately. The report also includes the people who do not have the letter recorded on *GURMAIL* or for whom the letter exists but has already been printed. This process does not report the emails returned because of invalid email addresses. That information will be returned to the in box of the “From” email address.

The From Email Address will default to “jobsub” if the process is run from job submission and the From Email Address parameter is left blank or the operating system is *VMS*, or will default to the userid of the person running the process from the operating system prompt. Use the *FROM* Email Address parameter to indicate a from address other than “jobsub” or an Oracle ID.

This process requires that email can be sent from the server where the process is run. It is suggested for mass email mailings that the same letter be constructed using traditional letter generation procedures. The letter generation process should run directly after the email letter processing to pick up all people in the population selection who have a null print date (for example, they didn’t have an email address).

This process requires that the letter be defined on *SOAELTR* and have a module type of *A* for Admissions, *R* for Recruiting, or *S* for General Student. The module type is defined for the letter on *SOAELTL*.

This process has the option of being run in Audit Mode. If the process is submitted with the Print to Log parameter set to *A*, the email messages will be printed to the log file and not sent, and the print date will not be updated on the *GURMAIL* row.

If the initials column is filled in on the *GURMAIL* row for the student, the name and email address for the initials will be printed at the end of the email letter. The name and email are expanded from the *STVINIT* table.

The email letter itself is written to a disk file in ASCII format. The available formatting on SOAELTR includes a new line and new paragraph. If a row in the SOAELTR has a new line format, and a data column which expands to blanks and no text, the blank line will not be printed. The horizontal rule format option is not available for the ASCII email letter. This is available for the Web Admissions Signature Page.



#### Note

This process uses the *sendmail* command on UNIX and VMS platforms. ■

The following errors may be encountered when using the `sokemal.p_sendmail` package with the SOKEMAL procedure, both of which use the Oracle API `UTL_SMTP`.

- *ORA-20001: 421 Service not available*

This indicates that the mailhost entered is not correct. Please check with the system administrator for assistance in obtaining the correct mailhost name.

- *ORA-20002: 550 5.1.1 jdoe@xxx.com... User unknown*

This indicates that the email address being sent is invalid. The email processes (SAREMAL, SOREMAL, and SRREMAL) will not stop running. The error will print in the detail on the report output.

- *ORA-29540: class oracle/plsql/net/TCPConnection does not exist*

This indicates that the correct java classes are not installed. Please refer to Chapter 65 of the *Oracle8i Supplied PL/SQL Packages Reference Release 2 (8.1.6) (Part# A76936-01)* for more information.

Parameters	Name	Required?	Description	Values
	Email Letter Code	Yes	Enter the email letter code defined for the recruit/applicant/student population email letter.	HTML Letter Rules Form (SOAELTL)
	Student ID	No	Enter the student's ID when you are running the process for a single ID.	

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	Application Code	No	Enter the code that identifies the general area for which the selection identifier was defined. All or none of the population selection parameters must be entered.  The Population Selection Extract Inquiry Form (GLIEXTR) may be used to review the people who will be processed in the load from the selection identifier and application code entered.	Application Inquiry Form (GLIAPPL)
	Selection Identifier	No	Enter the code that identifies the population with which you wish to work. The selection identifier must be defined on the Population Selection Inquiry Form (GLISLCT). All or none of the population selection parameters must be entered.	Population Selection Inquiry Form (GLISLCT)
	Creator ID	No	Enter the user ID of the person creating the sub-population rules. The creator ID must have been specified when defining the selection identifier. All or none of the population selection parameters must be entered.	
	User ID	No	Enter the user ID for the population selection. This will match the creator ID and is the Banner logon user ID. All or none of the population selection parameters must be entered.	
	Term Code	No	Enter the term code for the student records to be included in the letter processing.	Term Code Validation Form (STVTERM)
	Audit/Update Mode	Yes	Enter <i>A</i> to print the email letter to a log file and not send it. Enter <i>U</i> to send the email letter to the student and update GURMAIL. The default is <i>U</i> .	A Print to log U Send email
	Email Subject Text	No	Enter the subject text for the email. If left blank, the subject of the email will also be blank.	



<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	FROM Email Address	Yes	<p>Enter the from email address for the email letter with the user ID and host (i.e., jdoe@college.edu). The default address is the one for the ID that is running the process.</p> <p><b>Note:</b> The email address is not validated by the TCP connection. You can enter an invalid email address, and the email will still be sent.</p> <p>This parameter is required for use with the Oracle Mail API.</p>	
	Email Sender's Name	No	<p>Enter text to show the name of the sender as well as the email address in order to personalize the email. For example, enter "John Doe"&lt;jdoe@college.edu&gt; as the sender instead of jdoe@college.edu. This parameter is used with the FROM Email Address parameter.</p>	
	Mail Host	Yes	<p>Enter the mail host from which the email will be sent (i.e., mailhost.xxx.edu). This information is available from the system administrator and is the name of the mail TCP Connection.</p>	

## Report Sample—Student Email Process (SOREMAL)

05-MAR-2007 18:41:17		BANNER University Student Email		Page: 1 SOREMAL
Email Letter ID	Code: MH_APPLICANTS NAME	EMAIL	MSG	
A00030093	Abba, Michael			*No Email, Memo Not Sent*
211009508	Abbe, Anthony			*No Email, Memo Not Sent*
A00028950	Abell, Heather	habell@aols.com		*No GURMAIL, Memo Not Sent*
A00020275	Abreu, Roberto			*No Email, Memo Not Sent*
A00028834	Ahola, Edward			*No Email, Memo Not Sent*
A00018710	Alstonner, Maryanne			*No Email, Memo Not Sent*
A00020240	Anderson, Victoria			*No Email, Memo Not Sent*
165260005	Andreas, Evan			*No Email, Memo Not Sent*
A00013224	Anthroman, Leo			*No Email, Memo Not Sent*
A00019458	Armstrong, Lance			*No Email, Memo Not Sent*
180600010	Artz, Sherry			*No Email, Memo Not Sent*
A00030492	Astro, Houston			*No Email, Memo Not Sent*
210009305	Babbit, Bruce	babbit@aol.com		*No GURMAIL, Memo Not Sent*
A00019327	Barellson, Emma Jane	emmajane@comcast.net		*No GURMAIL, Memo Not Sent*
058800068	Berger, Bobby	berger10@finesse.com		*No GURMAIL, Memo Not Sent*
A00022886	Berry, Joanna	berryberry@firefly.com		*No GURMAIL, Memo Not Sent*
A00029579	Bettany, Paul	chaucer@hotmail.com		*No GURMAIL, Memo Not Sent*
180600007	Bigelow, Lynn	lynn@coolmail.com		*No GURMAIL, Memo Not Sent*
300333006	Bird, Katie	katie@apiemail.com		*No GURMAIL, Memo Not Sent*
A00028839	Blakely, Roberta	roberta@compuserve.com		*No GURMAIL, Memo Not Sent*
A00020273	Blitzer, Walter	theblitz@aol.com		*No GURMAIL, Memo Not Sent*
210009514	Bloom, Jennifer	jenny25@aol.com		*No GURMAIL, Memo Not Sent*
058800075	Briggs, Danny	dbriggs100@aol.com		*No GURMAIL, Memo Not Sent*
A00029386	Bronwyn, Charleen	dartmoor@hotmail.com		*No GURMAIL, Memo Not Sent*
A00020364	Brown, Amy	amy320@aol.com		*No GURMAIL, Memo Not Sent*
A00020271	Browne, Aaron	aaronguitar@compuserve.com		*No GURMAIL, Memo Not Sent*
A00021439	Bunal, Barry	bunal1b@aol.com		*No GURMAIL, Memo Not Sent*
A00021450	Bunal, Darbi	bunal2d@aol.com		*No GURMAIL, Memo Not Sent*
A00019542	Bunal, Joe	bunal3j@aol.com		*No GURMAIL, Memo Not Sent*
A00021429	Bunal, John	bunal4j@aol.com		*No GURMAIL, Memo Not Sent*
A00020490	Bunal, Mike	bunal5m@aol.com		*No GURMAIL, Memo Not Sent*
180600021	Burkholder, Pat	patsmail@finesse.com		*No GURMAIL, Memo Not Sent*
210009102	Burns, Paul	burnsey@coolmail.com		*No GURMAIL, Memo Not Sent*

Email Letter ID	Code: MH_APPLICANTS NAME	EMAIL	MSG
610009503	Caesero, Gerry		*No Email, Memo Not Sent*
983100000	Cameron, Cassie		*No Email, Memo Not Sent*
A00026667	Cane, Samatha		*No Email, Memo Not Sent*
071800015	Carson, William		*No Email, Memo Not Sent*
A00018642	Channel, Laura	channell@hotmail.com	*No Email, Memo Not Sent*
610009508	Charles, Henry		*No GURMAIL, Memo Not Sent*
300444001	Checkers, Amanda	amandac@aol.com	*No Email, Memo Not Sent*
180600015	Christner, Ruth		*No GURMAIL, Memo Not Sent*
058800069	Cippillone, Anthony		*No Email, Memo Not Sent*
210009103	Clark, Candace		*No Email, Memo Not Sent*
A00030105	Clath, Paloma		*No Email, Memo Not Sent*
300555003	Clinton, Hannah	hannahhome@yahoo.com	*No Email, Memo Not Sent*
A00029652	Clymer, James		*No GURMAIL, Memo Not Sent*
300666004	Collins, Willma	willmacollins@sao1.com	*No Email, Memo Not Sent*
A00030130	Connor, Stanley		*No GURMAIL, Memo Not Sent*
058800044	Conway, Janet		*No Email, Memo Not Sent*
112233221	Craven, Terrie		*No Email, Memo Not Sent*
817111111	Crochran, Jimmy		*No Email, Memo Not Sent*
210009502	Cuspin, Lorie		*No Email, Memo Not Sent*
300333004	Dalloway, Clarrissa	clarrissa@yahoo.com	*No Email, Memo Not Sent*
610009624	Davis, Lotti		*No GURMAIL, Memo Not Sent*
210009104	Davis Manning	ddavis@yahoo.com	*No Email, Memo Not Sent*
058800052	Dempsey, James		*No GURMAIL, Memo Not Sent*
A00028822	Despair, Bonnie		*No Email, Memo Not Sent*
A00018889	Dickens, Emerson		*No Email, Memo Not Sent*
A00019326	Donahey, Craig	cdonahey@webtv.net	*No Email, Memo Not Sent*
A00020274	Elles, Ernest		*No GURMAIL, Memo Not Sent*
210009105	Engle, Edward		*No Email, Memo Not Sent*
A00020719	Fillmond, Terence		*No Email, Memo Not Sent*
A00029484	Fineran, Paula		*No Email, Memo Not Sent*
210009106	Fisher, Frank		*No Email, Memo Not Sent*
058800045	Fisher, Gary		*No Email, Memo Not Sent*

05-MAR-2007 18:41:17

BANNER University  
Student Email

Page: 7  
SOREMAL

\* \* \* REPORT CONTROL INFORMATION - SOREMAL - Release 7.3.3 \* \* \*

RPTNAME: SOREMAL  
LETTER CODE: MH\_APPLICANTS  
ID:  
APPLICATION CODE: STUDENT  
SELECTION IDENTIFIER: ADMISSIONS  
CREATOR ID: MHOCKETT  
USER ID: MHOCKETT  
TERM CODE: 200620  
EMAIL SUBJECT: Testing  
EMAIL FROM ADDRESS: margy.hockett@sungardsct.com  
SENDER NAME: Margy  
EMAIL SERVER: mailhost.sungardhe.com  
PRINT TO LOG AND NOT SEND: A

Number of Read: 276  
Number with no Email: 154  
Number missing GURMAIL record for letter: 117  
Number of persons missing record in view: 2  
Number of Errors Sending Email:  
Number of persons sent Email:

## Batch Email for Elec. Apps. Process (SAREMAL)

**Description** This process is used for sending out a mass mailing as an email letter to individuals who have started or completed a Web application.

This process selects the processing population from the Electronic Applicant View (SAVEAPS). For each electronic applicant processed, an email will be created based on the email letter defined on SOAELTR. This process requires that the letter defined on SOAELTR have a module type of *E*. The module type is defined for the letter on SOAELTL.

This process lists all electronic applicants selected. If the electronic applicant does not have an email address, a missing email address error message is printed. No email can be sent to these individuals, and a paper letter will need to be sent. This process does not report the emails returned due to invalid email addresses. That information will be returned to the in-box of the “From” email address which is the ID that processes the job through Banner job submission.

The From Email Address will default to “jobsub” if the process is run from job submission and the From Email Address parameter is left blank or the operating system is VMS, or will default to the userid of the person running the process from the operating system prompt. Use the FROM Email Address parameter to indicate a from address other than “jobsub” or an Oracle ID.

This process requires that email can be sent from the server where the process is run. This process has the option of testing the email process. If the process is submitted with the Print to Log parameter set to *L*, the email messages will be printed to the log file and not sent.

The email letter itself is written to a disk file in ASCII format. The available formatting on SOAELTR includes a new line and new paragraph. If a row in SOAELTR has a new line format, and a data column which expands to blanks, and no text, the blank line will not be printed. The horizontal rule format option is not available for the ASCII email letter. This is available for the Web Admissions Signature Page.



### Note

This process uses the *sendmail* command on UNIX and VMS platforms. ■

The following errors may be encountered when using the `sokemal.p_sendmail` package with the SOKEMAL procedure, both of which use the Oracle API `UTL_SMTP`.

- *ORA-20001: 421 Service not available*

This indicates that the mailhost entered is not correct. Please check with the system administrator for assistance in obtaining the correct mailhost name.

- *ORA-20002: 550 5.1.1 jdoe@xxx.com... User unknown*

This indicates that the email address being sent is invalid. The email processes (SAREMAL, SOREMAL, and SRREMAL) will not stop running. The error will print in the detail on the report output.

- *ORA-29540: class oracle/plsql/net/TCPConnection does not exist*

This indicates that the correct java classes are not installed. Please refer to Chapter 65 of the *Oracle8i Supplied PL/SQL Packages Reference Release 2 (8.1.6) (Part# A76936-01)* for more information.

Parameters	Name	Required?	Description	Values
	Email Letter Code	Yes	Enter the email letter code defined for the electronic applicant email letter.	HTML Letter Rules Form (SOAELTL)
	Electronic Applicant ID	No	Enter the ID of the electronic applicant when you are running the process for a single ID.	
	Term Code	No	Enter the term code for the electronic applicant records to be included in the email processing.	Term Code Validation Form (STVTERM)
	App Create Start Date Range	Yes	Enter the start date when the applications were created in MON-DD-YYYY format.	
	App Create End Date Range	Yes	Enter the end date when applications were created in MON-DD-YYYY format.	
	Process Indicator	No	To indicate which applications to select, enter <i>P</i> for Processed, <i>E</i> for Errors, <i>V</i> for Verified, or <i>N</i> for Not Processed, or leave blank for all. The default is blank/all.	P Processed E Errors V Verified N Not Processed % All

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	Application Type	No	Enter the application type code for the electronic applications, or leave blank for all.	Application Type Code Validation Form (STVWAPP)
	Application Source	No	Enter the application source code for the electronic applications, or leave blank for all.	EDI Application Source Code Validation Form (STVAPLS)
	Print Email to Log (L); Send (S)	Yes	Enter <i>L</i> to print the email to a log file and not send it. Enter <i>S</i> to send the email to the student. The default is <i>S</i> .	L Print to log S Send email
	Email Subject Text	No	Enter the subject text for the email.	
	FROM Email Address	Yes	<p>Enter the from email address for the email letter with the user ID and host (i.e., jdoe@college.edu). The default address is the one for the ID that is running the process.</p> <p><b>Note:</b> The email address is not validated by the TCP connection. You can enter an invalid email address, and the email will still be sent.</p> <p>This parameter is required for use with the Oracle Mail API.</p>	
	Email Sender's Name	No	Enter text to show the name of the sender as well as the email address in order to personalize the email. For example, enter "John Doe"<jdoe@college.edu> as the sender instead of jdoe@college.edu. This parameter is used with the FROM Email Address parameter.	
	Mail Host	Yes	Enter the mail host from which the email will be sent (i.e., mailhost.xxx.edu). This information is available from the system administrator and is the name of the mail TCP Connection.	

## Report Sample—Batch Email for Elec. Apps. Process (SAREMAL)

25-JUL-2002 20:51:55	Banner University Batch Email for Elec. Apps.						Page: 1 SAREMAL
Email Letter Code: DMF_WEBADM_LTR0 ID NAME	SOURCE	TYPE	TERM	EMAIL	PROC IND	ADD DATE	
MSG							
@00006611 Sheen, Alberta Email sent	WEB	DA	200310	dflath@sca.com	N	25-JUL-2002	

25-JUL-2002 20:51:55	Banner University Batch Email for Elec. Apps.						Page: 2 SAREMAL
* * * REPORT CONTROL INFORMATION - SAREMAL - Release 5.5* * *							
RPTNAME: SAREMAL LETTER CODE: DMF_WEBADM_LTR0 ID: saremal3 TERM CODE: 200310 START DATE: 25-JUL-2002 END DATE: 25-JUL-2002 PROCESS IND: N APPLICATION TYPE: DA APPLICATION SOURCE: WEB EMAIL SUBJECT: Web app - 2 vars FROM EMAIL ADDRESS: dflath@sca.com SENDER NAME: dflath@sca.com MAIL HOST: dflath@sca.com PRINT TO LOG OR SEND: S							
Number of Electronic Applicants Read: 1 Number of Electronic Applicants with no Email: Number of Errors Sending Email: Number of Electronic Applicants sent Email: 1							



## Admission Rating Calculation Report (SARRATE)

**Description** This process/report is used to calculate the admissions rating for an ID or population. This report uses the rules that have been defined by the institution on the Admissions Rating Formula Definition Form (SAARRDF). Either a population selection, an ID, or multiple IDs must be entered. When the Recalculate Existing Rating parameter is set to *Y*, all existing ratings are updated if the new rating calculated by SARRATE is higher than the existing rating.

Institutions who choose to use the Administrator Rating Type Rules block of the Administrator Rating Type Rules Form (SAARRCT) must run SARRATE with the Recalculate Existing Rating parameter set to *Y* at some point in the processing cycle. Otherwise the default rating records that have a rating set to zero will never be updated.

Parameters	Name	Required?	Description	Values
	Term	Yes	Enter the term code which matches the formula defined on SAARRDF that should be used by SARRATE.	Term Code Validation Form (STVTERM)
	Recalculate Existing Ratings	Yes	Enter <i>Y</i> to recalculate existing ratings or <i>N</i> to not recalculate existing ratings. The default is <i>N</i> .	Y Recalculate existing ratings N Do not recalculate existing ratings
	Applicant ID	No	Enter the ID (or IDs) of the applicant(s) whose rating is to be calculated	
	Selection Identifier	No	Enter the code that identifies the population with which you wish to work. The selection identifier must be defined on the Population Selection Definition Rules Form (GLRSLCT). All or none of the population selection parameters must be entered.	Population Selection Inquiry Form (GLISLCT)
	Application Code	No	Enter the code that identifies the general area for which the selection identifier was defined. All or none of the population selection parameters must be entered.  The Population Selection Extract Inquiry Form (GLIEXTR) may be used to review the people who will be processed in the load from the selection identifier and application code entered.	Application Inquiry Form (GLIAPPL)

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	Creator ID	No	Enter the user ID of the person who created the population rules. All or none of the population selection parameters must be entered.	
	Administrator ID	Yes	Enter the ID of the administrator who is to be associated with the calculated rating.	
	Rating Type	Yes	Enter the rating type code which matches the rating type of the formula defined on SAARRDF that is to be calculated.	Admissions Rating Type Validation Form (STVRATP)
	Role for Administrator ID	Yes	Enter the role code to be stored with the Administrator ID for the calculated rating.	Administrative Role Code Validation Form (STVRADM)
	Application Status	Yes	Enter the application status code that indicates which population of applications should be considered for a rating.	Admission Application Status Code Validation Form (STVAPST)
	App Status Begin Date	Yes	Enter the beginning date for the application status in MON-DD_YYYY format.	
	App Status End Date	Yes	Enter the ending date for the application status in MON-DD_YYYY format.	
	Valid Test Source for Formula	Yes	<p>Enter the test source code to be used in determining if a test score equivalency exists on SOATEQU. The default is <i>TAPE</i>. When running, the SARRATE process will use test scores with any of the tape sources identified in this parameter.</p> <p>Multiple values may be entered. Using multiple values allows the process to select the highest test score (having a defined source code) associated with a factor code defined in a formula.</p>	Admission Test Score Source Code Validation Form (STVTSRC)

Parameters	Name	Required?	Description	Values
	Run Mode	Yes	Enter <i>A</i> for Audit Mode to print a report without updating the database. Enter <i>U</i> for Update mode to update the database.	A Audit U Update
	Report Type	Yes	Enter <i>S</i> to produce a control report that lists the number of records processed and a summary of the entered parameters. Enter <i>D</i> to produce a detailed report.	S Summary of records and parameters D Detail of fields on report

### Report Sample—Admission Rating Calculation Report (SARRATE)

PAGE	1						
SARRATE 5.4			Banner University Admission Rating Calculation				RUN DATE 14-MAR-2002 RUN TIME 11:36 AM
ID	Applicant Name	No	Role	Admin ID	Type	Rating	Message
@00005294	Conroy, Nathaniel	1	RATER	@00003499	ACAD1	6874.60	
@00005295	Davenport, Rebecca	1	RATER	@00003499	ACAD1	6424.25	
@00005296	Ellsworth, Amy	1	RATER	@00003499	ACAD1	.00	Rating already exists
@00005297	Fontaine, Kellie	1	RATER	@00003499	ACAD1	.00	No value found for FACTOR10
@00005298	Jacques, Justin	1	RATER	@00003499	ACAD1	5918.60	
Records processed: 5							
Ratings inserted: 0							
Ratings updated: 0							

Banner University  
Admission Rating Calculation  
\* \* \* REPORT CONTROL INFORMATION \* \* \*  
Parameters have been entered via Job Submission.

Parameter Name	Value
Parameter Seq No:	776092
Term:	200010
Recalc existing ratings:	N
Applicant ID:	@00005294
Applicant ID:	@00005295
Applicant ID:	@00005296
Applicant ID:	@00005297
Applicant ID:	@00005298
Application ID:	
Selection ID:	
Creator ID:	
Administrator ID for Rating:	@00003499
Rating Type:	ACAD1
Role for Administrator ID:	RATER
Application Status Code:	I
App Status Begin Date:	14-MAR-2002
App Status End Date:	14-MAR-2002
Valid test source:	TAPE
Run in Audit or Update mode:	A
Summary or Detail Report:	D

## Electronic Application Report (SARETBL)

**Description** This report is used to view information about a student's electronic admissions application. The report is a companion to the Electronic Application Submitted Form (SAAETBL). There is no control page for this report.

This is an Oracle report. It is run through job submission on GJAPCTL.

Parameters	Name	Required?	Description	Values
	Application Source	No	Enter the source of the admissions application such as EDI or WEB.  <b>Note:</b> While this parameter is not required, either the Application Source, Add Date, or Web ID parameter must be entered for the report to produce output.	EDI Application Source Code Validation Form (STVAPLS)
	Add Date	No	Enter the date in DD-MON-YYYY format that the application was completed.  <b>Note:</b> While this parameter is not required, either the Application Source, Add Date, or Web ID parameter must be entered for the report to produce output.	
	Web ID	No	Enter the Web ID of the student for which you wish to see electronic application information.  <b>Note:</b> While this parameter is not required, either the Application Source, Add Date, or Web ID parameter must be entered for the report to produce output.	

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>	
	Destination Format	Yes	Use the list of values to select the format of the report output.  The default format is <i>PDF</i> .	DELIMITED DELIMITED DATA HTML HTMLCSS POSTSCRIPT (This format is not currently supported.) PRINTER DESTINATION (This format is not currently supported.) RTF XML	
	Destination Type	Yes	Use the list of values to select <i>CACHE</i> , <i>FILE</i> , <i>MAIL</i> , or <i>PRINTER</i> , to indicate where the report output should be directed.  You may use <i>CACHE</i> to display the output, and then you can print the report.  The default is <i>CACHE</i> .	CACHE FILE MAIL PRINTER	Display report on screen Save report to a file Send report via email Print report
	Destination Name	No	Enter the name of the destination where the output type selected above should be directed. The destination name can be 30 characters in length.		

Parameters	Name	Required?	Description	Values
			<p>For example:</p> <p><i>FILE</i> - Enter a valid drive-folder-filename (<i>f:\share\myfile.pdf</i>).</p> <p><b>Note:</b> Due to the potentially sensitive nature of report output information, you should send output to a file where only the user has read access.</p> <p><i>MAIL</i> - Enter a valid email address (<i>jdoe@aol.com</i>). Enter multiple addresses with commas as separators.</p> <p><i>PRINTER</i> - Enter a valid printer name. If you selected <i>PRINTER</i> in the Destination Type parameter, and the value is left blank in the Destination Name parameter, the default report server printer will be used.</p>	
	Execution Mode	Yes	<p>Enter the execution mode for the report as <i>RUNTIME</i> (from the form) or <i>BATCH</i> (from job submission).</p> <p>The default is <i>RUNTIME</i>.</p>	<p><i>RUNTIME</i>    Run from the form</p> <p><i>BATCH</i>        Run from job submission</p>
	Communication Mode	Yes	<p>Enter the communication mode for synchronous (<i>SYNC</i>) or asynchronous (<i>ASYNC</i>).</p> <p>Synchronous specifies that control is returned to the calling form <i>after</i> the report has completed its processing.</p> <p>Asynchronous specifies that control is returned to the calling form immediately, even if the report has <i>not</i> completed its processing.</p> <p>The default is <i>SYNC</i>.</p>	<p><i>SYNC</i>        Wait on Banner form for report results</p> <p><i>ASYNC</i>        Run report behind the scenes</p>

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>	
	Parameter Form	Yes	Enter <i>YES</i> to display the Oracle Report Parameters Form or <i>NO</i> to not display the Oracle Report Parameters Form.  The default is <i>NO</i> .	NO	Do not display Report Parameters Form
				YES	Display Report Parameters Form
	Show Report Value Window	Yes	Enter <i>YES</i> to display the Report Value Window or <i>NO</i> to not display the Report Value Window.  <b>Note:</b> This parameter has no impact on job submission.  The default is <i>NO</i> .	NO	Do not display Report Value Window
				YES	Display Report Value Window



# Report Sample—Electronic Application Report (SARETBL)

08-MAY-2006 02:26:34 PM	BANNER University	Page:1
mixerson	Electronic Application Report	SARETBL
Mixerson, Joshua Malcolm		Release: 7.3
Web ID: mixerson Mixerson, Joshua Malcolm		
Appl No: 1	Appl Preference:	Add Date: 08 MAY 2006 Processed:08 MAY 2006
Complete Application	Term Code: 200610 Fall 2005-2006 (	D.O.B: 08 JUN 1989
Application Accepted	Source: WWW World Wide Web	Gender: M Male
Manual Verification Incomplete	Appl Type: CP Cindy's test appl	Citizen:
	Process Ind:P Application Processed	
<b>Intended Curriculum</b>		
Curriculum Rule:115 Level:UG Undergraduate (UG)		
Degree:AS Associate in Science		
College:BC College of Business		
Campus:		
Program:22R_ASSOC 2 Yr Associates Degree		
<b>Field of Study</b>		
Level:M Major		
Rule:164 Major: ACCT Accounting		
<b>Address Information</b>		
Permanent	Street:726 Highland Avenue	State: PA Pennsylvania Zip: 18017 Natn:
	City:Bethlehem	
<b>Phone/Email Information</b>		
EM	Electronic Mail	mixerson@rcn.com

08-MAY-2006 02:26:34 PM

BANNER University

Page:2

mixerson

Electronic Application Report

SERIAL

Mixerson, Joshua Malcolm

Release: 7.3

Web ID: mixerson Mixerson, Joshua Malcolm

Appl No: 2 Appl Preference: 1

Add Date: 08 MAY 2006 Processed:08 MAY 2006

Complete Application

Term Code: 200610 Fall 2005-2006 (

D.O.B. 09 JUN 1988

Application Accepted

Source: WEB World Wide Web

Gender: M Male

Manual Verification Incomplete

Appl Type: CP Cindy's test appl

Citizen:

Process Ind: Verification with Errors

Intended Curriculum

Curriculum Rule:7 Level:UG Undergraduate (UG)  
 Degree:BA Bachelor of Arts  
 College:AS College of Arts & Sciences  
 Campus:  
 Program:BA-ARTS BA in Arts

Field of Study

Level:M Major
Rule:7 Major: ARTS Fine Art
Level:M Major
Rule:500 Major: GRAP Graphics
Level:N Minor
Rule:216 Major: ARCH Architecture
Level:N Minor
Rule:215 Major: AMIX Art Mixed Medium
Level:C Concentration
Rule:604 Major: PAIN Painting
Level:C Concentration
Rule:91379 Major: DRAM Dramatic Arts

Level:C Concentration
Rule:696 Major: ARTE Art Education
Level:C Concentration
Rule:695 Major: DRAN Drawing
Level:C Concentration
Rule:697 Major: ARTH Art History

Curriculum Rule:395	Level:UG Undergraduate (UG)
Degree:BA	Bachelor of Arts
College:AS	College of Arts & Sciences
Campus:	
Program:BA-HIST	BA in History

Field of Study

Level:M Major
Rule:1146 Major: HIST History
Level:M Major
Rule:1147 Major: HUMS Humanities
Level:M Minor
Rule:219 Major: ANTH Anthropology
Level:C Concentration
Rule:91371 Major: ARTH Art History

08-MAY-2006 02:26:34 PM  
mixerson  
Mixerson, Joshua Malcolm

BANNER University  
Electronic Application Report

Page: 4  
SARHIDL  
Release: 7.3

Address Information

Permanent Street: 726 Highland Avenue State: PA Pennsylvania Zip: 18017 Natn:  
City: Bethlehem

Phone/Email Information

EM Electronic Mail mixerson@ron.com

High School Information

Qualifier: CS Canadian University Student In  
ID: 411290 SC, Lexington, Lexington High  
Name: Lexington High School Graduation Code: Graduation Date:  
City: Lexington State: SC South Carolina Postal Code: 29072 Nation:

## Learner Curriculum Conversion Process (SOPLCCV)

**Description** This process is used to read the input population and run the curriculum conversion process. You must enter a valid ID or create a population selection to run this process.

The detailed output indicates the ID and name of each Banner person whose curriculum data has been converted, as well as how many records within each module have been converted. In addition, the report indicates how many Banner IDs have been processed in total. The summary output displays the totals.

<i>Parameters</i>	<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
	Student Learner Module	No	Enter the student learner module code for the conversion process.	Learner Module Validation Form (STVLMOD)
	Term	No	Enter the term code for which records are to be processed.	Term Code Validation Form (STVTERM)
	Learner ID	No	Enter the ID or IDs for the student(s) to be processed.  Enter an ID number or enter % to select all SPRIDEN IDs where a recruiting, admissions, learner, or outcome record exists.  If you enter a module code in the Student Learner Module parameter, the process will check for records only in that module.	
	Application Code	No	Enter the code that identifies the general area for which the selection identifier was defined. All or none of the population selection parameters must be entered.  The Population Selection Extract Inquiry Form (GLIEXTR) may be used to review the people who will be processed in the load from the selection identifier and application code entered.	Application Inquiry Form (GLIAPPL)

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	Selection Identifier	No	Enter the code that identifies the population with which you wish to work. The selection identifier must be defined on the Population Selection Definition Rules Form (GLRSLCT). All or none of the population selection parameters must be entered.	Population Selection Inquiry Form (GLISLCT)
	Creator ID	No	Enter the user ID of the person who created the population rules. All or none of the population selection parameters must be entered.	
	User ID	No	Enter the user ID for the population selection. This is the ID of the user who selected the population of people. This may or may not be the same as the Creator ID. All or none of the population selection parameters must be entered.	
	Rerun Conversion Indicator	Yes	Enter <i>Y</i> to delete and rebuild curriculum records, or enter <i>N</i> to leave the records as they are. The default is <i>N</i> .	Y Delete and rebuild records N Do not delete and rebuild records
	Report Type	No	Enter <i>D</i> to produce a detailed report or <i>S</i> to produce a summary report. The default is <i>S</i> .	D Detail report S Summary report
	Run Mode	Yes	Enter <i>A</i> to run in Audit Mode or <i>U</i> to run in Update Mode and update the database records. The default is <i>A</i> .	A Audit Mode U Update Mode

## Report Sample—Learner Curriculum Conversion Process (SOPLCCV)

*This sample shows the Detail Report.*

Student ID	Student Name	Recruit Converted	Admissions Converted	Learner Converted	Outcome Converted
058800061	Casey, Patrick			1	2
058800045	Fisher, Gary	1		1	1
058800048	King, Wayne	1	1	1	1
058800047	Zimmerman, Gene	1	2	1	1
Totals		3	3	4	5
Processed:	4				

Parameter Name	Value
Parameter Seq No:	28979
Module:	ALL
Term:	ALL TERMS
Learner ID:	
Application name:	STUDENT
Selection name:	199510_NEW_UG_TRAN
Selection creator ID:	SAISUSR
Selection user ID:	MGOODMAN
Rerun conversion:	N
Report type:	D
Run mode:	A
Start date/time:	16-MAR-2005 10:40 AM
End date/time:	16-MAR-2005 10:40 AM

## Learner Curriculum Purge Process (SOPLCPG)

**Description** This process is used to purge SORLCUR rows and/or SORLFOS rows for curriculum records from Recruiting, Admissions, General Student (Learner), and Academic History (Outcome). This process calls the `sb_curriculum.p_delete` API which in turn calls the `sb_fieldofstudy.p_delete` API to delete all selected curriculum and fields of study records. This process is run for an ID or a population selection, by term and/or learner module, and can be run in Update or Audit Mode.

Since users may not want to maintain inactive and non-current curriculum records on a student, they can use SOPLCPG to purge inactive and non-current student curricula. This process deletes an SORLCUR row and its associated SORLFOS row(s). Non-current curriculum rows are defined as rows that have a value of *N* in the **Current** field in the Curriculum or Field of Study blocks. The value that populates the field is located in the `SOVLCUR_CURRENT_IND` and `SOVLFOS_CURRENT_IND` view fields.

The SOPLCPG process ensures that if a curriculum record (SORLCUR) is removed, all related field of study rows (SORLFOS) are also removed. This process only purges curriculum rows that are non-current. Field of study rows are only purged in association with their respective curriculum record. Therefore, if a curriculum record is current and has an associated SORLFOS row that is non-current and inactive, the SORLFOS row will not be purged. Also, when a *LEARNER* curriculum record that is targeted to be purged is non-current for the processing term and is current in a different term, it will not be purged.

The process can be used to archive curriculum records to curriculum and field of study history tables (SORHCUR and SORHFOS). This provides historical data for reference, even after the records have been purged from the main curriculum and field of study tables.

The process checks if the curriculum record has an associated graduation application. The curriculum record will not be deleted if the graduation application exists, the module code for the record is *LEARNER*, and the record is not the only curriculum record that is attached to the graduation application.



<i>Parameters</i>	<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
	Learner Module	No	<p>Enter the student learner module code for the conversion process.</p> <p>The valid values for this parameter are <i>ADMISSIONS</i>, <i>RECRUIT</i>, <i>LEARNER</i>, and <i>OUTCOME</i>. If this parameter is left blank, all curriculum (SORLCUR) and field of study (SORLFOS) records for these modules are examined for the population selection and/or individual IDs (SPRIDEN).</p>	Learner Module Validation Form (STVLMOD)
	Term	No	<p>Enter the term code for which records are to be processed.</p> <p>If this parameter is left blank, the report will use the highest SGBSTDN record for the Learner module to determine which curriculum record is current.</p>	Term Code Validation Form (STVTERM)
	Learner ID	No	Enter the ID or IDs for the student(s) to be processed.	
	Application Code	No	<p>Enter the code that identifies the general area for which the selection identifier was defined. All or none of the population selection parameters must be entered.</p> <p>The Population Selection Extract Inquiry Form (GLIEXTR) may be used to review the people who will be processed in the load from the selection identifier and application code entered.</p>	Application Inquiry Form (GLIAPPL)
	Selection Identifier	No	Enter the code that identifies the population with which you wish to work. The selection identifier must be defined on the Population Selection Definition Rules Form (GLRSLCT). All or none of the population selection parameters must be entered.	Population Selection Inquiry Form (GLISLCT)

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	Creator ID	No	Enter the user ID of the person who created the population rules. All or none of the population selection parameters must be entered.	
	User ID	No	Enter the user ID for the population selection. This is the ID of the user who selected the population of people. This may or may not be the same as the Creator ID. All or none of the population selection parameters must be entered.	
	Run Mode	Yes	Enter <i>A</i> to run in Audit Mode or <i>U</i> to run in Update Mode and update the database records. The default is <i>A</i> .	A Audit Mode U Update Mode
	Report Type	Yes	Enter <i>D</i> to print a detail report or <i>S</i> to print a summary report. The default is <i>D</i> . The detail report lists each ID and the associated curriculum detail.	D Detail report S Summary report
	Archive History	No	Enter <i>Y</i> to write all purged data to the curriculum and field of study history tables (SORHCUR and SORHFOS) for archiving or <i>N</i> to not archive the data. <i>Y</i> is the default.	Y Archive N Do not archive

## Report Sample—Learner Curriculum Purge Process (SOPLCPG)

PAGE 1 SOPLCPG 8.0		SUNGARDHE University Curriculum Purge Process					RUN DATE 03-APR-2008 RUN TIME 02:39 PM				
ID	NAME / MODULE	TERM	KEY SEQ	LEVEL / DEGREE / LFOS	PROGRAM / TYPE	COLL / CAMP / DEPT	CACT / CSTS	SEQ	PRI	USER ID	DATE
300444162	Able, Margy OUTCOME	200443	1	UG/BA HIST	BA-HISTORY MAJOR	AS/M HIST	ACTIVE SOUGHT	13 1	1	STUDENT_TRACE STUDENT_TRACE	01-SEP-2006 01-SEP-2006
	OUTCOME	200443	2	CE/CERT ARTS	CE-ART MAJOR	CE/ ART	ACTIVE SOUGHT	14 1	2	STUDENT_TRACE STUDENT_TRACE	01-SEP-2006 01-SEP-2006
	OUTCOME	200443	2	CE/CERT ARTS	CE-ART MAJOR	CE/ ART	ACTIVE INPROGRESS	16 1	2	STUDENT_TRACE STUDENT_TRACE	11-MAR-2007 11-MAR-2007
A00024787	Ackerman, Earl OUTCOME	200410	1	CE/ND NONE	CE_NONCRED MAJOR	CE/	ACTIVE ACTIVE	3 1	1	MHOCKETT MHOCKETT	09-JUN-2005 09-JUN-2005
A00033946	Addison, David OUTCOME	200310	1	UG/BS BIOL	DMF MAJOR	EN/	ACTIVE SOUGHT	5 1	1	PBERRY PBERRY	16-NOV-2007 16-NOV-2007
211009508	Allen, Mark OUTCOME	199510	1	UG/BBA ACCT	MAJOR	BU/ ACCT	ACTIVE SOUGHT	3 1	1	WGALE WGALE	26-APR-2004 26-APR-2004
A00045770	Anderson, Nancy OUTCOME	200410	1	UG/BA CHEM	BA-CHEM MAJOR	AS/A	ACTIVE INPROGRESS	4 1	1	CNORRIS CNORRIS	22-MAR-2006 22-MAR-2006
	OUTCOME	200410	3	UG/BS PHAM PHAM	MAJOR MAJOR	NU/ NURS NURS	ACTIVE ACTIVE AWARDED	13 2 1	1	HDOMBROS HDOMBROS HDOMBROS	03-MAY-2006 03-MAY-2006 03-MAY-2006
	OUTCOME	200410	3	UG/BS PHAM	MAJOR	NU/ NURS	INACTIVE CHANGED	14 1	1	HDOMBROS HDOMBROS	03-MAY-2006 03-MAY-2006
300444722	Astor, Susan OUTCOME	200443	1	MH/BA	MH-SPECIAL	AS/T	ACTIVE	3	1	MHOCKETT	13-NOV-2007

ID	NAME / MODULE	TERM	KEY SEQ	LEVEL / DEGREE / LFOS	PROGRAM / TYPE	COLL / CAMP / DEPT	CACT / CSTS	SEQ	PRI	USER ID	DATE
SSGAPP008	Atoll, Eric OUTCOME	200510	1	UG/BA ANTH GEOG FIN ARTH FREN	BA-ANTHRO MAJOR MAJOR MAJOR MINOR CONCENTRATION CONCENTRATION	AS/ ANTH	ACTIVE	6	1	EJETTO	30-JUL-2007
							INACTIVE	1	1	EJETTO	30-JUL-2007
							INPROGRESS	2	2	EJETTO	30-JUL-2007
							INPROGRESS	3	3	EJETTO	30-JUL-2007
							INPROGRESS	4	1	EJETTO	30-JUL-2007
							INPROGRESS	5	1	EJETTO	30-JUL-2007
INPROGRESS	6	2	EJETTO	30-JUL-2007							
DOCTEST01	Bannon, Sharon OUTCOME	200610	1	UG/BA ACCT	DEFAULTBLK MAJOR	AS/123 ACCT	ACTIVE	4	1	EJETTO	07-MAR-2008
							SOUGHT	1	1	EJETTO	07-MAR-2008
	OUTCOME	200610	1	UG/BA ACCT	DEFAULTBLK MAJOR	AS/123 ACCT	INACTIVE	5	1	EJETTO	07-MAR-2008
							CHANGED	1	1	EJETTO	07-MAR-2008
A00058163	Barris, Tom OUTCOME	200449	1	FA/FA FA	FAPGM MAJOR	FA/FA 0000	ACTIVE	3	1	MHOCKETT	03-OCT-2007
							ACTIVE	1	1	MHOCKETT	03-OCT-2007
A00058161	Batton, Ted OUTCOME	200449	1	FA/FA	FAPGM	FA/FA	ACTIVE	3	1	MHOCKETT	03-OCT-2007
A55629801	Benner, Rita OUTCOME	200610	1	GR/MA ART	DMF_GR_ART MAJOR	AS/M	ACTIVE	3	1	JECARTER	29-OCT-2007
							SOUGHT	1	1	JECARTER	29-OCT-2007
							INACTIVE	4	1	JECARTER	29-OCT-2007
	OUTCOME	200610	1	GR/MA ART	DMF_GR_ART MAJOR	AS/M	CHANGED	1	1	JECARTER	29-OCT-2007
	OUTCOME	200610	1	GR/MA ART	DMF_GR_ART MAJOR	AS/A	ACTIVE	5	1	JECARTER	29-OCT-2007
	OUTCOME	200610	1	GR/MA ART	DMF_GR_ART MAJOR	AS/A	SOUGHT	2	1	JECARTER	29-OCT-2007
A9934210	Bouson, Hermione OUTCOME	200409	1	UG/BA ART ARTH ACCT ECON AMIX ARCH	BA-ART-DOWN MAJOR MAJOR MINOR MINOR CONCENTRATION CONCENTRATION	AS/D	ACTIVE	4	2	DLINDBLO	14-SEP-2004
							SOUGHT	3	1	DLINDBLO	14-SEP-2004
							SOUGHT	4	2	DLINDBLO	14-SEP-2004
							SOUGHT	5	2	DLINDBLO	14-SEP-2004
							SOUGHT	6	3	DLINDBLO	14-SEP-2004
							SOUGHT	1	1	DLINDBLO	14-SEP-2004
SOUGHT	2	2	DLINDBLO	14-SEP-2004							

SUNGARDHE University  
Curriculum Purge Process  
\* \* \* REPORT CONTROL INFORMATION \* \* \*  
Parameters were entered via Job Submission.

Parameter Name	Value
Parameter Seq No:	182936
Number Learners Selected:	238
Number Curriculum Deleted:	326
Number Field of Study Deleted:	576
Module:	OUTCOME
Term Code:	
ID:	
Application Code:	
Selection Identifier:	
Creator ID:	
User Id:	
Run Mode (Audit or Update):	A
Detail Report:	D
Archive History:	Y

## Non-Destructive Curric Update Report (SORLCHG)

**Description** This report is used to show non-destructive updates made to curriculum and/or field of study records. This report is run for an ID, all IDs, or a population selection, by term and/or learner module, by start and end dates, by curriculum status and/or curriculum activity status, and by searches on SORLCUR, SORLFOS or both.

A non-destructive update is used in the curriculum rows to maintain a history of all changes to a learner's curriculum, as no updates are allowed to existing curriculum and field of study records. The process used to update existing curriculum information is to duplicate the existing record, and then update the newly created record with the appropriate changes (i.e., to inactivate the record and indicate why it was inactivated). This report may be used to track changes made in curriculum, attempt to establish trends, and determine curriculum retention. The process selects SORLFOS rows independently of the associated SORLCUR rows.

*Users are allowed to delete curriculum and field of study records. Deleted records are not considered non-destructive and will not be displayed on the report.*

The system will determine if a record has a non-destructive update using the following criteria:

- If a row is non-current, the SOVLCUR\_CURRENT\_IND and/or the SOVLFOS\_CURRENT\_IND fields are set to N.
- or*
- If a row has a curriculum activity status of type *INACTIVE* (the SOBCACT\_ACTIVE\_IND is set to N).

*A row can be inactive and still be current. Conversely, a row can be non-current and still be active.*

The report sort order is based on the following criteria:

- Records are sorted by last name, first name, middle name, and Banner ID (in ascending order).
- Within each returned ID, the curriculum non-destructive updates are sorted by module (Recruiting, Admissions, Learner, Outcome), term code (in descending order), key sequence number (in ascending order), and then by curriculum sequence number (in descending order).
- The SORLFOS rows are sorted by type (major first, minor second, concentration third, user-defined SORLFOS types fourth (in alpha ascending order)), priority (in ascending order), and sequence number (in descending order).

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	Learner ID	No	Enter the ID or IDs for the student(s) to be processed, or enter % for all.	
	Application Code	No	Enter the code that identifies the general area for which the selection identifier was defined. All or none of the population selection parameters must be entered.  The Population Selection Extract Inquiry Form (GLIEXTR) may be used to review the people who will be processed in the load from the selection identifier and application code entered.	Application Inquiry Form (GLIAPPL)
	Selection Identifier	No	Enter the code that identifies the population with which you wish to work. The selection identifier must be defined on the Population Selection Definition Rules Form (GLRSLCT). All or none of the population selection parameters must be entered.	Population Selection Inquiry Form (GLISLCT)
	Creator ID	No	Enter the user ID of the person who created the population rules. All or none of the population selection parameters must be entered.	
	User ID	No	Enter the user ID for the population selection. This is the ID of the user who selected the population of people. This may or may not be the same as the Creator ID. All or none of the population selection parameters must be entered.	
	Learner Module	No	Enter the student learner module code for the conversion process.	Learner Module Validation Form (STVLMOD)

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	Term Code	No	<p>Enter the term code for which records are to be processed. You cannot enter multiple term codes.</p> <p>If this parameter is left blank, the report will use the highest SGBSTDN record for the Learner module to determine which curriculum record is current.</p> <p>This parameter retrieves records with non-destructive updates for that term. It does not retrieve non-current records from SORLCUR and SORLFOS that match the entered term code.</p>	Term Code Validation Form (STVTERM)
	Start Date	No	Enter the earliest date for which non-destructive updates should be retrieved. If this parameter is left blank, all dates are included.	
	End Date	No	Enter the latest date for which non-destructive updates should be retrieved. If this parameter is left blank, all dates are included	
	CSTS Code	No	<p>Enter the curriculum status to be used in searching for non-destructive updates. This parameter only applies to field of study rows.</p> <p>This parameter should only be used with a Report Type parameter setting of <i>F</i>. The Report Type parameter setting of <i>A</i> displays curriculum and field of study non-destructive updates. The curriculum non-destructive updates are not selected based on the value in the CSTS Code parameter.</p>	Curriculum Status Validation Form (STVCSTS)



<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	CACT Code	No	Enter the curriculum activity status to be used in searching for non-destructive updates.	Curriculum Activity Status Validation Form (STVCACT)
	Report Type	Yes	Enter <i>A</i> to run the search against SORLCUR and SORLFOS, <i>L</i> to run the search against SORLCUR only, or <i>F</i> to run the search against SORLFOS only. The default is <i>A</i> .	A SORLCUR and SORLFOS L SORLCUR only F SORLFOS only

## Report Sample—Non-Destructive Curric Update Report (SORLCHG)

PAGE 1 SORLCHG 7.1		BANNER System Test Non-Destructive Curric Updates						RUN DATE 05-MAY-2005 RUN TIME 11:56 AM					
ID	NAME / MODULE	TERM	LEVEL / DEGREE	PROGRAM / FIELD OF STUDY	COLL / CAMP DEPT	CACT / CSTS	SEQ	PRI	C U R	A T	USER ID	DATE	
180600010	Barr, Steven RECRUIT	200510	UG/BS	VAT	M/M	ACTIVE	1	1	Y	Y	SYSTEST22	19-APR-2005	
						APPLIED	3	1	Y	Y	SYSTEST22	19-APR-2005	
						INPROGRESS	1	1	N	Y	SYSTEST22	19-APR-2005	
						APPLIED	4	2	Y	Y	SYSTEST22	19-APR-2005	
						INPROGRESS	2	2	N	Y	SYSTEST22	19-APR-2005	
	ADMISSIONS	200510	UG/BS	VAT	M/M	ACTIVE	3	1	Y	Y	SYSTEST22	19-APR-2005	
						APPACCEPT	3	1	Y	Y	SYSTEST22	19-APR-2005	
						INPROGRESS	1	1	N	Y	SYSTEST22	19-APR-2005	
						OVERLOAD	2	2	Y	N	SYSTEST22	19-APR-2005	
	ADMISSIONS	200510	UG/BS	SMED	AS/	ACTIVE	4	2	Y	Y	SYSTEST22	19-APR-2005	
						APPACCEPT	3	1	Y	Y	SYSTEST22	19-APR-2005	
						INPROGRESS	1	1	N	Y	SYSTEST22	19-APR-2005	
						APPACCEPT	4	2	Y	Y	SYSTEST22	19-APR-2005	
						INPROGRESS	2	2	N	Y	SYSTEST22	19-APR-2005	
	LEARNER	200510	UG/BA	BA-ECON	AD/	ACTIVE	7	2	Y	Y	SYSTEST22	22-APR-2005	
						INPROGRESS	1	1	Y	Y	SYSTEST22	22-APR-2005	
	LEARNER (OLD)	200510	UG/BS	SMED	AS/	INACTIVE	6	2	N	N	SYSTEST22	19-APR-2005	
						INPROGRESS	1	1	N	N	SYSTEST22	19-APR-2005	
						INPROGRESS	2	2	N	N	SYSTEST22	19-APR-2005	
	180600009	Bigelow, Lynn LEARNER	200510	UG/BS	SMED	AS/	ACTIVE	6	2	Y	Y	SYSTEST22	22-APR-2005
							INPROGRESS	1	3	Y	Y	SYSTEST22	22-APR-2005
LEARNER (OLD)							200510	UG/BS	VAT	M/M	ACTIVE	3	2
	INPROGRESS	1	1	N	Y	SYSTEST22					19-APR-2005		
180600020	Bird, Richard LEARNER	200510	UG/BS	VAT	M/M	INACTIVE	5	2	Y	N	SYSTEST22	19-APR-2005	
						SOUGHT	1	1	Y	Y	SYSTEST22	19-APR-2005	
180600020	Bird, Richard LEARNER	200520	UG/BS	BS-MARKETING	BU/M	ACTIVE	4	1	Y	Y	SYSTEST22	22-APR-2005	
						INPROGRESS	1	1	Y	Y	SYSTEST22	22-APR-2005	
180600020	LEARNER (OLD)	200510	UG/BS	BS-MARKETING	BU/M	ACTIVE	1	1	N	Y	SYSTEST22	22-APR-2005	
						INPROGRESS	1	1	N	Y	SYSTEST22	22-APR-2005	
180600030	DeCerio, Michele ADMISSIONS	200610	UG/BA	BS-MAG	AS/M	ACTIVE	6	1	Y	Y	SYSTEST22	29-APR-2005	
						INPROGRESS	1	1	Y	Y	SYSTEST22	29-APR-2005	
						APPLIED	2	2	Y	N	SYSTEST22	02-MAY-2005	
	LEARNER	200610	UG/BA	BS-MAG	AS/M	ACTIVE	5	1	Y	Y	SYSTEST22	29-APR-2005	
						INPROGRESS	1	1	Y	Y	SYSTEST22	29-APR-2005	
LEARNER (OLD)	200520	UG/BS	SMED	AS/	ACTIVE	3	1	N	Y	SYSTEST22	29-APR-2005		

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ID	NAME / MODULE	TERM	LEVEL / DEGREE	PROGRAM / FIELD OF STUDY	COLL / CAMP DEPT	CACT / CSTS	SEQ	PRI	C U R	A T	USER ID	DATE
180600030	DeCerio, Michele LEARNER (OLD)	200520	UG/BS	SMED ATHL - MAJ	AS/	ACTIVE	3	1	N	Y	SYSTEST22	29-APR-2005
						INPROGRESS	1	1	N	Y	SYSTEST22	29-APR-2005
180600011	DiGiovanni, Carol ADMISSIONS	200510	UG/BS	VAT ACCT - MAJ	M/M	ACTIVE	1	1	N	Y	SYSTEST22	29-APR-2005
						INPROGRESS	1	1	N	Y	SYSTEST22	29-APR-2005
180600011	ADMISSIONS	200510	UG/BA	VAT FIN - MAJ FIN - MAJ	M/M	ACTIVE	1	1	Y	Y	SYSTEST22	21-APR-2005
						APPACCEP	2	1	Y	Y	SYSTEST22	21-APR-2005
						INPROGRESS	1	1	N	Y	SYSTEST22	21-APR-2005
						ACTIVE	2	2	Y	Y	SYSTEST22	21-APR-2005
						APPACCEP	4	1	Y	Y	SYSTEST22	21-APR-2005
						INPROGRESS	1	1	N	Y	SYSTEST22	21-APR-2005
						APPACCEP	5	2	Y	Y	SYSTEST22	21-APR-2005
						INPROGRESS	2	2	N	Y	SYSTEST22	21-APR-2005
						APPACCEP	6	2	Y	Y	SYSTEST22	21-APR-2005
						INPROGRESS	3	2	N	Y	SYSTEST22	21-APR-2005
180600008	Downey, James ADMISSIONS	200510	UG/BA	BA-ECON ECON - MAJ CF - MAJ	AD/	ACTIVE	2	1	Y	Y	SYSTEST22	19-APR-2005
						INPROGRESS	1	1	Y	Y	SYSTEST22	19-APR-2005
180600006	Good, Shannon ADMISSIONS	200510	UG/BA	BA-ECON ECON - MAJ ECON - MAJ MIN5 - MIN MIN5 - MIN FIN - MIN FIN - MIN ANTH - MIN ANTH - MIN	AD/	OVERLOAD	2	2	Y	N	SYSTEST22	19-APR-2005
						ACTIVE	3	1	Y	Y	SYSTEST22	19-APR-2005
						SOUGHT	1	1	Y	Y	SYSTEST22	19-APR-2005
180600006	LEARNER	200510	UG/BA	BA-ECON	AD/	OVERLOAD	2	2	Y	N	SYSTEST22	19-APR-2005
						ACTIVE	1	1	Y	Y	SYSTEST22	19-APR-2005
						APPACCEP	5	1	Y	Y	SYSTEST22	19-APR-2005
						INPROGRESS	1	1	N	Y	SYSTEST22	19-APR-2005
						APPACCEP	6	1	Y	Y	SYSTEST22	19-APR-2005
						INPROGRESS	2	1	N	Y	SYSTEST22	19-APR-2005
						APPACCEP	7	2	Y	Y	SYSTEST22	19-APR-2005
						INPROGRESS	3	2	N	Y	SYSTEST22	19-APR-2005
						APPACCEP	8	3	Y	Y	SYSTEST22	19-APR-2005
						INPROGRESS	4	3	N	Y	SYSTEST22	19-APR-2005

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ID	NAME / MODULE	TERM	LEVEL / DEGREE	PROGRAM / FIELD OF STUDY	COLL / CAMP DEPT	CACT / CSTS	SEQ	PRI	C U R	A T	USER ID	DATE	
180600006	Good, Shannon LEARNER	200510	UG/BA	BA-ECON ECON - MAJ MIN5 - MIN FIN - MIN ANTH - MIN	AD/	ACTIVE	2	1	Y	Y	SYSTEST22	19-APR-2005	
						INPROGRESS	1	1	Y	Y	SYSTEST22	19-APR-2005	
						INPROGRESS	2	1	Y	Y	SYSTEST22	19-APR-2005	
						INPROGRESS	3	2	Y	Y	SYSTEST22	19-APR-2005	
180600014	Gotwals, Doris ADMISSIONS	200510	UG/BS	VAT ACCT - MAJ	M/M	OVERLOAD	4	3	Y	N	SYSTEST22	19-APR-2005	
						INACTIVE	5	1	Y	N	SYSTEST22	21-APR-2005	
						CHANGED	1	1	Y	N	SYSTEST22	21-APR-2005	
180600025	Greene, Anne LEARNER	200610	UG/BA	BA-ENGLISH ENLT - MAJ	AS/ 2420	ACTIVE	4	1	Y	Y	SYSTEST22	25-APR-2005	
						INPROGRESS	1	1	Y	Y	SYSTEST22	25-APR-2005	
180600029	Hart, Robyn OUTCOME	200510	UG/BA	BA-ANTHRO ANTH - MAJ	AS/M	ACTIVE	1	1	N	Y	SYSTEST22	25-APR-2005	
						INPROGRESS	1	1	N	Y	SYSTEST22	25-APR-2005	
180600029	Hart, Robyn OUTCOME (OLD)	200410	UG/BS	VAT ACCT - MAJ	M/M	ACTIVE	5	1	Y	Y	SYSTEST22	26-APR-2005	
						SOUGHT	1	1	Y	Y	SYSTEST22	26-APR-2005	
180600005	Heaton, Randy ADMISSIONS	200510	UG/BS	BS-MAG CHLD - MAJ	AS/M	ACTIVE	4	1	N	Y	SYSTEST22	26-APR-2005	
						SOUGHT	1	1	N	Y	SYSTEST22	26-APR-2005	
180600005	Heaton, Randy ADMISSIONS	200510	UG/BS	VAT FIN - MAJ FIN - MAJ	M/M	ACTIVE	1	1	Y	Y	SYSTEST22	19-APR-2005	
						APPACCEPT	2	1	Y	Y	SYSTEST22	19-APR-2005	
						INPROGRESS	1	1	N	Y	SYSTEST22	19-APR-2005	
180600005	Heaton, Randy ADMISSIONS	200510	UG/BS	SMED ATHL - MAJ ATHL - MAJ	AS/	ACTIVE	2	2	Y	Y	SYSTEST22	19-APR-2005	
						APPACCEPT	2	1	Y	Y	SYSTEST22	19-APR-2005	
						INPROGRESS	1	1	N	Y	SYSTEST22	19-APR-2005	
180600005	Heaton, Randy LEARNER	200510	UG/BS	SMED ATHL - MAJ	AS/	INACTIVE	4	2	Y	N	SYSTEST22	19-APR-2005	
						INPROGRESS	1	1	Y	N	SYSTEST22	19-APR-2005	
180600005	Heaton, Randy OUTCOME	200510	UG/BS	SMED RETR - MAJ	AS/	ACTIVE	8	2	Y	Y	SYSTEST22	29-APR-2005	
						SOUGHT	1	1	Y	Y	SYSTEST22	29-APR-2005	
180600017	Lafferty, Elizabeth LEARNER	200510	UG/BA	BS-MAG CHLD - MAJ	AS/M	INACTIVE	7	2	N	N	SYSTEST22	29-APR-2005	
						SOUGHT	1	1	N	Y	SYSTEST22	29-APR-2005	
180600017	Lafferty, Elizabeth LEARNER (OLD)	200610	UG/BA	BA-LOGIC ACCT - MAJ	AS/M	ACTIVE	4	1	Y	Y	SYSTEST22	21-APR-2005	
						INPROGRESS	1	1	Y	Y	SYSTEST22	21-APR-2005	
180600004	Law, Jay ADMISSIONS	200510	UG/BS	BA-IBUS ACCT - MAJ	SB/	ACTIVE	1	1	N	Y	SYSTEST22	21-APR-2005	
						INPROGRESS	1	1	N	Y	SYSTEST22	21-APR-2005	
180600004	Law, Jay ADMISSIONS	200510	UG/BS	SMED	AS/	ACTIVE	1	1	Y	Y	SYSTEST22	19-APR-2005	

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ID	NAME / MODULE	TERM	LEVEL / DEGREE	PROGRAM / FIELD OF STUDY	COLL / CAMP DEPT	CACT / CSTS	SEQ	PRI	C U R	A T	USER ID	DATE	
180600004	Law, Jay ADMISSIONS	200510	UG/BS	SMED RETR - MAJ RETR - MAJ ATHL - MAJ	AS/	ACTIVE	1	1	Y	Y	SYSTEST22	19-APR-2005	
						APPACCEP	3	1	Y	Y	SYSTEST22	19-APR-2005	
						INPROGRES	2	1	N	Y	SYSTEST22	19-APR-2005	
						INPROGRES	1	1	N	Y	SYSTEST22	19-APR-2005	
	ADMISSIONS	200510	UG/BS	VAT FIN - MAJ FIN - MAJ ECOM - MIN ECOM - MIN	M/M	ACTIVE	2	2	Y	Y	SYSTEST22	19-APR-2005	
						APPACCEP	3	1	Y	Y	SYSTEST22	19-APR-2005	
						INPROGRES	1	1	N	Y	SYSTEST22	19-APR-2005	
						APPACCEP	4	1	Y	Y	SYSTEST22	19-APR-2005	
	LEARNER	200510	UG/BS	VAT FIN - MAJ ECOM - MIN	M/M	INACTIVE	4	2	Y	N	SYSTEST22	19-APR-2005	
						INPROGRES	1	1	Y	N	SYSTEST22	19-APR-2005	
						INPROGRES	2	1	Y	N	SYSTEST22	19-APR-2005	
180600001	Law, Paula RECRUIT	200510	UG/BS	SMED ATHL - MAJ	AS/	ACTIVE	2	2	Y	Y	SYSTEST22	18-APR-2005	
						INPROGRES	1	1	Y	Y	SYSTEST22	18-APR-2005	
	RECRUIT (OLD)	200510	UG/BA	BS-MAG CHLD - MAJ	AS/M	ACTIVE	1	2	N	Y	SYSTEST22	18-APR-2005	
						INPROGRES	1	1	N	Y	SYSTEST22	18-APR-2005	
	RECRUIT	200510	UG/BS	SMED ATHL - MAJ	AS/	ACTIVE	4	3	Y	Y	SYSTEST22	18-APR-2005	
						INPROGRES	1	1	Y	Y	SYSTEST22	18-APR-2005	
	RECRUIT (OLD)	200510	UG/BA	BA-ENGLISH ENGL - MAJ ART - VOC	AS/ ENGL	INACTIVE	3	3	N	N	SYSTEST22	18-APR-2005	
						INPROGRES	1	1	N	Y	SYSTEST22	18-APR-2005	
						INPROGRES	2	1	N	Y	SYSTEST22	18-APR-2005	
	180600028	Marchewski, Walter LEARNER	200610	UG/BA	BA_DMF BIOC - MAJ	AS/ BIOL	ACTIVE	3	1	Y	Y	SYSTEST22	26-APR-2005
							INPROGRES	1	1	Y	Y	SYSTEST22	26-APR-2005
	LEARNER (OLD)	200510	UG/BS	VAT ACCT - MAJ	M/M	ACTIVE	1	1	N	Y	SYSTEST22	26-APR-2005	
INPROGRES						1	1	N	Y	SYSTEST22	26-APR-2005		
180600016	Martinelli, Sarah LEARNER	200610	UG/BA	BS-MAG CHLD - MAJ	AS/M	ACTIVE	3	1	Y	Y	SYSTEST22	21-APR-2005	
						INPROGRES	1	1	Y	Y	SYSTEST22	21-APR-2005	
LEARNER (OLD)	200510	UG/BA	BS-MAG CHLD - MAJ	AS/M	ACTIVE	1	1	N	Y	SYSTEST22	21-APR-2005		
					INPROGRES	1	1	N	Y	SYSTEST22	21-APR-2005		
180600007	Munera, Jack RECRUIT	200510	UG/BS	VAT ACCT - MAJ FIN - MAJ	M/M	ACTIVE	3	1	Y	Y	SYSTEST22	19-APR-2005	
						APPLIED	1	1	Y	Y	SYSTEST22	19-APR-2005	
						OVERLOAD	2	2	Y	N	SYSTEST22	19-APR-2005	
	ADMISSIONS	200510	UG/BS	VAT	M/M	ACTIVE	2	1	Y	Y	SYSTEST22	19-APR-2005	

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ID	NAME / MODULE	TERM	LEVEL / DEGREE	PROGRAM / FIELD OF STUDY	COLL / CAMP DEPT	CACT / CSTS	SEQ	PRI	C U R T	A Y N	USER ID	DATE	
180600007	Munera, Jack ADMISSIONS	200510	UG/BS	VAT ACCT - MAJ FIN - MAJ	M/M	ACTIVE	2		1	Y	Y	SYSTEST22	19-APR-2005
						INPROGRESS	1		1	Y	Y	SYSTEST22	19-APR-2005
						OVERLOAD	2		2	Y	N	SYSTEST22	19-APR-2005
180600000	Neesan, Marissa RECRUIT	200410	UG/BS	VAT FIN - MAJ	M/M	ACTIVE	12		2	Y	Y	SYSTEST22	18-APR-2005
						INPROGRESS	1		1	Y	Y	SYSTEST22	18-APR-2005
	RECRUIT (OLD)	200410	UG/BA	BA-ECON ECON - MAJ	AD/	INACTIVE	11		2	N	N	SYSTEST22	18-APR-2005
						INPROGRESS	1		1	N	Y	SYSTEST22	18-APR-2005
	RECRUIT	200510	UG/BS	VAT FIN - MAJ FIN - MAJ ECON - MAJ ECON - MAJ ACCT - MAJ ECOM - MIN ECOM - MIN EUTL - CON EUTL - CON	M/M	ACTIVE	1		1	Y	Y	SYSTEST22	18-APR-2005
						APPLIED	6		1	Y	Y	SYSTEST22	18-APR-2005
						INPROGRESS	1		1	N	Y	SYSTEST22	18-APR-2005
						APPLIED	7		2	Y	Y	SYSTEST22	18-APR-2005
						INPROGRESS	3		2	N	Y	SYSTEST22	18-APR-2005
						INPROGRESS	2		2	N	N	SYSTEST22	18-APR-2005
						APPLIED	8		1	Y	Y	SYSTEST22	18-APR-2005
						INPROGRESS	4		1	N	Y	SYSTEST22	18-APR-2005
						APPLIED	9		1	Y	Y	SYSTEST22	18-APR-2005
						INPROGRESS	5		1	N	Y	SYSTEST22	18-APR-2005
	RECRUIT	200510	UG/BS	SMED ATHL - MAJ	AS/	ACTIVE	4		2	Y	Y	SYSTEST22	18-APR-2005
						INPROGRESS	1		1	Y	Y	SYSTEST22	18-APR-2005
	RECRUIT (OLD)	200510	UG/BA	BA-ENGLISH ENGL - MAJ SOC - MAJ	AS/ ENGL	INACTIVE	3		2	N	N	SYSTEST22	18-APR-2005
						CHANGED	1		1	N	Y	SYSTEST22	18-APR-2005
						CHANGED	2		2	N	Y	SYSTEST22	18-APR-2005
	RECRUIT (OLD)	200510	UG/BA	BA-ENGLISH ENGL - MAJ SOC - MAJ	AS/ ENGL	ACTIVE	2		2	N	Y	SYSTEST22	18-APR-2005
INPROGRESS						1		1	N	Y	SYSTEST22	18-APR-2005	
INPROGRESS						2		2	N	Y	SYSTEST22	18-APR-2005	
ADMISSIONS	200510	UG/BS	VAT FIN - MAJ FIN - MAJ FIN - MAJ	M/M	ACTIVE	5		1	Y	Y	SYSTEST22	18-APR-2005	
					APPACCEPT	3		1	Y	Y	SYSTEST22	18-APR-2005	
					CHANGED	2		1	N	Y	SYSTEST22	18-APR-2005	
					INPROGRESS	1		1	N	Y	SYSTEST22	18-APR-2005	
ADMISSIONS	200510	UG/BS	SMED ATHL - MAJ ATHL - MAJ ATHL - MAJ	AS/	ACTIVE	7		2	Y	Y	SYSTEST22	18-APR-2005	
					APPACCEPT	3		1	Y	Y	SYSTEST22	18-APR-2005	
					CHANGED	2		1	N	Y	SYSTEST22	18-APR-2005	
					INPROGRESS	1		1	N	Y	SYSTEST22	18-APR-2005	
ADMISSIONS (OLD)	200510	UG/BA	BA-ENGLISH ENGL - MAJ	AS/ ENGL	INACTIVE	6		2	N	N	SYSTEST22	18-APR-2005	
					INPROGRESS	1		1	N	Y	SYSTEST22	18-APR-2005	
180600003	Olsen, Dan ADMISSIONS	200510	UG/BS	VAT	M/M	ACTIVE	1		1	Y	Y	SYSTEST22	19-APR-2005

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ID	NAME / MODULE	TERM	LEVEL / DEGREE	PROGRAM / FIELD OF STUDY	COLL / CAMP DEPT	CACT / CSTS	SEQ	PRI	C U R T	A C T I V E	USER ID	DATE					
180600003	Olsen, Dan ADMISSIONS	200510	UG/BS	VAT	M/M	ACTIVE	1	1	Y	Y	SYSTEST22	19-APR-2005					
				ACCT - MAJ		APPACCEPT	4	1	Y	Y	SYSTEST22	19-APR-2005					
				ACCT - MAJ		INPROGRESS	1	1	N	Y	SYSTEST22	19-APR-2005					
				FIN - MAJ		APPACCEPT	5	2	Y	Y	SYSTEST22	19-APR-2005					
				FIN - MAJ		INPROGRESS	2	2	N	Y	SYSTEST22	19-APR-2005					
				ECON - MAJ		APPACCEPT	6	3	Y	Y	SYSTEST22	19-APR-2005					
				ECON - MAJ		INPROGRESS	3	3	N	Y	SYSTEST22	19-APR-2005					
	LEARNER	200510	UG/BS	VAT	M/M	ACTIVE	2	1	Y	Y	SYSTEST22	19-APR-2005					
				ACCT - MAJ		INPROGRESS	1	1	Y	Y	SYSTEST22	19-APR-2005					
				FIN - MAJ		INPROGRESS	2	2	Y	Y	SYSTEST22	19-APR-2005					
				ECON - MAJ		OVERLOAD	3	3	Y	N	SYSTEST22	19-APR-2005					
				180600002		Rhoads, Barbara RECRUIT	200510	UG/BS	VAT	M/M	ACTIVE	1	1	Y	Y	SYSTEST22	19-APR-2005
									FIN - MAJ		APPLIED	6	1	Y	Y	SYSTEST22	19-APR-2005
									FIN - MAJ		INPROGRESS	1	1	N	Y	SYSTEST22	19-APR-2005
ACCT - MAJ	APPLIED	7	2		Y				Y		SYSTEST22	19-APR-2005					
ACCT - MAJ	INPROGRESS	2	2		N				Y		SYSTEST22	19-APR-2005					
ECON - MAJ	APPLIED	8	3		Y				Y		SYSTEST22	19-APR-2005					
ECON - MAJ	INPROGRESS	3	3		N				Y		SYSTEST22	19-APR-2005					
ART - MAJ	APPLIED	9	4		Y				Y		SYSTEST22	19-APR-2005					
ART - MAJ	INPROGRESS	4	4		N				Y		SYSTEST22	19-APR-2005					
BUSI - MAJ	INPROGRESS	5	5		Y				N		SYSTEST22	19-APR-2005					
ADMISSIONS	200510	UG/BS	VAT		M/M				ACTIVE		2	1	Y	Y	SYSTEST22	19-APR-2005	
			FIN - MAJ						APPACCEPT		5	1	Y	Y	SYSTEST22	19-APR-2005	
			FIN - MAJ						INPROGRESS		1	1	N	Y	SYSTEST22	19-APR-2005	
			ACCT - MAJ						APPACCEPT		6	2	Y	Y	SYSTEST22	19-APR-2005	
			ACCT - MAJ	INPROGRESS		2	2	N	Y	SYSTEST22	19-APR-2005						
			ECON - MAJ	APPACCEPT		7	3	Y	Y	SYSTEST22	19-APR-2005						
			ECON - MAJ	INPROGRESS		3	3	N	Y	SYSTEST22	19-APR-2005						
			ART - MAJ	OVERLOAD		4	4	Y	N	SYSTEST22	19-APR-2005						
			180600019	Stierly, Gladys LEARNER		200610	UG/BS	BS-MARKETING	BU/M	ACTIVE	4	1	Y	Y	SYSTEST22	22-APR-2005	
								BHS - MAJ		INPROGRESS	1	1	Y	Y	SYSTEST22	22-APR-2005	
LEARNER (OLD)	200510	UG/BS			BS-MARKETING			BU/M		ACTIVE	1	1	N	Y	SYSTEST22	22-APR-2005	
					BHS - MAJ					INPROGRESS	1	1	N	Y	SYSTEST22	22-APR-2005	

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SORLCHG 7.1

BANNER System Test  
Non-Destructive Curric Updates  
\* \* \* REPORT CONTROL INFORMATION \* \* \*  
Parameters were entered via Job Submission.

RUN DATE 05-MAY-2005  
RUN TIME 11:56 AM

Parameter Name	Value
Parameter Seq No:	17827
Number of Learner IDs:	21
Learner ID:	
Application Code:	MAG
Selection Identifier:	MICHAEL_CC_POP
Creator ID:	SYSTEST22
User Id:	SYSTEST22
Learner Module:	
Term Code:	
Start Date:	
End Date:	
CSTS Code:	
CACT Code:	
Report Type:	A



## Process Mass Entry Report (SORMEBP)

**Description** This report is used to execute the mass entry updates that have been held for job submission processing using the Results window of a mass entry form. When updates are held for batch processing, records are written to the mass entry audit table (SORMAUD and SOBMAUD) without update results. A unique system generated batch ID is generated by the mass entry form to identify the job name for later processing. This report processes the mass entry updates based on the mass entry form name, ID of the user who initiated the updates, the date and time the records were saved, the batch process ID, and whether completion dates exist. Output is listed in alphabetical order and can show summary, detail, or totals information.

This report can be run in Audit or Update Mode. When run in Audit Mode, the update results and associated result messages are not shown on the report output. When run in Update Mode, updates are made to the parent forms of the mass entry forms, and the SORMAUD table is updated with the ID of the user who ran the report, the date, the results (successful updates, failed updates, partial updates, no updates), and the setting of the **Process Indicator** on SOAMAUD.

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	Form Name	Yes	Enter the name of the mass entry form for which updates will be applied, or enter % for all.	SAAMAPP, SGAMSPT, SGAMSTU, SFAMREG, SHAMDEG, SHAMDIP, SHAMCAT, SHAMUDI, SHAMUCA
	Add User ID	No	Enter the Banner user ID associated with the initial mass entry audit table updates, or enter % for all.	
	Add Date From	No	Enter the date from which records were initially added to the mass entry audit tables. If left blank, the date defaults to the beginning of time.	
	Add Date To	No	Enter the date to which records were initially added to the mass entry audit tables. If left blank, the date defaults to the end of time.	
	Batch Process ID	No	Enter the system generated batch identifier from SOAMAUD for the job submission process.	

Parameters	Name	Required?	Description	Values
	Report Option	Yes	Enter <i>D</i> to show all student details, or <i>S</i> to show only control totals. The default is <i>D</i> .	D Detailed report S Totals only
	Run Mode	Yes	Enter <i>A</i> to run the report in Audit Mode or <i>U</i> to run the report in Update Mode and update the database. The default is <i>A</i> .	A Audit Mode U Update Mode

### Report Sample—Process Mass Entry Report (SORMEBP)

SORMEBP 8.0		SUNGARDHE University			RUN DATE 26-MAR-2008		
PAGE: 1		Process Mass Entry			RUN TIME 03:53 PM		
Form Name: SAAMAPP		User ID: LPARRISH		Add Date: 06-FEB-2008 09:06:18		Batch ID: LPARRISHMAPP000018	
ID	Name	Term	Sequence	Processed	Update	Message	
A00046340	Aakre,Benjamin Mark	200510	1	Y	Y	Application updated. Communication Plan	
A00046341	Aaronson,Alistair	200510	1	Y	Y	Application updated. Communication Plan	
A00046439	Abara,Charlene	200510	1	Y	Y	Application updated. Communication Plan	
A00036065	Abaunza,Miriam	200510	1	N	N	No updates performed, person not selected	
328748800	Abbas,Komail	200510	1	N	N	No updates performed, person not selected	
A00048275	Abbott,Breanne	200510	1	N	N	No updates performed, person not selected	
A00028950	Abell,Heather L	200510	1	N	N	No updates performed, person not selected	
A00053800	Abraham,Julie	200510	1	N	N	No updates performed, person not selected	
A00020275	Abreu,Roberto	200510	1	N	N	No updates performed, person not selected	
A00046440	Acker,Shannon Nicole	200510	1	N	N	No updates performed, person not selected	
A00033891	Adams,Abby Jane	200510	1	N	N	No updates performed, person not selected	
A00053801	Adams,Alicia M	200510	1	N	N	No updates performed, person not selected	
EPAF00001	Adams,Owen	200510	1	N	N	No updates performed, person not selected	
A00046441	Ahern,John Kevin	200510	1	N	N	No updates performed, person not selected	
048744402	Akerman,Ira	200510	1	N	N	No updates performed, person not selected	
A00029777	Alabaster,Wendy	200510	1	N	N	No updates performed, person not selected	
A00030027	Alberts,Thomasina	200510	1	N	N	No updates performed, person not selected	
551779778	Alborg,Monica	200510	1	N	N	No updates performed, person not selected	
A00523987	Aldrich,Mary	200510	1	N	N	No updates performed, person not selected	
A00030592	Allegro,Alberto	200510	1	N	N	No updates performed, person not selected	
000068933	Allen,Bob	200510	1	N	N	No updates performed, person not selected	
JKP0008	Allen,Bobby	200510	1	N	N	No updates performed, person not selected	
JKP0012	Allen,Creed	200510	1	N	N	No updates performed, person not selected	
456916976	Allen,Jessica Nicole	200510	1	N	N	No updates performed, person not selected	
JKP0009	Allen,Mary	200510	1	N	N	No updates performed, person not selected	
JKP0011	Allen,Robert	200510	1	N	N	No updates performed, person not selected	
A00030551	Alomon,Andy	200510	1	N	N	No updates performed, person not selected	
A00036593	Altan,Justin Anderson	200510	1	N	N	No updates performed, person not selected	
602033856	Anvari,Nathan	200510	1	N	N	No updates performed, person not selected	
LMAPPL200	Apple,Lisa	200510	1	N	N	No updates performed, person not selected	
554475558	Armstrong,Jennifer Alice	200510	1	N	N	No updates performed, person not selected	
A00036404	Armstrong,Maurice	200510	1	N	N	No updates performed, person not selected	
129684012	Arora,Jay	200510	1	N	N	No updates performed, person not selected	

SORMEBP 8.0  
PAGE: 30

SUNGARDHE University  
Process Mass Entry  
\* \* \* REPORT CONTROL INFORMATION \* \* \*  
Parameters were entered via Job Submission

RUN DATE 26-MAR-2008  
RUN TIME 03:53 PM

Parameter Name	Value
Parameter Seq No:	181703
Number Mass Entry Forms selected:	1
Total number of persons in the Mass Entry selected for update:	1,154
Total successful updates:	3
Total partial updates:	0
Total number with no updates:	1,151
Total failed updates:	0
Form:	SAAMAPP
Add User ID:	
From Date:	
To Date:	
Batch ID:	LPARRISHMAPPO00018
Print Mode:	D PRINT DETAIL
Run Mode (Audit or Update):	U UPDATE

## Purge Mass Entry Audit Process (SOPMAUD)

**Description** This process is used to purge mass entry audit information that is displayed in SOAMAUD. This helps keep the SORMAUD and SOBMAUD table sizes from getting too large. Records can be selected for deletion based on mass entry form, user ID, from and to dates, and update status/delete option. The update status can be: complete updates, failed updates, incomplete updates (no completion date), not selected for updates, partial updates, or successful updates. The process can be run in Audit or Update Mode and can show summary, detail, or totals information.

Parameters	Name	Required?	Description	Values
	Form Name	Yes	Enter the name of the mass entry form for which records are to be purged, or enter % for all.	SAAMAPP, SGAMSPT, SGAMSTU, SFAMREG, SHAMDEG, SHAMDIP, SHAMCAT, SHAMUDI, SHAMUCA
	User ID	No	Enter the Banner user ID associated with the mass entry audit table updates, or enter % for all.	
	Add Date From	No	Enter the date from which records are to be purged from the mass entry audit tables. If left blank, the date defaults to the beginning of time.	
	Add Date To	No	Enter the date to which records are to be purged from the mass entry audit tables. If left blank, the date defaults to the end of time.	
	Delete Option	Yes	<p>Enter the update status for records to be purged from SORMAUD.</p> <p>Enter <i>A</i> for all updates complete (completion date exists), <i>F</i> for failed updates, <i>I</i> for incomplete updates (no completion date), <i>N</i> for not updated, <i>P</i> for partially updated, or <i>Y</i> for successfully updated. The default is <i>A</i>.</p> <p>Records with an update status of <i>A</i>, <i>F</i>, <i>N</i>, <i>P</i>, or <i>Y</i> will not be deleted unless they have completion dates. Records with an update status of <i>I</i> will be deleted without having completion dates.</p>	<p><b>A</b> Updates completed</p> <p><b>F</b> Failed updates</p> <p><b>I</b> Incomplete updates</p> <p><b>N</b> Not updated</p> <p><b>P</b> Partially updated</p> <p><b>Y</b> Successfully updated</p>

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	Run Mode	Yes	Enter <i>A</i> to run the report in Audit Mode or <i>U</i> to run the report in Update Mode and update the database. The default is <i>A</i> .	A Audit Mode U Update Mode
	Report Option	Yes	Enter <i>A</i> to show form summary information from SOAMAUD, <i>D</i> to show all student details, or <i>S</i> to show only control totals. The default is <i>A</i> .  Totals include the number of persons in the mass entry selection and the number of records to be deleted.	A Summary information D Student details S Totals only
	Batch Process ID	No	Enter the system generated batch identifier for the job submission process.	

## Report Sample—Purge Mass Entry Audit Process (SOPMAUD)

SOPMAUD 8.0  
PAGE: 1

SUNGARDHE University  
Purge Mass Entry Audit

RUN DATE 26-MAR-2008  
RUN TIME 05:57 PM

Form Name: SAAMAPP      User ID: LPARRISH      Add Date: 02-NOV-2007 10:32:50      Batch ID: LPARRISHMAPP000004  
Completion Date: 13-JAN-2008 15:45:54

ID	Name	Term	Sequence	Processed	Update	Error Message
A00000056	Albright,Amanda L	200122	1	N	N	No update criteria exists.
A00053802	Banter,Barb	200122	1	N	N	No update criteria exists.

Number Persons in the Mass Entry: 2  
Number Persons Selected to be Deleted: 2

Form Name: SAAMAPP      User ID: LPARRISH      Add Date: 29-NOV-2007 18:19:05      Batch ID:  
Completion Date: 29-NOV-2007 18:25:45

ID	Name	Term	Sequence	Processed	Update	Error Message
A00046340	Aakre,Benjamin Mark	200510	1	N	N	No updates performed, person not selected
A00046341	Aaronson,Alistair	200510	1	N	N	No updates performed, person not selected
A00046439	Abara,Cherry L.	200510	1	N	N	No updates performed, person not selected
A00036065	Abaunza,Miriam	200510	1	Y	Y	Application updated. Letter created.
328748800	Abbas,Kory	200510	1	Y	Y	Application updated. Letter created.
A00048275	Abbott,Breanne	200510	1	Y	Y	Application updated. Letter created.
A00028950	Abell,Heather L	200510	1	Y	Y	Application updated. Letter created.
A00049647	Abraham,Hannah	200510	1	Y	Y	Application updated. Letter created.
A00053800	Abraham,Julie	200510	1	N	N	No updates performed, person not selected
A00020275	Abreu,Roberto	200510	1	N	N	No updates performed, person not selected
A00046440	Acker,Shannon Nicole	200510	1	N	N	No updates performed, person not selected
A00033891	Adams,Abby Jane	200510	1	N	N	No updates performed, person not selected
A00053801	Adams,Alicia M	200510	1	N	N	No updates performed, person not selected
EPAF00001	Adams,Owen	200510	1	N	N	No updates performed, person not selected
A00046441	Ahern,John Kevin	200510	1	N	N	No updates performed, person not selected
A00029777	Alabaster,Wendy	200510	1	N	N	No updates performed, person not selected
A00030027	Alberts,Thomasina	200510	1	N	N	No updates performed, person not selected
551779778	Alborg,Monica	200510	1	N	N	No updates performed, person not selected
05987611	Aldrich,Mary	200510	1	N	N	No updates performed, person not selected
464938354	Alison Elizabeth	200510	1	N	N	No updates performed, person not selected
456916976	Allen,Jessica Nicole	200510	1	N	N	No updates performed, person not selected
A00036593	Altan,Justin Anderson	200510	1	N	N	No updates performed, person not selected
A02862210	Ames,Heather Marion	200510	1	N	N	No updates performed, person not selected
554475558	Armstrong,Jennifer Alice	200510	1	N	N	No updates performed, person not selected
A00036404	Armstrong,Maurice	200510	1	N	N	No updates performed, person not selected
129684012	Arora,Jay	200510	1	N	N	No updates performed, person not selected
A00030594	Attelier,Barbara	200510	1	N	N	No updates performed, person not selected
A00053768	Auldler,Samuel F.	200510	1	N	N	No updates performed, person not selected
060723027	Ayala,Diandre N.	200510	1	N	N	No updates performed, person not selected
A00034161	Baker,Dolores	200510	1	N	N	No updates performed, person not selected
A00044402	Baldwin,Caruso	200510	1	N	N	No updates performed, person not selected
A00034960	Balea,Alana M.	200510	1	N	N	No updates performed, person not selected
A00034972	Balew,Alan Michael	200510	1	N	N	No updates performed, person not selected
A00036277	Balther,Jordan K	200510	1	N	N	No updates performed, person not selected
A00030018	Banks,Chelsea	200510	1	N	N	No updates performed, person not selected

Parameter Name	Value
Parameter Seq No:	181757
Number Mass Entry Forms Selected:	29
Number Persons in Mass Entry Forms:	9,876
Number Mass Entry Persons Deleted:	9,846
Form:	SAAMAPP
Add User ID:	LPARRISH
From Date:	
To Date:	
Print Mode:	D REPORT STUDENT DETAIL
Delete Option:	N DELETE NOT PROCESSED
Run Mode (Audit or Update):	U UPDATE
Batch Process ID:	





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## General Student Procedures

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### Review/Change Current Student Information

The General Student Form (SGASTDN) is used to modify a student's current academic information, such as changes to major, residency, student type, etc. It is also used to enter information about a student's career, activities, comments, and veteran information. The information on the General Student Form (SGASTDN) is initially created when an applicant accepts the institution's offer of admission on the Admissions Decision Form (SAADCRV), in the batch Admissions Decision Calculation Report (SARBDSN), or when an applicant is processed on the Quick Entry Form (SAAQUIK). Information may be maintained on this form to provide a historical record of all changes.

The Miscellaneous Student Information window of SGASTDN contains optional fields which include: **Apprenticeship Code**, **Transfer Center**, **Employment and Training Code**, **Employment Expectation**, **Vocational Education Status**, **Education Level** and **Educational Goal**. The values for the **Education Level** and **Educational Goal** fields default from the Admissions Module if the information is entered there. The values for the other fields need to be entered in this window.

The **Citizenship**, which defaults from the Person Form (SPAPERS), displays in the main window. There is a **Block Code** field in the main window which supports the Block Scheduling processing. There are **Graduation Term** and **Year** fields in the main window which support the Graduation Group processing.

When attempting to delete a general student record, the system will check academic history for the effective term and will search for data greater than or equal to the Start Term and less than the End Term.

The General Student Summary Form (SGASTDQ) may be used to give a historical picture of the changes to the student's academic information over time. Information includes: student status and type, residency code, level, academic standing information, and curriculum data. The **ID** field is required, and the **Term Code** field is optional. If no term code is entered, all existing general student records will be queried for the student. If a term is entered, only those student records with a from term that is earlier than or equal to the Key Information term will be queried.

The Additional Student Information Form (SGASADD) maintains information about student cohort codes, as well as student attributes. The cohort codes will default from

admissions when the general student record is created. These codes may be used for grouping and tracking specific categories of students. The student attributes are also effective term oriented, but are maintained only in the General Student module. These attributes may be used in the student classification rules to further define the class calculation. These codes may also be used to store any additional student data.

## Concurrent Curricula Processing

Concurrent curricula processing allows an institution to record and use multiple curricula for a person who is moved through the student cycle. This functionality is used by the Recruiting, Admissions, General Student, Registration, and Academic History modules.

Please refer to “Appendix C - Concurrent Curricula Processing” for detailed information on using concurrent curricula in Banner® Student.

## Mass Entry Processing

Mass entry processing is used with Admissions, General Student, Registration, Academic History graduation, and athletic compliance processing. Mass entry forms are used to search on data, perform updates, and then display the results. Search and update criteria are user-defined and include student and curriculum elements where appropriate. The selected students can be reviewed and their updates processed immediately, or the updates can be held for later processing in job submission using a batch process. An audit form is used to view processing results for the mass entry forms.

Please refer to “Appendix D - Mass Entry Processing” for detailed information on using mass entry in Banner Student.

## Study Path Processing

Study path processing is used with the Admissions, General Student, Registration, and Academic History modules. Study paths provide a means by which a learner can associate specific course registration records to learner curriculum records during registration. The study path records allow the institution to track separate student status codes and academic standings (along with various other data) based on the student's curriculum. Likewise, a study path term enrollment record permits the tracking of enrollment eligibility that is separate from a student's overall enrollment status. The grade roll uses study paths to keep courses with an associated study path within the degree sequence created for that study path.

Please refer to “Appendix E - Study Path Processing” for detailed information on using study paths in Banner Student.

# Athletic Compliance Processing

Athletic compliance processing allows institutions to track athletic status and academic eligibility in support of the National Collegiate Athletic Association (NCAA) Athletic Compliance (ATHL) requirements.

## Processing Overview

Athletes who satisfy initial academic eligibility requirements become qualified to compete in NCAA sanctioned competition. Eligibility is based on years of eligibility, seasons of competition available, and seasons of competition used as defined by NCAA requirements. Time lapses are allowed for time periods when an athlete is not enrolled. Eligibility can be adjusted for time lapses. Transfer eligibility, academic residency, residency exceptions, and transfer status can also be considered for eligibility requirements. Additionally, institutions can effectively track changes in athlete eligibility over time. Compliance (sport) records for an athlete can be copied to future terms along with associated current competition information and, optionally, attribute information. This aids institutions in reviewing changes in eligibility. The Athletic Compliance Form (SGASPT) is used to enter and update athletic compliance information.

Institutions also have the ability to copy compliance and current athletic competition to a future term for a group of athletes using mass entry processing. This provides consistent information to the athletic certification staff as an athlete's progress is followed from term to term. The Mass Entry Athletic Compliance Form (SGAMSPT) is used to search for compliance records and then copy, insert, or update athletic information for specific athletes based on the search criteria results or a population selection. Results can be reviewed, audited, and submitted for batch update.

Please refer to “Appendix D - Mass Entry Processing” for detailed information on using mass entry processing, performing updates, and auditing results.

Institutions can track the academic progress of an athlete using the Athletic Academic Progress Form (SGAAPRG). Progress is determined by credit hours per term and academic year, to see if the athlete is in compliance and is allowed to compete in a sport. This form provides curriculum and field of study summary information, as well as degree completion information.

Institutions can query athletic compliance and competition information on the Athletic Compliance Inquiry Form (SGISPT). Athletic compliance records can be displayed in different views based on the ID, the sport, or both.

## Set Up Values Used with Athletic Compliance Processing

To use athletic compliance, set up your values on the following validation forms.

- Student Activity Code Validation Form (STVACTC)

Make sure the activity codes have the **Type** field set to *SPRTS*.

- Comment Type Code Validation Form (STVCMTT)
- Degree Completion Change Reason Validation Form (STVDCPR)
- Eligibility Code Validation Form (STVELIG)
- Originator Validation Form (STVORIG)
- Athletic Attribute Validation Form (STVSAAT)
- Athletic Academic Eligibility Validation Form (STVSAEL)
- Athletic Qualifier Status Validation Form (STVSAQS)
- Athletic Competition Reason Validation Form (STVSARE)
- Athletic Residency Exception Validation Form (STVSARX)
- Athlete Transfer Status Validation Form (STVSATR)
- Sport Status Code Validation Form (STVSPST)
- Term Code Validation Form (STVTERM)

## Enter and Update Compliance (Sport) Records

Use the Athletic Compliance Form (SGASPRT) to assign sport codes, status, athletic eligibility, academic eligibility, and athletic aid information by term to an athlete. An athlete needs at least a general person record (SPRIDEN) in order to be processed on this form. If your institution requires that an athlete with a compliance (sport) record must have an associated general student record (SGBSTDN), you can do so. A student status is displayed for the record for the term, for an ID with a general student record.

### Note

You can use the Options Menu to access SGISPRT for athletic summary queries, SGAMSPT for mass update processing, and SGAAPRG for academic progress review. ■

Compliance records can be created and modified for any term and are not required to have associated competition data. Compliance records can be modified in any term, regardless of the existence of competition data. They can also be modified if the athlete is deceased. Compliance records without competition data can be copied to a future term.

Compliance records with a history of competition can be copied to a future term using the copy functionality, but only the compliance information will be copied. Compliance records with current competition data can be copied to a future term, and the associated current competition data is also copied. If you try to copy the current competition record to a future term and the compliance record already exists, the current competition record will be copied. The compliance record will not be modified in the future term.

At a term and sport level, the associated competition data (including total number of seasons of competition available and number of seasons of competition used), athletic

attributes, and athletic comment information can be entered. Sport records, the current competition for the sport, and optionally, athletic attributes for the sport, can be copied to a future term.

At the athletic level, athletic eligibility, general comments, athletic compliance admissions information, and compliance agency transfer information can be maintained, once an athlete has been assigned to a sport/compliance record. While multiple sport records can exist for the athlete per term or terms, only a single eligibility, admission, or transfer record can exist for an athlete. Multiple general comments can be recorded for an athlete. The use of athletic eligibility, general comments, admissions, and transfer information is optional and can be deleted at any time.

In addition to the manually entered athletic compliance admissions data, admissions summary information is presented that includes any applications the athlete has submitted, curriculum and field of study information, high school attendance information, and test score data. Admissions summary information is display only. In addition to the manually entered compliance agency transfer data, transfer summary information is presented that includes transfer institutions, transfer courses, and transfer attendance period GPA data. Transfer summary information is display only.

Compliance records in a term can be deleted as long as no associated competition data (history or current), athletic attributes, or athletic comments exist for the sport. If athletic eligibility, general comments, admissions, or transfer data exists, the last (most recent) compliance record cannot be deleted. To delete the last compliance record, the athletic eligibility, general comments, admissions, and/or transfer data must be deleted, as well as any attributes and comments associated with the sport. *A compliance record can never be deleted if any associated competition data (history or current) exists.*

### Steps to Enter Compliance Records Without Competition Data

You can enter compliance (sport) records without athletic competition data, athletic attributes, or athletic comments.

1. Access the Athletic Compliance Form (SGASPRT).
2. Enter the ID for the athlete in the **ID** field in the Key Block.
3. Perform a Next Block to the Athletic Compliance Term block.
4. Enter the term for the athletic compliance record in the **Term** field.
5. Review if the person has a prospect, applicant, or general student record for the term.  
If a general student record exists, review the student status.
6. Perform a Next block to the Athletic Compliance Sport block.

7. Enter the sport code in the **Sport** field for the sport in which the athlete is participating.
8. Enter the status code for the athlete in the **Status** field.
9. Enter the eligibility code for the athlete in the **Eligible** field.
10. Set the **Athletic Aid** checkbox to checked or *Y* if the athlete is receiving athletic aid.
11. Enter the academic eligibility code for the athlete in the **Academic Eligibility** field.
12. Save the record.

You can stop here. If you wish to add additional information for the athlete, then continue with the following steps.

13. Use the Eligibility and General Comments tab to access the Eligibility and General Comments window.
14. Enter athletic eligibility term and attendance information if you choose.
15. Save your changes.
16. Use Next Block to access the General Comments block.
17. Enter general comments that are associated with the athlete.
18. Save your changes.

You can stop here. If you wish to view additional admissions information for the sport record, then continue with the following steps.

19. Use the Admissions tab to access the Admissions window.
20. Review summary data for admissions applications, curriculum and field of study records, and high school and test score information, if it is displayed.
21. Enter athletic compliance admissions information for the athlete if you choose.
22. Save your changes.

You can stop here. If you wish to view additional transfer information for the sport record, then continue with the following steps.

23. Use the Transfer tab to access the Transfer window.
24. Review summary data for transfer institutions, transfer courses, and transfer attendance period GPAs, if it is displayed.



25. Enter compliance agency transfer information for the athlete, if you choose.

26. Save your changes.

## Enter and Update Competition Records

Use the Athletic Competition block on SGASPRT to enter and maintain information related to athletic eligibility in the sport, such as the number of seasons of competition available, and to indicate if the athlete has used a season of competition for the sport in the term. A reason code for a time lapse in the athlete's availability can also be entered at any time and is required whenever the number of seasons of competition available is changed. The number of seasons of competition used and the number of seasons of competition remaining are calculated and are display only. Competition records can never be deleted. They are retained for historic reference following an athlete's participation in a sport throughout that athlete's career at the institution.

When a competition record has been saved for a sport in a term, it becomes the current competition record for the sport. Only the current competition record for a sport can be modified, regardless of the term. Once a current competition record exists for a sport, it must be copied to a future term to carry that information forward. Once the current competition data has been copied, the prior term competition record becomes history and can no longer be modified. The future term current competition record can then be modified.

Competition records for a sport in a term are displayed from most recent to least recent. When a new competition record is saved, it becomes the current competition record, and it is given a oneup sequence number. Only a single current competition record can exist, and it cannot be deleted. Previous competition records are noted as having a status of history and can be reviewed but cannot be updated or deleted. An asterisk (\*) is displayed next to the sport record in the Athletic Compliance Sport block which references the data displayed in the Athletic Competition block.

An athlete can have multiple competition records for a sport within a term but can only have one competition record that is current for the sport, regardless of the term. The sport's current competition record is designated as the most recent competition record entered for the sport in the greatest term. Only the current competition record can be updated and/or copied to a future term. The only way to carry competition data forward to a future term is to use the **Copy** button. When a current competition record is updated, a new current competition record is created, and the original competition record is preserved as history. The **Record Status** field displays the status of the competition record as *Current* or *History (Display Only)*.

When a competition record has been assigned to a sport, that competition record is associated with the sport throughout the athlete's career. Once competition data exists for a sport, the competition record and the associated compliance record cannot be deleted. Updates must occur on current competition record. Updates cannot be performed on competition records that are in history. Competition records can only be copied to a future term.

Once competition data exists for a sport in a term, that competition data cannot be entered in a prior term for the same sport. A sport can be created in a prior term, but no competition data can be entered. Once competition data has been entered for a sport, a current competition record will always exist. Institutions can establish procedures to update a sport record with associated status, attribute, or reason code information to indicate the sport is no longer active or current.

The number of seasons of competition available and the setting of the **Season of Competition Used (Indicator)** are considered for a sport across all terms when the number of seasons of competition used and the number of seasons of competition remaining are calculated. While the default number of seasons of competition available is 4, it can be changed to any value from 0-99, but a reason code is required to explain the change. No reason is required if the default of 4 is accepted. Each time the current competition record is saved, the number of seasons of competition used and the number of seasons of competition remaining will be recalculated. History competition records cannot be updated. Only current competition records can be updated.

### Steps to Enter Compliance Records With Competition Data

You can enter compliance (sport) records with associated athletic competition data, athletic attributes, and athletic comments. Once athletic competition data exists for a sport in a term, the compliance and competition records in that term cannot be deleted.

1. Access the Athletic Compliance Form (SGASPRT).
2. Enter the ID for the athlete in the **ID** field in the Key Block.
3. Perform a Next Block to the Athletic Compliance Term block.
4. Enter the term for the athletic compliance record in the **Term** field.
5. Review if the person has a prospect, applicant, or general student record for the term.  
If a general student record exists, review the student status.
6. Perform a Next block to the Athletic Compliance Sport block.
7. Enter the sport code in the **Sport** field for the sport in which the athlete is participating.
8. Enter the status code for the athlete in the **Status** field.
9. Enter the eligibility code for the athlete in the **Eligible** field.
10. Set the **Athletic Aid** checkbox to checked or *Y* if the athlete is receiving athletic aid.
11. Enter the academic eligibility code for the athlete in the **Academic Eligibility** field.

12. Save the record.
13. Use Next Block to access the Athletic Competition block.
14. Enter the beginning term of eligibility in the **Begin Term of Eligibility** field. (Optional)
15. Enter the ending term of eligibility in the **End Term of Eligibility** field. (Optional)
16. Review the default number of seasons of competition available in the **Seasons of Competition Available** field and change it if desired.
17. If you changed the number of seasons of competition available, you *must* enter a reason code in the **Reason** field.
18. Check the **Season of Competition Used** checkbox to indicate that the athlete has used a season of competition in the sport. (Optional)
19. Save the changes.
20. Review the calculated values in the **Seasons of Competition Used** and **Seasons of Competition Remaining** fields.
21. Review the status of the competition record in the **Record Status** field to see if it is current or in history.
22. Use the Attributes tab to access the Attributes block.
23. Enter attribute codes for athletic attributes for the sport record. (Optional)
24. Save the changes.
25. Use the Comments tab to access the Athletic Comments block.
26. Enter athletic comments for the sport record. (Optional)
27. Save the changes.

You can stop here. If you wish to add additional information to the sport record, then continue with the steps listed under “Entering Sport Records Without Competition Data” for entering or reviewing eligibility, general comments, admissions, and transfer information.

## Enter and Update Athletic Attributes

Use the Athletic Attributes block on SGASPRT to enter and maintain attributes for the athletic compliance sport record. An athlete can have multiple attributes for a sport within a term. Attributes are associated with the athletic compliance sport record. They are not

associated with the general student record. Attributes are unique to the sport, are associated with the term for the sport, and can be copied to a future term. An asterisk (\*) is displayed next to the sport record in the Athletic Compliance Sport block which references the data displayed in the Athletic Attributes block.

## Enter and Update Athletic Comments

Use the Athletic Comments block on SGASPRT to enter comments for the athletic compliance sport record. An athlete can have multiple comments for a sport within a term. These comments are associated with the athletic compliance sport record. If you wish to enter comments associated with the athlete, regardless of the term or sport, use the General Comments block. Athletic comments are free form, are associated with the ID, sport, and term, and are not copied to a future term. An asterisk (\*) is displayed next to the sport record in the Athletic Compliance Sport block which references the data displayed in the Athletic Comments block.

## Enter and Update Athletic Eligibility Information

Use the Athletic Eligibility block on SGASPRT to enter and maintain eligibility data for an athlete, such as attendance dates, enrollment dates, and number of attended terms. An athlete can have one athletic eligibility record regardless of sport and term.

## Enter and Update General Comments

Use the General Comments block on SGASPRT to enter and maintain general comments for an athlete. An athlete can have multiple general comments records. These records are created independently from the sport and term. The comment text is free form.

## Enter and Update Admissions Information

Use the Admissions window on SGASPRT to enter admissions compliance information and review admissions summary data for an athlete. You can view admission applications, curricula and field of study information, and high school and test score information. You can enter admissions compliance information for the athlete including qualification, SAT scores, high school core coursework, and high school GPA. An athlete can have one athletic admissions record, regardless of sport and term.

## Enter and Update Transfer Information

Use the Agency Transfer window on SGASPRT to enter compliance agency transfer information and review transfer data for an summary data athlete. You can view transfer institution, transfer course summary, and transfer attendance period GPA information. You can enter compliance agency transfer information for the athlete including quality points, transfer GPA, terms attended, hours and attempted hours, and residency information. An athlete can have one compliance agency transfer record, regardless of sport and term.

## Perform Mass Entry for Compliance (Sport) Records

Use the Mass Entry Athletic Compliance Form (SGAMSPT) to perform mass entry athletic compliance processing for athletes with compliance (sport) records. Compliance records must exist on SGASPT to be updated on this form. Updates can be made even when holds exist. You can search on specific criteria, perform copy, insert, or update processing, and then view the results. When the copy functionality is used, existing sport values will be copied by default, or you can overwrite existing values, insert a new attribute, and optionally copy the attributes from the current term to a future term. Current competition data can be copied to the future term.

If no search criteria is entered, the Results window will not display any records. If search criteria is entered that does not include the athletic compliance term, results will only be displayed for queries. A search criteria athletic compliance term code is always required to perform the copy, insert, or update process. When copy, insert, or update criteria is entered, you can manually enter IDs for students with athletic compliance records and then perform updates and process those records from the Results window.

Population selection can be also used to search for athletic compliance records and PIDs that meet the search criteria of the form. Compliance records are selected first, and then an “intersect” is performed. PIDs that exist in the population selection that meet the search criteria are selected and displayed with the results.

## Copy Compliance (Sport) Records to Future Terms

Compliance records can be copied individually on SGASPT or copied in mass on SGAMSPT. A record is always copied to a future term. Compliance data can also be inserted or updated in mass on SGAMSPT. You cannot perform the copy, insert, or updates processes at the same time.

### **Note**

Messages that are displayed on SGASPT and SGAMSPT during insert, update, and copy processing are not exactly the same, but they are similar. Messages in the Results window on SGAMSPT may provide more information than the autohint text or pop-ups that are displayed on SGASPT. ■

## Search on SGAMSPT

Before you can copy, insert, or update compliance data on SGAMSPT using mass entry processing, you need to enter the search criteria or provide a population selection. You must enter an athletic compliance term in the search criteria to use the copy, insert, or update processes. You can leave the athletic compliance term in the search criteria null when SGAMSPT is used in query mode.

The search criteria sport is not required. When the copy process is used and the search criteria sport is null, *all* sports in the search criteria with the athletic compliance term are copied to the future term. When the insert process is used and the search criteria sport is

null, the sport will only be inserted one time, but it will be inserted for any athlete with any sport in that term. When the update process is used and the search criteria sport is null, *all* sports will be updated in that term. It is suggested that a search sport be used for the copy, insert, or update processes. Only the current competition record is considered, regardless of the setting of the **Season of Competition Used in this Term** radio group (*Yes* or *No*) in the search criteria.

## Copy on SGAMSPT

The Copy window on SGAMSPT is used to copy athletic compliance and current competition information (if it exists) from the current term to a future term. The copy, insert, or update processes cannot be performed at the same time.

Compliance data is copied as follows:

- Existing compliance values are copied by default, but those values can be modified before the copy process is performed.
- The sport code, sport status, athletic eligibility, and academic eligibility values are copied to the future term.
- When status, athletic eligibility, or academic eligibility values are not entered for the copy process, existing data is used and is copied to the future term.
- When status, athletic eligibility, or academic eligibility values are entered for the copy process, those values will supersede the existing values when the copy is performed.
- Attributes are copied to the future term when requested during the copy process.
- Beginning and ending terms of eligibility and the number seasons of competition available are copied to the future term if current competition data exists for the sport.
- The reason code for the current competition record is *not* copied to the future term.
- Athletic comments are *not* copied to the future term.
- The setting of the **Athletic Aid (Indicator)** is copied to the future term as unchecked or *N*. This setting can be changed to *Yes* in the Insert or Update window for *update* processing using the **Athletic Aid** radio group.
- The setting of the **Season of Competition Used (Indicator)** is copied to the future term as unchecked or *N*, regardless of the setting on the current competition record in the current term. This setting can be changed to checked or *Yes* in the Insert or Update window for *update* processing using the **Season of Competition Used in this Term** radio group.

## Insert or Update on SGAMSPT

The Insert or Update window on SGAMSPT is used to insert or update athletic compliance data. The copy, insert, or update processes cannot be performed at the same time.

Use the Athletic Compliance Insert or Update Values section of the window to insert a new compliance record or update existing compliance values for athletic compliance records based on the search criteria entered in the Search window. You must enter an athletic compliance term in the search criteria in order to continue with an insert or update function, and then go on to process the results.

- For inserts and updates, the athletic compliance term for the search criteria is required. This prevents a different sport than the one on the current term compliance record from being copied or updated and then compromising the data and audited competition records. You can use a mass insert or update for compliance records for a selected group of athletes that are not associated with a particular sport.
- For updates, the search sport and athletic compliance term are required and cannot be changed in the Insert or Update window, once they have been entered in the Search window. To make a change, you would need to return to the Search window and re-enter a different sport or term. You also cannot change the number of seasons available or the number of seasons of competition used. This will cause those future term values to be incorrect.

Inserts and updates are performed as follows:

- The athletic compliance term in the insert or update criteria reflects the value for the athletic compliance term in the search criteria and cannot be modified.
- The value in the **Sport** field is defaulted from the search criteria for the selected term. This value cannot be changed. (The **Athletic Compliance Term** value is also defaulted from the search criteria.)
- When the **Sport** field in the search criteria is null, the **Sport** field in the update criteria will also be null. In this circumstance, *all* sports in the search criteria athletic compliance term will be updated. It is suggested that a search criteria sport be provided so that specific sport updates take place.
- When the **Sport** field in the search criteria is null, the **Insert New Sport** value will only be inserted one time. Duplicate sport records cannot exist for a term.
- The insert process does not insert competition data. Current competition data must be copied to a future term.
- The insert process does not insert the number of seasons of competition used in the term.
- When **Athletic Aid** radio group set to *No* in the search criteria, the **Athletic Aid** radio group must be set to *Yes* for the update process.
- When **Athletic Aid** radio group set to *Yes* in the search criteria, the **Athletic Aid** radio group must be set to *No* for the update process.
- When the **Season of Competition Used in this Term** radio group is set to *No* in the search criteria, the **Season of Competition Used in this Term** radio group must set to *Yes* for the update process.

- When the **Season of Competition Used in this Term** radio group is set to *Yes* in the search criteria, the **Season of Competition Used in this Term** radio group must set to *No* for the update process.

## Copy on SGASPRT

Compliance records displayed for the term in the Athletic Compliance Sport block on SGASPRT can be copied to a future term to create new compliance records in that future term. The **Copy** button is used to access the Copy Sport to Future Term window where you can specify the term to copy the compliance record to and then perform the copy. The **Process Copy** button is used to perform the copy. The **Return** button is used to return to the main window and not perform the copy. A compliance record can only be copied to a future term (the to term). The from term data is automatically populated with the current term and cannot be changed. The sport code cannot be changed. If the compliance record already exists in the specified future term, the compliance data will not be overwritten. If the compliance record does not exist in the future term, the record will be copied.

Compliance records can exist in any term, with or without competition data. When a compliance record has associated current competition data, the current competition data is copied. When competition data is copied, the from term competition record becomes the history record and cannot be modified. The to term competition record becomes the current competition record and can be modified. If current competition data exists in a future term, the copy process will not copy that competition data. Copying attributes is optional. Attributes can be copied regardless of the existence of competition data.

### Note

You can use Count Query Hits from the **Sport** field on SGAPSRT to see the current competition term for the sport when you are on a record in a prior term, or see a message that no current competition term exists for the sport. ■

Compliance data is copied as follows:

- The setting of the **Athletic Aid (Indicator)** is copied to the future term as unchecked or *N*. This setting can be changed to checked or *Y* on the new record.
- If the compliance record for the future term already exists, then the existing record will not be modified.
- If the compliance record for the future term does not already exist, a new compliance record will be created using the from term values.

Competition data is copied as follows:

- If the compliance record for the future term already exists, the current competition data is copied to the future term.
- Beginning and ending terms of eligibility and the number of seasons of competition available are copied to the future term.



- The setting of the **Season of Competition Used (Indicator)** is copied to the future term as unchecked or *N*. This setting can be changed to checked or *Y* on the new record.
- The reason code is not copied to the future term.
- Seasons of competition used and seasons of competition remaining are recalculated.
- Attribute data will be copied to the future term when the **Copy Attributes** checkbox is checked in the Copy Sport to Future Term window.

Compliance records with competition history can be copied a future term, but only the compliance data is copied. Competition data is not copied, as it is not current. Attributes are copied if selected. Current competition data can be copied to any future term. For example:

- The compliance record for golf exists in term 200111 with competition history.
- The compliance record for golf exists in term 200122 without competition data.
- The compliance record for golf exists in term 200133 with current competition data.
- The compliance record for golf exists in term 200144 without competition data.
- The compliance record for golf exists in term 200155 without competition data.

You choose to copy the compliance record for golf in term 200133 with current competition data to term 200166. The compliance and competition records are copied successfully. The results are:

- The compliance record for golf exists in term 200133 with competition history.
- The compliance record for golf exists in term 200166 with current competition data.

You can view the new compliance record in the Athletic Compliance Term and Athletic Compliance Sport blocks to see the data that was copied forward. The detail for the new record is displayed in the Athletic Compliance Sport block, and any competition information that was copied is displayed in the Athletic Competition block. When attributes are copied, that data is displayed in the Athletic Attributes block.

### **Sample Rules for Insert, Update, and Copy**

Here are some example rules for how the insert, update, and copy functionality works on SGASPRT and SGAMSPT. Compliance records can be created in any term. Remember that current competition records must be copied to future terms.

The example rules that follow use these three terms:

- Term 200111 = current or prior term
- Term 200222 = future term 1
- Term 200333 = future term 2

### ***Insert and Update Compliance (Sport) Records***

These rules refer to creating and inserting compliance records for an athlete.

- Compliance records can be created for Term 200111 when the sport does not already exist in Term 200111.
- Compliance records can be created for Term 200111 if the sport record exists in Term 200222.
- Competition records cannot be created for Term 200111 if competition data exists in Term 200222. An error is displayed that competition data cannot be created in the term.
- Competition records can be created in Term 200111 when no competition records exist for the sport in Term 200222.
- Compliance records can be created for Term 200222 when compliance records exist in Term 200111, even when competition data exists in Term 200111.

When current competition data exists in Term 200111 and compliance data (only) exists in Term 200222, competition data cannot be manually entered in Term 200222. You will need to copy the current competition data in Term 200111 to Term 200222. If you attempt to manually enter competition data in Term 200222, an error is displayed that competition data exists for this sport in a prior term, and the current competition data needs to be copied to a future term.

### ***Copy Records Individually***

These rules refer to copying compliance records on SGASPRT.

- Compliance records with no competition data in Term 200111 can be copied to any future term.
- Compliance records with current competition data in Term 200111 can be copied to Term 200222. When compliance data only exists in Term 200222, the current competition data will be copied to Term 200222.
- Compliance records cannot be copied from a future term to a previous term, such as copying from Term 200222 to Term 200111.
- Compliance records can be copied from Term 200111 to Term 200222 when no competition data exists in Term 200111, and when no compliance record exists in Term 200222.

- Compliance records with current competition data can be copied from Term 200111 to Term 200333 when current competition data exists in Term 200111 and compliance data exists in Term 200222.

### ***Insert and Update Records Through Mass Entry Processing***

These rules refer to inserting sport records using mass entry processing on SGAMSPT. For inserts and updates, the athletic compliance term for the search criteria is required. When the athletic compliance term and sport are entered in the search criteria, they will be displayed in the Insert or Update Window and cannot be changed. To make a change, you need to return to the Search window and re-enter a different sport or athletic compliance term.

- Compliance records can be updated for Term 200111 or Term 200222 at any time.
- Current competition data can be updated in Term 200111.
- Current competition data can be updated in Term 200222 when competition history exists or when no competition data exists in Term 200111.
- Current competition data can be updated in Term 200111 when compliance data exists in Term 200222.
- Only current competition data can be updated, regardless of term.

You must complete all updates to current competition data for Term 200111 before the competition record is copied to Term 200222. For example, you cannot go back to the competition history record and change the setting of the **Season of Competition Used** indicator.

### **Delete Compliance (Sport) Records**

These rules refer to deleting compliance (sport) records from SGASPRT.

- Compliance records can *only* be deleted from SGASPRT. They are *not* associated with general student records and are *not* deleted when the General Student Purge Process (SGPSTDN) is run.
- Compliance records *cannot* be deleted when athletic competition data (history or current) exists.
- Compliance records *can* be deleted when no competition data (history or current) exists for the sport, and no related data (such as athletic comments or athletic attributes) exists.
- Non-term data (such as athletic eligibility, general comments, transfer information, or admissions information) needs to be removed and the changes saved prior to the deletion of the last (most recent) sport record.
- Each compliance record *must* be deleted separately. A prompt is displayed to ensure that you wish to delete the record and save the changes.
- You *cannot* delete all sport records by deleting the term.

## Query on Athletic Competition Information

The Athletic Compliance Inquiry Form (SGISPRT) is used to query on and view athletic compliance record and athletic competition record summary information for an athlete. You can access SGISPRT using the Options Menu from SGASPRT and SGAMSPT.

You have the ability to select how the data is displayed and organized on the form. In the Key Block, you can enter either the ID for the athlete and view the associated sport records by term, *or* you can enter a sport and view the associated IDs by term for the sport. You can only enter the ID or the sport, not both.

Once you have entered the ID or the sport and used Next Block to access the Athletic Compliance Inquiry block, you can change the summary data display by selecting a different view from the **Choose View** field. The list of available views is specific to the Key Block selection of ID or sport. You can also perform subqueries on the summary data in the Athletic Compliance Inquiry block.

### Note

The current record is always the most recent sport record with competition data. ■

You can view the following types of records using the **Choose View** field.

View	Description	ID, Sport, Both
All Records	Displays all records for a sport or ID (depending on the value entered in the Key Block), with or without associated competition records.	Both
All Competition Records	Displays all competition records for a sport or ID (depending on the value entered in the Key Block), those current and those in history.	Both
Most Recent Competition Records per Term	Displays most recent history record for each term when multiple competition history records exist.	Both
Current Competition Records	Displays current competition records only: <ul style="list-style-type: none"><li>• for each sport when an ID is entered in the Key Block, and</li><li>• for each ID when a sport is entered in the Key Block.</li></ul>	Both
Sports without Competition Records	Displays sport records that do not have associated competition data.	ID

View	Description	ID, Sport, Both
Current and Most Recent Records (default for ID inquiry)	<p>Displays current sport record with competition, as well as the sport record with the highest term that does not have an associated competition record, if one exists.</p> <p>If a sport record has a competition record, and another sport record exists that has a higher term but does not have a competition record, both records will be displayed.</p> <p>If a sport record exists for a term that is less than the highest term for the competition record, it will not be displayed.</p>	ID
Athletes without Competition Records	Displays sport records for athletes, where those records do not have associated competition data.	Sport
Current and Most Recent Records per Athlete per Sport (default for sport inquiry)	<p>Displays current sport record with competition, as well as the sport record with the highest term that does not have an associated competition record, if one exists.</p> <p>If a sport record has a competition record, and another sport record exists that has a higher term but does not have a competition record, both records will be displayed.</p> <p>If a sport record exists for a term that is less than the highest term for the competition record, it will not be displayed.</p>	Sport

## Track Athletic Academic Progress

The Athletic Academic Progress Form (SGAAPRG) is used to track the academic progress of an athlete for a degree. Progress is determined by credit hours per term and academic year, to see if the athlete is in compliance and has met the academic requirements to compete in a sport. This form provides curriculum and field of study summary information. Degree completion information can be entered as well.

Records in the Academic Requirements block cannot be modified or deleted. Only the setting of the **Active (Indicator)** can be changed. If you want change a record, create a new record for the term, enter the hours, make it the active record (set the **Active** checkbox to checked or *Y*), and inactivate the existing record (set the **Active** checkbox to unchecked or *N*). This creates an audit history for the athlete.

## Banner Views Used with Athletic Compliance Processing

Two Banner views are used with athletic compliance processing.

### **Athletic Compliance Sport Records by Term and ID View (SGVATPT)**

This view is used to collect data for PIDMS for unique terms for which athletic compliance records (SGRSPRT) exist.

The following rows are in this view:

```
SGVATPT_PIDM
SGVATPT_TERM_CODE
```

### **Athletic Compliance Sport Records View (SGVISPT)**

This view is used to collect all sports data for PIDMS for which athletic compliance records (SGRSPRT) and athletic competition records (SGRATHC) exist. For example, you could perform a select of ID and full name, by term and sport code, and create a roster for that sport.

The following rows are in this view:

```
SGVISPT_PIDM
SGVISPT_ID
SGVISPT_FULL_NAME
SGVISPT_TERM_CODE
SGVISPT_ACTC_CODE
SGVISPT_SAEI_CODE
SGVISPT_ELIG_CODE
SGVISPT_SPST_CODE
SGVISPT_ATHL_AID_IND
SGVISPT_STST_CODE
SGVISPT_ASTD_CODE
SGVISPT_SEASON_USED_IND
SGVISPT_CURRENT_IND
SGVISPT_COMP_SEQ_NO
SGVISPT_COMP_USER_ID
SGVISPT_COMP_ACTIVITY_DATE
SGVISPT_SARE_CODE
SGVISPT_SEASONS_AVAILABLE
SGVISPT_ELIG_BEGIN_TERM_CODE
SGVISPT_ELIG_END_TERM_CODE
```

## Student Right to Know Reporting

The Student Right to Know act proposes regulations that require an institution of higher education to disclose information about its student body's completion or graduation rates. This act expands the types of "consumer" information that institutions are required to disclose to both current and prospective students through appropriate publications and mailings.

Institutions are required to report a completion or graduation rate for full-time certificate-seeking or degree-seeking undergraduate students. Also, institutions that award athletically related student aid are required to report completion or graduation rates of various student populations at the institution, including student athletes. If an institution cannot calculate the graduation rate of the most recent cohort of students that has had an opportunity to graduate, the institution would report a persistence rate until it can disclose an actual graduation rate of an entering cohort of students. This statute requires an institution to make these disclosures to current and prospective students by July 1, 1993, and annually thereafter.

### Note

References to the "Legislation" in this procedure, refer to the Notice of Proposed Rule Making which was published in the July 10, 1992 Federal Register. It is recommended that you read either this information, or the Dear Colleague Letter from the US Department of Education dated August 21, 1991 before this processing is implemented. ■

The following are the procedural steps which may be followed to implement the Student Right to Know reporting:

1. Update the following validation forms with your institution's defined codes:

#### *Degree Level Code Validation Form (STVDLEV)*

This form needs to be updated with numeric values, indicating a hierarchy of your institution's degree levels.

For example, an associates level degree may be assigned a numeric value of 5, a baccalaureate level degree may be assigned a numeric value of 10, and a masters level degree may be assigned a numeric value of 15. This will indicate that a baccalaureate level degree is higher than an associates level degree, and that a masters level degree is a higher degree level than a baccalaureate level degree.

#### *Cohort Code Validation Form (STVCHRT)*

An institution will define their Student Right to Know Cohort Codes on this form.

For Student Right to Know cohorts, a **Cohort Code**, **Description**, **Start Term**, **End Term**, **Degree Level**, and a checked **Print Indicator** must be designated for each code.

 **Note**

You must check the **Print Indicator** for those cohort codes which are to be included in the Student Right to Know Report (SGRKNOW). Cohort codes may be used for both Student Right to Know reporting or for tracking of other types of populations or groups. ■

When defining your institution's Student Right to Know cohorts, it is very important that the start term reflects the fall term in which the cohort of students entered the institution, and that the end term reflects the very last term in which the students could have completed or graduated from their respective programs in order to meet the regulatory requirements.

According to the legislation, a student is considered to have completed or graduated from their respective programs if they completed or graduated from the programs they entered within 150 percent of the normal time to completion or graduation.

*Example:*

If your institution offers an associates level degree, whose normal time to completion is 2 years, students enrolled in this program will be given 3 years to graduate or complete from this program in order to be considered a graduate under the Student Right to Know reporting.

If your institution offers a baccalaureate level degree, whose normal time to completion is 4 years, students enrolled in this program will be given 6 years to graduate or complete from this program in order to be considered a graduate under the Student Right to Know reporting.

According to the legislation, if an institution offers programs of different length, the institution must disclose its completion or graduation rate when 150 percent of the normal time for completion or graduation for its longest program has elapsed. If your institution offers both associate and baccalaureate level degrees, each must be defined as separate cohort codes for Student Right to Know reporting in the Banner Student System. Please note that according to the legislation, an institution must disclose an institution-wide rate. That is, the graduation rate for an entering class of associate level students and the graduation rate for the entering class of baccalaureate level students, whose start terms must match, must be combined and reported after students in both programs have been given the allowed time to graduate or complete their programs under the requirements of the Student Right to Know Act.

*Examples:*

The following is a list of the term codes and time frames that will be used in all examples within this document.

<b>Academic</b>	<b>Fall Term Code</b>	<b>Spring Term Code</b>	<b>Summer Term Code</b>
86-87	198601	198602	198603
87-88	198701	198702	198703



<b>Academic</b>	<b>Fall Term Code</b>	<b>Spring Term Code</b>	<b>Summer Term Code</b>
88-89	198801	198802	198803
89-90	198901	198902	198903
90-91	199001	199002	199003
91-92	199101	199102	199103
92-93	199201	199202	199203
93-94	199301	199302	199303
94-95	199401	199402	199403
95-96	199501	199502	199503
96-97	199601	199602	199603
97-98	199701	199702	199703

*Example 1:*

For an institution that offers a two-year associate and a four-year baccalaureate program, and does not have historical data to report, the cohort codes for the entering Fall class in 1991 might be defined as follows:

<b>Cohort Code</b>	<b>Description</b>	<b>Start Term</b>	<b>End Term</b>	<b>Degree Level</b>	<b>Prnt Incl</b>
91ASSOCIATE	Fall 1991 Associates Candidates	199101	199303	01	Y
91BACHELOR	Fall 1991 Bachelors Candidates	199101	199603	02	Y

Therefore, students entering the Associate cohort in the Fall of 1991 will be given until the end of the summer for the academic year 1993-1994 to complete their degree level program, and students entering the Bachelor cohort in the Fall of 1991 will be given until the end of the summer of the academic year 1996-1997 to complete their degree level program.

For the July 1, 1993 reporting deadline, this institution will be reporting the persistence rate of the entering class of 1991. The persistence rate is the percentage of students that completed their degree level program, moved to a higher level program, or re-enrolled in the institution in the Fall of 1992.

*Example 2:*

For an institution that offers a two-year associate and a four-year baccalaureate program, and has historical data for the entering class of 1986 to report, their cohort codes might be defined as follows:

<b>Cohort Code</b>	<b>Description</b>	<b>Start Term</b>	<b>End Term</b>	<b>Degree Level</b>	<b>Prnt Incl</b>
86ASSOCIATE	Fall 1986 Associates Candidates	198601	198803	01	Y
86BACHELOR	Fall 1986 Bachelors Candidates	198601	199103	02	Y

Therefore, students that entered the associate cohort in the Fall of 1986 were given until the end of the summer for the academic year 1988-1989 to complete their degree level program, and students entering the bachelor cohort in the Fall of 1986 will be given until the end of the summer of the academic year 1991-1992 to complete their degree level program.

For the July 1, 1993 reporting deadline, this institution will be reporting the completion/graduation rate of the entering class of 1986. That is, they will report the percentage of students that have completed their degree level program or moved to a higher degree level program prior to the specified end term as defined on the Cohort Code Validation Form (STVCHRT).

#### *Cohort Reason Code Validation Form (STVCREA)*

This validation form allows you to define reasons for inactivating a student's cohort code. For the purpose of calculating Student Right to Know graduation rates, an institution may inactivate a student's cohort code, and therefore remove the student from the cohort, if they leave the institution for one of the four following reasons:

- To serve in the Armed Services,
- To serve on Official church mission assignments,
- To serve with a foreign aid service of the Federal Government, such as the Peace Corps,
- If they have died.

Cohort reason codes should be created for each of these instances to support the Student Right to Know reporting.

#### *Banner Student Activity Code Validation Form (STVACTC)*

If your institution awards athletically related financial aid, your institution is required to report the graduation rates of certain groups of student athletes in addition to the required institution-wide graduation rate.

The sports in which the graduation rates of student athletes must be tracked are:

- Basketball
- Baseball
- Football
- Cross Country/Track
- All other sports combined

Sport codes should be created for each of these instances, as well as for other sports for which your institution awards athletically related aid, to support the Student Right to Know reporting.

 **Note**

Do not use "UNASSIGN" as an activity code. This value has already been defined as a default for use in processing for the Student Right to Know Report (SGRKNOW). ■

This functionality was not designed to satisfy the NCAA Reporting Requirements; it was designed to comply with the requirements outlined in the Student Right to Know Legislation.

2. Once all validation tables have been updated or created, you must associate students with cohort codes for an effective term on the Additional Student Information Form (SGASADD). This task may be accomplished two ways:

The first method of associating students with cohort codes is online association, which is performed on a student-by-student basis in the Additional Student Information Form (SGASADD). The keys to this form are student ID and effective term.

An alternate method of associating students with cohort codes is via the batch Cohort Load Process (SGRCHRT). This load process utilizes population selection, and should be run to update the student's general student cohort codes for the specified effective term. (Cohort codes may be loaded in batch into a person's existing recruiting, admissions, general student, or academic history record.)

A student should be placed in your institution Student Right to Know cohorts if they are full time, undergraduate, certificate-seeking, or degree-seeking students that have entered a program of higher education for the first time at your institution during the fall term. The cohort should also include students who enter an institution for the first time during the summer and then re-enroll at the same institution for the fall enrollment. However, an institution should exclude from the cohort students who enter the institution during the summer but fail to re-enroll at the same institution for the fall enrollment. For the purpose of establishing a cohort of students, an institution never includes students who transfer into the institution.

3. Once you have associated students with their respective Student Right to Know cohort code, if your institution awards athletically based financial aid, student athletes must also be associated with sport codes on the Student Sport Form (SGASPRT).

Students must be associated with a sport for which they have received athletically related financial aid, for the start term of their Student Right to Know cohort. The **Athletic Aid (Indicator)** for each sport code for which the student has received financial aid to participate in must be checked.

*Example:*

John Miller is a member of the entering cohort of baccalaureate candidates at your institution in the fall of 1991 (Term 199101). At this time, John is awarded athletic aid to play baseball. John would be assigned the baseball sport code with a checked **Athletic Aid (Indicator)** in the Student Sport Form (SGASPRT) for 199101. In the Fall of 1993, John decides he will no longer play baseball. This information may be updated and tracked for your institution's use; however, John will remain a member of

the baseball sport code and baccalaureate level cohort for Student Right to Know reporting.

The keys to the Student Sport Form are ID and Term. Once again, it is important that the student's sport code is entered with a checked **Athletic Aid (Indicator)** for the start term of their cohort to be accurately processed in the Student Right to Know Report (SGRKNOW).

#### 4. Run the Student Right to Know Report (SGRKNOW).

##### **Note**

For institutions outside of the United States, the Student Right to Know Report (SGRKNOW) uses IPEDS Ethnic Codes as defined on the IPEDS Ethnic Code Validation Form (STVETCT). These values must be entered for your institution's Ethnic Code Validation Form (STVETHN). ■

The parameters used by the report are as follows:

*Report Term* - (single, required) Defines the start term of the cohort codes to be processed and is validated against the Term Code Validation Form (STVTERM).

*Cohort Start Term* - (multiple, required) Limits the code(s) processed to those specified with a matching start term. A wildcard (%) will process all cohort codes with a matching start term and a checked **Print Indicator**. Cohort codes are validated against the Cohort Code Validation Form (STVCHRT).

*Enrollment Term* - (single, optional) Defines the term in which students must have enrollment to be counted as a persister. Term codes are validated against the Term Code Validation Form (STVTERM).

*Cohort Code* - (multiple, required) Defines the cohort codes to be processed and is validated against the Cohort Code Validation Form (STVCHRT). A wildcard (%) will process all cohort codes.

##### **Note**

Only cohorts with start terms matching the Cohort Start Term parameter selection will be processed. If a wildcard (%) is entered, only those cohorts with start terms matching the Cohort Start Term parameter or having a **Print Indicator** that is checked (set to Y) on the Cohort Code Validation Form (STVCHRT) will be processed. ■

*Sport Activity Code* - (multiple, optional) Specifies the sport activity code(s) to be processed for each cohort code and is validated against the Banner Student Activity Code Validation Form (STVACTC). Enter a wildcard (%) to process all sport activity codes.

*Degree Level* - (multiple, required) Limits cohort code(s) to be processed to match the degree level as specified on the Cohort Code Validation Form (STVCHRT), or a wildcard (%) may be entered to process all degree levels.

*Athletic Aid Indicator* - (Y/N) Enter *Y* to select only those students with the sport code(s) to be processed where the **Athletic Aid (Indicator)** for the sport code is checked.

*Print Detail Report Indicator* - (Y/N) Enter *Y* to print a detailed listing of students in each category.

*Process by Student Period* - (Y/N) Enter *Y* to process a student centric period in the report.

The following are an examples of how report parameters may be set.

*Example 1:*

For an institution that offers a two-year associate and a four-year baccalaureate program, and does not have historical data to report, the report parameters would be set as follows:

<i>Report Term:</i>	199101
<i>Enrollment Term:</i>	199201 (For the July 1, 1993 reporting, a persistence rate of the class of 1991 in the fall term of 1992 must be reported.)
<i>Cohort Code:</i>	% (Process all cohort codes with start term of 199101 and a checked <b>Print Indicator</b> .)
<i>Sport Activity Code:</i>	% (All sport activity codes will be processed.)
<i>Degree Level:</i>	% (Process cohort codes at all degree levels with a start term of 199101.)
<i>Athletic Aid Indicator</i>	Y (Select only those students with athletic aid for the sport code(s).)
<i>Print Detail Report Indicator:</i>	Y (Print a list of students placed into each category.)

*Example 2:*

For an institution that offers a two-year associate and a four-year baccalaureate program and has historical data for the entering class of 1986 to report, the report parameters would be set as follows:

<i>Report Term:</i>	198601
<i>Enrollment Term:</i>	Leave <i>null</i> (For the July 1, 1993 reporting, the actual completion/graduation rate will be determined; therefore, an enrollment term does not need to be entered.)
<i>Cohort Code:</i>	% (Process all cohort codes with a start term of 198601 and a checked <b>Print Indicator</b> .)
<i>Sport Activity Code:</i>	% (All sport activity codes will be processed.)
<i>Degree Level:</i>	% (Process cohort codes all degree levels with a start term of 198601.)
<i>Athletic Aid Indicator</i>	Y (Select only those students with Athletic Aid for the sport code(s).)
<i>Print Detail Report Indicator:</i>	Y (Print a list of students placed into each category.)

If these report parameters are entered, the output would contain:

- a summary sheet for the associates level cohort followed by a detailed listing of students within each Student Right to Know category,
- a summary sheet for each sport code that is related to the students in the associates level cohort followed by a detailed listing of students within each Student Right to Know category,
- a summary sheet for the baccalaureate level cohort followed by a detailed listing of students within each Student Right to Know category,
- a summary sheet for each sport code that is related to the students in the baccalaureate level cohort followed by a detailed listing of students within each Student Right to Know Category.

The categories\* a student may fall into for Student Right to Know reporting are as follows. They appear on the Student Right to Know Report (SGRKNOW) output.

\* These categories match those defined in the US Department of Education's National Center for Educational Statistics.

Please review the process flow after this section which shows the relationship of the categories.

*(01) Initial cohort of students* - This is the number of students with a specified general student cohort, regardless of their active/inactive status. This number represents everyone who was placed in the cohort.

(02) *Adjustment to cohort* - This is the number of students in the initial cohort that have had their general student cohort code inactivated for an effective term that falls within the time period of the start term through the end term or the report parameter enrollment term, whichever is earlier.

(03) *Adjusted cohort* - This is the number of students in the cohort whose general student cohort code is still active. This is calculated by subtracting the adjustment to the cohort from the initial cohort figure.

(07) *Total Graduates* - This is the number of students from the adjusted cohort who have a degree record on the Degrees and Other Formal Awards Form (SHADEGR) with an **Awarded Indicator** of A (on the Degree Status Code Validation Form (STVDEGS)) at the degree level of the cohort as defined on the Cohort Code Validation Form (STVCHRT). The degree must have been awarded prior to the ending date of the end term of the cohort as defined on the Cohort Code Validation Form (STVCHRT), or prior to the ending date of the user-specified enrollment term, whichever is earlier.

 **Note**

The **Graduation Date** or the **End Date** of the graduation term associated with the degree will be used in the comparison. One of these fields must be populated in order for a student to be counted as a member of the Total Graduates Category. ■

(08) *Persisters* - This is the number of students from the adjusted cohort that are not counted in the Total Graduates category but do have registration records for the specified enrollment term.

 **Note**

Students will only be placed in this category if the enrollment term is earlier than the end term of the cohort as defined on the Cohort Code Validation Form (STVCHRT). ■

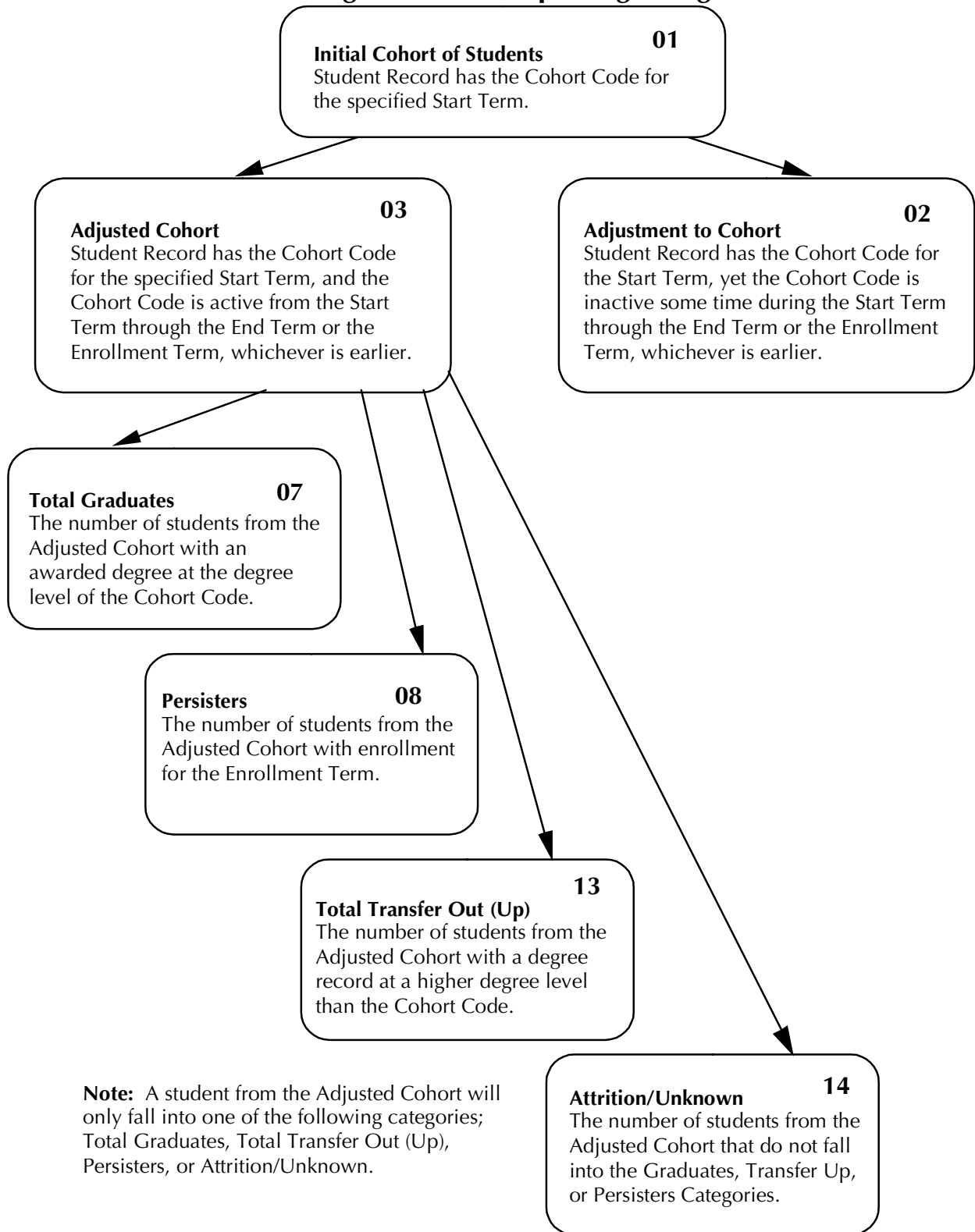
(13) *Total Transfer Out (Up)* - This is the number of students from the adjusted cohort that are not counted in the total graduates category, do not count in the persisters category, but do have a degree record on the Degrees and Other Formal Awards Form (SHADEGR) for a higher degree level program than the degree level of the cohort as specified on the Cohort Code Validation Form (STVCHRT). These students must have entered this program prior to the ending date of the end term of the cohort as defined on the Cohort Code Validation Form (STVCHRT), or prior to the ending date of the user-specified enrollment term, whichever is earlier.

 **Note**

The **Graduation Application Date** for the degree record will be used in this comparison. ■

(14) *Attrition/Unknown* - This is the number of students from the adjusted cohort that are not counted in the total graduates, total transfer out (up), or persister categories.

## Student Right to Know Reporting Categories





## Assign Cooperative Education Program

Cooperative education data for an admitted student is entered and maintained on the Cooperative Education Form (SGACOOOP).

## Assign Education Opportunity Programs and Services

The Education Opportunity Programs and Services Form (SGAEOPS) is an optional form allowing an institution to record and maintain information such as EOPS status eligibility factors, acceptance date, and student financial aid eligibility. Information is maintained on this form by effective term, as on the General Student Form. The person must be a student before EOPS information can be entered.

## Establish Student Classification

The Student Classification Rules Form (SGACLSR) is used to establish the academic classification rules to determine class calculation of freshman, sophomore, etc., based on the range of hours entered and any user-defined student attributes. A student's classification is determined by comparing his hours earned in academic history against the institution established rules. The student's attributes are maintained on the Additional Student Information Form (SGASADD).

The Student Classification Rules Form (SGACLSR) allows for the addition of attributes to be included in the rules processing. You can specify additional requirements along with the credit hour range for determining a student's classification. For example, if a student must complete a sophomore language test prior to becoming a junior, this requirement can be included in the rules. These attributes are maintained on the Student Attribute Validation Form (STVATTTS). An unlimited number of attributes may be associated with a rule. If multiple attributes are specified on a rule, then these attributes must *all* be satisfied for the student to be given the classification. Using the above example, a student who has between 60 to 89.99 earned hours, who has the attribute of SOPR - Sophomore Language Test, will be classified as a junior. A student who has 60 to 89.99 hours who does not have the attribute will remain a sophomore.

These attributes are associated with the student on the Additional Student Information Form (SGASADD). These attributes are effective term oriented and are unlimited. By each attribute being effective term oriented, it will allow the user to "time stamp" the information.

## Class Standing

Class standing uses the levels on the Student Classification Rules Form (SGACLSR). A rule must exist for the level of courses in academic history in order to determine a student's class standing. Only course levels that match the student level are used.

**Example:**

UD	0	-	999.99	UD	-	Undeclared
UG	0	-	25.99	01	-	Freshman
UG	26	-	57.99	02	-	Sophomore
UG	8	-	89.99	03	-	Junior
UG	90	-	999.99	04	-	Senior
GR	0	-	99.99	GR	-	Graduate

*Undeclared Student Level*

1 Undeclared Level Course	3 credits
1 Undergraduate Level Course	3 credits
1 Graduate Level Course	4 credits

*Class Standing Undeclared*

Class standing is calculated and displayed on the general student record, the Student Course Registration Form (SFAREGS), and the Term Course Maintenance Form (SHAINST). The standing which displays on all Banner Student forms prior to being rolled to academic history is calculated by using the institution term GPAs which are less than the term in the Key Information, or the transfer term GPAs which are less than or equal to the term in the Key Information.

## Add/Maintain Test Scores

Once a prospect has been established on the database, the various types of tests required for recruiting a prospect are entered on the Test Score Information Form (SOATEST). Test scores for SAT, ACT, GRE, GMAT, and AMCAS tests may also be loaded onto the system from test score tapes and are recorded on this form.

## Add/Maintain High School Data

The High School Information Form (SOAHSCH) is used to enter information about a person's high school career. The information includes high school, transcript dates, graduation date, GPA, and subjects taken in high school.

## Add/Maintain Prior College Data

The Prior College Form (SOAPCOL) is used to enter and maintain information about a person's prior college experience including degree information such as majors, minors, and areas of concentration, number of hours, GPA, and transcript date. A summary of the prior college information may be obtained from the Prior College Summary Form (SOAPCOQ).

## Review Student Data

The Student Report (SGRSTDN) is produced to provide, by term, an informational listing of students. Information displayed includes campus, level, student type, residency, block code, degree, major, and graduation information. It will provide historical information of changes made during a student's career. It also includes veteran information, comments, and activities.

## Review Veterans Data

The Veteran Report (SGRVETN) is used to list students with veteran information by term. It includes not only the student's veteran type and number, but also the certification hours and current schedule of classes. Schedule and veteran number data are required.

In order to produce this report, three components must exist in Banner.

- Information must be entered in the Veteran Information window of SGASTDN for the **Veteran Type**, **Term**, **Certification Credit Hours**, and **Certification Date** fields. Valid values for the veteran type code come from STVVETC. The term code is the term of veteran certification. The veteran certification credit hours for the term are entered in format 99.99. The veteran certification date is entered in format MON-DD-YYYY.
- The veteran file number must exist on the General Person Form (SPAPERS) in the **Veteran File Number** field.
- The student must be registered for courses on the Student Course Registration Form (SFAREGS).

Also, the term code entered in the Veteran Information window of SGASTDN and on SFAREGS must match the term code entered in the Term parameter for the report.

# Cooperative Education (Co-op) Tracking

## Overview

Co-op tracking allows institutions to track dates, purposes, and sponsorships for activities related to courses or other educational tasks that need to be linked to enrollments or recorded in academic history.

You can create multiple co-op records, attach them to CRNs (sections), and roll them to academic history. When you have attached a co-op to a course section, you can track the activity's sponsor for tasks such as residencies, internships, and clerkships and check potential schedule conflicts and data overlaps.

### Note

You may have multiple co-ops for a student for a term, but the CRN assigned to each co-op must be unique. ■

## Tracking Co-ops

### Validation Form Set-up

Use the Cooperative Education Code Validation Form (STVCOPC) to create cooperative education codes.

Check the **Co-op Assignment Allowed** checkbox on the Schedule Type Code Validation Form (STVSCHD) to indicate that the schedule type for the section is allowed to be assigned to a co-op on SGACOOB.

### Using SGACOOB for Co-ops

Use the Cooperative Education Form (SGACOOB) to enter or validate CRNs that are associated with co-ops.

The **CRN** field on SGACOOB allows the entry of a CRN associated with a co-op. This field also validates entries so that only sections which exist and that allow co-op attachment (based on the schedule type) can be assigned as a co-op activity. Also, the CRN must exist for the person in registration for the term or in academic history for the term.

You may navigate to three other forms from the **CRN** field. Use function keys or the Option List to access the information. You may query sections, registration, or history.

- Use a List function or select Schedule Section Query from the Option List to access the Schedule Section Query Form (SSASECQ).

The Schedule Section Query Form (SSASEGQ) will display from SGACOOOP if a schedule exists for the effective term in the Key.

If you enter a term in the Key for which no sections exist on SSASECQ, you will see the following error, *\*ERROR\* No Schedule for the selected term.*

- Use a Count Query Hits function or select Registration Query from the Option List to access the Registration Query Form (SFAREGQ).

The Registration Query Form (SFAREGQ) will display from SGACOOOP if a valid CRN exists for the ID number, effective term, and level, so you may query the student's schedule. This allows you to view active registration information for the term so you can select the CRN to be associated with the co-op.

If you enter an ID for a student who has no registration information on SFAREGQ for the term in the Key, you will see the following error, *\*ERROR\* No registration exists for the selected term.*

- Use a Duplicate Item function or select Course Summary from the Option List to access the Course Summary Form (SHACRSE).

The Course Summary Form (SHACRSE) will display from SGACOOOP if a valid CRN exists for the ID number, effective term, and level, so you may query the student's courses for the term. This allows you to view courses in history for the term so you can select the CRN to be associated with the co-op.

If you enter an ID for a student who has no academic history information on SHACRSE for the term in the Key, you will see the following error, *\*ERROR\* No Academic History for selected term.*

The following situations will cause errors to be displayed in the autohelp on SGACOOOP:

- If you enter a CRN that is not valid for the term, you will receive the message *\*ERROR\* CRN does not exist* and will not be able to advance into the form. If you have already removed the information for the student using the Cooperative Education Purge (SGPCOOOP), you should delete the co-op record, or you will receive this error.
- If you enter a CRN where the schedule type is not checked as a co-op assignment on STVSCHD (does not allow assignment to a co-op activity), you will receive the message *\*ERROR\* Schedule type does not allow co-op* and will not be able to advance into the form.
- If the co-op record exists, and the student's information has been changed in registration or academic history, (i.e., the student is dropped from a course, the CRN is no longer valid as it is counted in enrollment on STVRSTS), you will receive the message *\*WARNING\* CRN is no longer valid for the term and level.* However, you will be able to advance in the form. The CRN must represent a section for which the student has registered or has in history for the term and level

of the co-op activity. If you run purges for registration and scheduling, but the student has already been rolled to history, the error will not occur.

The **Course Title** field (untitled) on SGACOOOP displays the title of the course entered in the **CRN** field. This title will come from the schedule, if the CRN is assigned to the co-op and the enrollment is in registration, or it will come from history, if the CRN is assigned to the co-op and the enrollment has already been rolled to history.

The **Begin Date** and **End Date** fields on SGACOOOP are optional fields used to check for overlapping dates on the co-op records for the term, regardless of level or schedule type. When a conflict exists, an alert box will display with the message *\*WARNING\* Activities overlap in term, check to override*. Check the **Override** box and then save the record to continue to add data for the co-op. This data overlap checking will take place whenever a new activity is added or when the start or end dates are changed.

The **Evaluation Prepared** and **Evaluation Received** date fields on SGACOOOP are optional fields which may be used to track when a student's evaluation was prepared and sent to the co-op provider and then received from and recorded by the co-op provider.

The **Employer Code** field on SGACOOOP is optional, so you are not required to enter employer or provider information for a co-op, if the co-op is being used to designate a vacation or other activity not associated with an employer.

Use the Cooperative Education Activities option in the Navigation Frame on SGACOOOP to access the Cooperative Education Activities for Term window. This window is used to display the co-ops available for the student for the effective term and to see what conflicts exist or have been previously overridden. Use the **Return** button to return to the main window.

### Using SFAREGQ for Co-ops

Use the **Co-op Education** button on the Registration Query Form (SFAREGQ) to navigate to SGACOOOP when the cursor is on a CRN which allows co-op assignment (the schedule type for the section is flagged on STVSCHD to allow co-op). Button activation is determined by the CRN your cursor is on.

The button has three modes:

- *Data* - A valid co-op is assigned for that student, term, and CRN. The button is enabled, and the message bubble says Data.
- *No Data* - A valid co-op record exists for the CRN. The button is enabled, and the message bubble says No Data.
- *Disabled* - There is no co-op record attached to the CRN. The button is not enabled.

## Using SHATCKN for Co-ops

Use the **Co-op Education** button on the Course Maintenance Form (SHATCKN) to access SGACoop and view the co-op associated with the CRN in academic history for the student. Button activation is determined by the CRN your cursor is on.

## Using the Grade Roll Process for Co-ops

When information is rolled to academic history either online using the Class Roster Form (SFASLST) or the Class Attendance Roster Form (SFAALST) or in batch using the Grade Roll to Academic History (SHRROLL), the section start and end dates are rolled. If the schedule type of the section permits assignment of a CRN to a co-op activity, and the CRN is assigned to a co-op for the term, the start and end dates for the co-op are rolled. If no co-op exists or the section's type does not permit the assignment of a CRN to a co-op activity, then the section dates are rolled.

The shared package SHKROLS is used to perform all grade roll functionality. It works in conjunction with the Grade Roll to Academic History (SHRROLL) batch program and the online roll process performed on the Class Roster Form (SFASLST) and the Class Attendance Roster Form (SFAALST).

## Automatic PIN Creation

PINS can be added to Banner manually for an individual, by batch process using a population selection, or automatically by database trigger.

You have the option to automatically create PINs when a general student record or faculty record is inserted. Triggers on the SGBSTDN and SIBINST tables will create PINs when a student or faculty record is inserted into either table, if the triggers are set up to do so. This automatic creation allows the PIN to be available for use as soon as the person becomes eligible to access the self-service processing. The triggers will fire when the record is inserted, based upon the institution's PIN preferences and table selections on the PIN Preference Form (GUAPPRF).

Please note that performance issues may arise when the PIN triggers are used. You may need to turn this functionality off if batch processing is involved. Student and faculty records are generally processed individually and should not be affected. However, if you assign decisions which create student records using the Admit Decision Calc Report (SARBDSN), you may want to disable automatic PIN creation during batch decision runs.

Please refer to the *Banner General User Guide* for more information on PIN functionality and the PIN Preference Form (GUAPPRF).

## Purge Processes

The following purge processes are part of the General Student module.

### sgpstdn.pc - General Student Purge

This process purges the general student information for a student who never registered based on the user-specified effective term and activity date. You can choose to leave the High School, Prior College, Guardian, Test Score, and Hold information on the database also by parameter selection. General Student information will not be purged if:

1. The student has any active holds.
2. The student has academic history information, i.e., a term course maintenance record exists in the SHRTRM table.

However, if the general student record is purged, the associated communication plan record, along with the person's contacts and outside interests will also be purged.

### sgpcoop.pc - Cooperative Education Purge

This process will purge all the cooperative education information based on the user specified parameters of term and activity date.

### sgphold.pc - Hold Purge

This process purges all expired holds based on the user specified parameters of expiration date, activity date, and hold type. You can choose one of two options:

- Option 1: Hold expiration date (date must exist to be purged)
- Option 2: Hold activity date

## General Student Reports

---

This section contains a sample of each report in the General Student module. Parameter listings are also provided for your convenience.

The following reports are run through the General Student module:

Student Report	(SGRSTDN)
Veteran Report	(SGRVETN)
Hold Purge	(SGPHOLD)
General Student Purge	(SGPSTDN)



Cooperative Education Purge	(SGPCOOP)
Student Block Load Process	(SGPBLCK)
Cohort Load Process	(SGRCHRT)
Student Right to Know Report	(SGRKNOW)

## Creating a Population Selection

To perform population selection, the application you will be working with must first be defined on the Application Definition Rules Form (GLRAPPL).

The second step is to enter the Population Selection Definition Rules Form (GLRSLCT), enter the **Application (Code)**, and create a **Selection ID (Identifier)** with a description.

In the Selection Definition section, define the **Select** and **From** portions of the SQL statement that the selection represents.

### *Example:*

```
Select:      SARADAP_PIDM
From:        SARADAP
```

Next, enter the Selection Rules for the population of records you would like to see.

### *Example:*

```
SARADAP_TERM_CODE_ENTRY    =    '200010'        AND
SARADAP_LEVL_CODE          =    'UG'
```

Save your data and exit. Your population selection rules will be compiled. If any errors are issued during the compilation process, resolve the errors before continuing. If you do not resolve all errors given during the compile process, you will not be able to use the population selection rules to extract a population.

You are now ready to extract the population of people. The Population Selection Extract (GLBDATA) is run from the Process Submission Control Form (GJAPCTL). At minimum, you will need to supply the parameters for Selection Identifier 1, Application, and Creator ID, which are the values that were in the Key Information of the Population Selection Definition Rules Form (GLRSLCT).

After extracting the population, you can use the Population Selection Extract Data Form (GLAEXTR) to view and/or modify the people in the population. You can add or delete people from the population using this form. The keys to the form are **Application**, **Selection ID**, and **Creator ID**. (**User ID** is also displayed in the Key Information.) You will be able to add or delete people only from populations that you selected.

After extracting the population, and modifying the people in it if necessary, you can use the population for a variety of purposes. Letters can be produced using Letter Generation, based upon a population, and many Banner reports and processes also can accept a population for processing.

For additional details on population selection, refer to the *Banner General User Guide*.

## Student Report (SGRSTDN)

**Description** This report is used to list student information by term in name or ID order for a selected population.

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	Term - Optional	No	Enter the term code representing the term for which you wish to list the student information.	Term Code Validation Form (STVTERM)
	Report Sequence (N=Name, I=ID)	No	Enter <i>I</i> to print in ID number order; enter <i>N</i> to print in name order.	I ID number order N Name order
	Selection Identifier	No	Enter the code that identifies the population with which you wish to work. The selection identifier must be defined on the Population Selection Definition Rules Form (GLRSLCT). All or none of the population selection parameters must be entered.	Population Selection Inquiry Form (GLISLCT)
	Application Code	No	Enter the code that identifies the general area for which the selection identifier was defined. All or none of the population selection parameters must be entered.  The Population Selection Extract Inquiry Form (GLIEXTR) may be used to review the people who will be processed in the load from the selection identifier and application code entered.	Application Inquiry Form (GLIAPPL)
	Creator ID	No	Enter the user ID of the person who created the population rules. All or none of the population selection parameters must be entered.	

## Report Sample—Student Report (SGRSTDN)

SEQUENCE BY N  
12-MAY-2006 13:26:11  
200443

BANNER University  
Student Report

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SGRSTDN

Student List by Name, Term

Id	Name	Term	Title	Code	Description	
300444162	Aarons Marcy	200443	Student:	Residence	R	In state Resident
				Session	F/P	Fulltime
				Status	AS	Active
				Block		
			Priority	1		
			Stu Type	N		New First Time
			Admit Term	200443		
			Matric	200443		
			Level	UG		Undergraduate (UG)
			Degree	BA		Bachelor of Arts
			Program	BA-HISTORY		Bach of History
			College	AS		College of Arts & Sciences
			Campus	M		Main
			Major	HIST		History
			Dept	HIST		History
			Priority	2		
			Stu Type	N		New First Time
			Admit Term	200443		
			Matric	200443		
			Level	CE		Continuing Education
			Degree	CERT		Certificate Program
			Program	CE-ART		CE in Art and Mixed Medium
			College	CE		Continuing Education
			Campus			
			Major	ARTS		Fine Art
			Dept	ART		Art
300444072	Acton Dan	200443	Student:	Residence	M	Military Out of State
				Session	F/P	Fulltime
				Status	AS	Active
				Block		
			Priority	1		
			Stu Type	N		New First Time
			Admit Term	200443		
			Matric	200443		
			Level	UG		Undergraduate (UG)
			Degree	BA		Bachelor of Arts
			Program	BA-ENGLISH		BA in English
			College	AS		College of Arts & Sciences

Student List by Name, Term

Id (Continued)	Name	Term	Title	Code	Description
300444072	Acton Dan	200443	Campus Major Dept Minor	ENGL ENGL CHEM	English English Chemistry
A00013224	Anglomany Leo H	200443	Student: Residence Session F/P Status Block	M  F AS	Military Out of State  Fulltime Active
			Priority Stu Type Admit Term Matric GradYr Grad Date	1 N 200443 200443 2002 01-JUN-2004	New First Time
			Level Degree Program College Campus Major Dept	UG BA BA-FILM AS AS ARTS ART	Undergraduate (UG) Bachelor of Arts BA in Arts with Film College of Arts & Sciences  Fine Art Art
			Priority Stu Type Admit Term Matric GradYr Grad Date	2 N 200220 200220 2002 01-JUN-2004	New First Time
			Level Degree Program College Campus Major	UG BA BA-FILM AS AS ANTH	Undergraduate (UG) Bachelor of Arts BA in Arts with Film College of Arts & Sciences  Anthropology
		Comments: Term			Comment
			200220	Nominated for scholarship by Prof Anderson	

Student List by Name, Term

Id	Name	Term	Activity: Term	Code	Activity	Veteran: Term	Code	Description	Hours	Date
(Continued) A00013224	Anglomany Leo H	200443								
			200220	050	Memorial Scholarship Committee					
			200220	4	Chapter 34 Regular Veteran				3.000	01-FEB-2004
300444062	Atwhorp Ben	200443	Student:	Residence	R			In state Resident		
				Session						
				F/P						
				Status	AS			Active		
				Block						
				Priority	1					
				Stu Type	N			New First Time		
				Admit Term	200443					
				Matric	200443					
				Level	UG			Undergraduate (UG)		
				Degree	BA			Bachelor of Arts		
				Program	BA-FILM			BA in Arts with Film		
				College	AS			College of Arts & Sciences		
				Campus	3			Japan Center		
				Major	ARTS			Fine Art		
				Major	FILM			Film Directing		
300444056	Zane Bill	200443	Student:	Residence	R			In state Resident		
				Session	X			Day		
				F/P	F			Fulltime		
				Status	AS			Active		
				Block	ELET21			ELET Year 2, Semester 1		
				Priority	1					
				Stu Type	R			Returning		
				Admit Term	200443					
				Matric	200443					
				Grad Date	01-JAN-2006					
				Level	UG			Undergraduate (UG)		
				Degree	BA			Bachelor of Arts		
				Program	BA-HISTORY			Bach of History		
				College	AS			College of Arts & Sciences		
				Campus	M			Main		
				Major	HIST			History		
				Dept	HIST			History		

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Student Report

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SGRSTDN

Student List by Name, Term

Id  
(Continued)  
300444056 Zane Bill

Name

Term

200443

Comments: Term

Comment

200443

Assigned to Prof Williams for advising.

Activity: Term

Code

Activity

200443

070

Friends of the Museum

200443

090

Board of Visitors

Veteran: Term

Code

Description

Hours

Date

200444

2

Chapter 32 Post Vietnam Vet

3.000

01-JAN-2005

200443

1

Chapter 31 Rehabilitation

4.000

01-JAN-2005

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200443

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Student Report

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SGRSTDN

\* \* \* REPORT CONTROL INFORMATION - SGRSTDN - Release 7.3 \* \* \*

RPTNAME: SGRSTDN  
SELECTION IDENTIFIER:  
APPLICATION CODE:  
CREATOR ID:  
TERM: 200443  
REPORT SEQUENCE: N

RECORD COUNT: 5

## Veteran Report (SGRVETN)

**Description** This report is used to list students with veteran information by term. It includes not only the student's veteran type and number, but also the certification hours and current schedule of classes. Schedule and veteran number data are required.

In order to produce this report, three components must exist in Banner.

- Information must be entered in the Veteran Information window of SGASTDN for the **Veteran Type**, **Term**, **Certification Credit Hours**, and **Certification Date** fields. Valid values for the veteran type code come from STVVETC. The term code is the term of veteran certification. The veteran certification credit hours for the term are entered in format 99.99. The veteran certification date is entered in format MON-DD-YYYY.
- The veteran file number must exist on the General Person Form (SPAPERS) in the **Veteran File Number** field.
- The student must be registered for courses on the Student Course Registration Form (SFAREGS).

The term code entered in the Veteran Information window of SGASTDN and on SFAREGS must match the term code entered in the Term parameter for the report.

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	Term	Yes	Enter the term code representing the term for which you wish to list the students' veteran information.	Term Code Validation Form (STVTERM)



## Report Sample— Veteran Report (SGRVETN)

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13:44:43  
200443

BANNER University  
Veteran Report  
Fall 2004 Second Part (200443)

PAGE 1  
SGRVETN

<u>NAME</u>	<u>ID</u>							
Doreen Hamilton	A00027262							
FULL/PART: STATUS:	AS	Active						
PRIORITY: STUDENT TYPE:	1 N	New First Time						
ADMIT TERM: MATRIC:	200443 200443							
LEVEL: DEGREE:	UG BA	Undergraduate (UG) Bachelor of Arts						
PROGRAM: COLLEGE:	BA-HISTORY AS	Bachelor of History College of Arts & Sciences						
CAMPUS: MAJOR:	M HIST	Main History						
VETERAN NUMBER: VETERAN TYPE:	5	Chapter 35 Widow Child						
CERT TERM: CERT CREDIT HOURS: CERT DATE:	200443 33.000 01-JUN-2004							
ENROLL STATUS: ENROLL STATUS DATE:	EL 18-NOV-2004	Eligible to Register						
<u>CRN</u>	<u>SUBJ</u>	<u>CRSE</u>	<u>SECT</u>	<u>TITLE</u>	<u>CREDS</u>	<u>ST_DATE</u>	<u>STATUS</u>	
10003	BIOL	1011	002	Biological Principles Lab	1.000	18-NOV-2004	RE	**Registered**
TOTAL					1.000			

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200443

BANNER University  
Veteran Report  
Fall 2004 Second Part (200443)

PAGE 1  
SGRVETN

<u>NAME</u>		<u>ID</u>
Allan Curry		300444166
FULL/PART:	F	Full Time
STATUS:	AS	Active Student
PRIORITY:	1	
STUDENT TYPE:	N	New First Time
ADMIT TERM:	200443	
MATRIC:		
LEVEL:	UG	Undergraduate (UG)
DEGREE:	BA	Bachelor of Arts
PROGRAM:	BA-HISTORY	Bach of History
COLLEGE:	AS	College of Arts & Sciences
CAMPUS:	M	Main
MAJOR:	HIST	History
MAJ/CONCENTRATION:	EAM	Early American History
MAJOR:	ECON	Economics
MAJ/CONCENTRATION:	MICR	Micro Economic Theory
MINOR:	SPAN	Spanish
MINOR:	FREN	French
CONCENTRATION:	COMP	Computer Science
CONCENTRATION:	DRAW	Drawing
PRIORITY:	2	
STUDENT TYPE:	N	New First Time
ADMIT TERM:	200443	
MATRIC:	200443	
GRAD YEAR:	2007	
GRAD TERM:	200720	Spring 2006-2007
GRAD DATE:	01-JUN-2007	
LEVEL:	GR	Graduate
DEGREE:	MA	Master of Arts
PROGRAM:	MA_COMM	Communication Arts
COLLEGE:	AS	Arts and Science
CAMPUS:	M	Main
MAJOR:	COMM	Communications
MAJ/CONCENTRATION:	INTP	Interpersonal Communications
MAJOR:	MSCO	Mass Communications
MINOR:	RDTV	Radio and Television
MINOR:	EDIT	Film Editing
CONCENTRATION:	PBSP	Public Speaking
CONCENTRATION:	NEWS	Writing for Newspapers
VETERAN NUMBER:		
VETERAN TYPE:	8	Veteran Complete Withdrawal

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200443

BANNER University  
Veteran Report  
Spring 2005-2006

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SGRVETN

NAME

ID

Allan Curry

300444166

CERT TERM: 200443  
CERT CREDIT HOURS: 4.000  
CERT DATE: 13-FEB-2006

ENROLL STATUS: EL  
ENROLL STATUS DATE: 01-MAR-2006

Eligible to Register

<u>CRN</u>	<u>SUBJ</u>	<u>CRSE</u>	<u>SECT</u>	<u>TITLE</u>	<u>CREDS</u>	<u>ST_DATE</u>	<u>STATUS</u>	
10001	BIOL	1010	001	Biological Principles	3.000	01-MAR-2006	RE	**Registered**
10002	BIOL	1011	001	Biological Principles Lab	1.000	01-MAR-2006	RE	**Registered**

TOTAL 4.000

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200443

BANNER University  
Veteran Report  
Spring 2005-2006

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SGRVETN

NAME

ID

Theresa Forsythe

300444080

FULL/PART:	F	Full Time
STATUS:	AS	Active
PRIORITY:	1	
STUDENT TYPE:	S	Special
ADMIT TERM:	200440	
MATRIC:	200440	
GRAD YEAR:	2006	
GRAD TERM:	200620	Spring 2005-2006
GRAD DATE:	12-JUN-2006	
LEVEL:	UG	Undergraduate
DEGREE:	BA	Bachelor of Arts
PROGRAM:	BA-HISTORY	Bach of History
COLLEGE:	AS	College of Arts & Sciences
CAMPUS:	M	Main
MAJOR:	HIST	History
MAJ/CONCENTRATION:	MEDI	Medieval Times
MAJ/CONCENTRATION:	AGRC	Ancient Greece
MAJOR:	ECON	Economics
MAJ/CONCENTRATION:	MACR	Macro Economic Theory
MINOR:	SPAN	Spanish
MINOR:	GREK	Greek
PRIORITY:	2	
STUDENT TYPE:	S	Special
ADMIT TERM:	200440	
MATRIC:	200440	
GRAD YEAR:	2006	
GRAD TERM:	200620	Spring 2005-2006
GRAD DATE:	12-JUN-2006	
LEVEL:	UG	Undergraduate
DEGREE:	BA	Bachelor of Arts
PROGRAM:	BA-ARTS	BA in Arts
COLLEGE:	AS	College of Arts & Sciences
CAMPUS:	MAL	Malvern
MAJOR:	ARTS	Fine Art
MAJ/CONCENTRATION:	DRAW	Drawing
VETERAN NUMBER:		
VETERAN TYPE:	7	Other Veteran
CERT TERM:	200443	
CERT CREDIT HOURS:	50.000	

12-MAY-2006  
13:44:43  
200443

BANNER University  
Veteran Report  
Spring 2005-2006

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SGRVETN

NAME

ID

Theresa Forsythe  
CERT DATE:

14-JAN-2006

300444080

ENROLL STATUS: EL  
ENROLL STATUS DATE: 04-AUG-2005

Eligible to Register

<u>CRN</u>	<u>SUBJ</u>	<u>CRSE</u>	<u>SECT</u>	<u>TITLE</u>	<u>CREDS</u>	<u>ST_DATE</u>	<u>STATUS</u>	
10005	BIOL	1401	001	Microbiology	3.000	04-AUG-2005	RE	**Registered**
10007	ACCT	2340	001	Accounting for Info. Systems	3.000	04-AUG-2005	RE	**Registered**
10111	ART	1021	10	Art for CE	3.000	20-SEP-2005	RE	**Registered**
10112	ART	311	10	Art all at once	400.000	28-OCT-2005	RE	**Registered**

TOTAL 409.000

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13:44:43  
200443

BANNER University  
Veteran Report

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SGRVETN

\* \* \* REPORT CONTROL INFORMATION - SGRVETN - Release 7.3 \* \* \*

RPTNAME: SGRVETN  
TERM: 200443

RECORD COUNT: 3

## Hold Purge (SGPHOLD)

**Description** This process will purge all expired holds based on the user-specified parameters of expiration date, activity date, and hold type. You can purge holds by expiration date (date must exist to be purged) or by hold activity date.

Parameters	Name	Required?	Description	Values
	Process Term	Yes	Enter the term code associated with the process.	Term Code Validation Form (STVTERM)
	Purge Option	Yes	Choose a purge option. Enter <i>1</i> to purge holds by expiration date, or enter <i>2</i> to purge holds by hold activity date.	1 Purge records by expiration date 2 Purge records by activity date
	Hold Expiration Date	Yes	Holds with end date less than or equal to the date entered will be purged. Enter in date format DD-MON-YYYY.  This parameter is required if purge option 1, hold expiration date, is chosen.	
	Hold Activity Date	No	Holds with activity dates that match the date entered will be purged. Enter in date format DD-MON-YYYY.	
	Exclude Hold Type	No	Hold types specified will be excluded from the purge process. Multiple requests are permitted.	Hold Type Code Validation Form (STVHLDD)
	Run Mode	Yes	Enter <i>A</i> to produce a listing of all selected purge data without affecting the database. Enter <i>U</i> to update the database after purging the selected data.	A Audit U Update

## Report Sample—Hold Purge (SGPHOLD)

01/24/1994 13:55:36  
199301

Banner University  
Hold Purge  
(AUDIT)

PAGE 1  
SGPHOLD

Name : Allison, Joan Id: 332341811

HOLD TYPE	EXPIRATION DATE	REL IND	USER	FROM DATE	REASON	AMOUNT OWED	ORIG CODE	ACTIVITY DATE
LF	31-DEC-1993	N	SAISPRD	24-JAN-1993		\$ .00		24-JAN-1994

Name : Anderson, Abigail Alicia Id: 123

HOLD TYPE	EXPIRATION DATE	REL IND	USER	FROM DATE	REASON	AMOUNT OWED	ORIG CODE	ACTIVITY DATE
PF	31-DEC-1991	N	SAISPRD	05-JUL-1991	Unpaid tickets	\$10.00		08-JUL-1993

Name : Carretta, Joseph Anthony Id: 234

HOLD TYPE	EXPIRATION DATE	REL IND	USER	FROM DATE	REASON	AMOUNT OWED	ORIG CODE	ACTIVITY DATE
DH	10-MAY-1993	N	SAISPRD	10-JAN-1993	Outstanding paperwork	\$ .00		24-JAN-1994

Name : Jones, Thomas Lowell Id: 202000002

HOLD TYPE	EXPIRATION DATE	REL IND	USER	FROM DATE	REASON	AMOUNT OWED	ORIG CODE	ACTIVITY DATE
PF	10-SEP-1993	N	SAISPRD	10-APR-1993		\$150.00		24-JAN-1994

01/24/1994 13:55:36  
199301

Banner University  
Hold Purge  
(AUDIT)

PAGE 2  
SGPHOLD

Name : McDonald, DA1 Id: 210000000

HOLD TYPE	EXPIRATION DATE	REL IND	USER	FROM DATE	REASON	AMOUNT OWED	ORIG CODE	ACTIVITY DATE
DH	31-DEC-1993	Y	SAISUSR	01-DEC-1993		\$ .00		06-JAN-1994

Name : Vlaskie, Herbert Carl Id: 204000012

HOLD TYPE	EXPIRATION DATE	REL IND	USER	FROM DATE	REASON	AMOUNT OWED	ORIG CODE	ACTIVITY DATE
LF	31-DEC-1989	N	SAISUSR	24-JUN-1989		\$20.00	LIBR	24-JUN-1991

01/24/1994 13:55:36  
199301

Banner University  
Hold Purge  
(AUDIT)

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SGPHOLD

\* \* \* REPORT CONTROL INFORMATION - SGPHOLD - Release 2.1.5 \* \* \*

RPTNAME: SGPHOLD  
PROCESS TERM: 199301  
PURGE OPTION: 1  
RUN MODE: A  
HOLD EXPIRATION DATE: 01-JAN-1994  
HOLD ACTIVITY DATE:  
EXCLUDED HOLD TYPE(S):  
AR

STUDENTS SELECTED: 6  
NUMBER OF POTENTIAL HOLD DELETES: 6



## General Student Purge (SGPSTDN)

This process purges general student records for students who have never registered for courses based on the user-specified parameters listed below. You can purge general student records by term for those students who are not registered, or you can purge records by term and date. You can retain high school, prior college, guardian, test score, and hold information in the database if you choose.

General student information will not be purged when the following conditions exist.

- The student has active holds.
- The student has academic history information, such as the existence of a term course maintenance record in the SHRTTRM table.

However, when the general student record is purged, the associated communication plan record, along with the person's contacts and outside interests, will also be purged.

The process checks if the SGBSTDN record is the last record for the PIDM and has a curriculum record with an associated graduation application that has not been rolled. In this case, the record will not be deleted. If the SGBSTDN record is not the last record for the PIDM, it still cannot be deleted if it has a current curriculum record with a graduation application that has not been rolled.



### Note

Child records of general student records are deleted when the purge is run. Sport information is *not* a child record of the general student record. Therefore, sport records are not deleted when general student records are deleted. Sport records can only be deleted from SGASPRT. ■

Parameters	Name	Required?	Description	Values
	Process Term	Yes	Enter the term code for which records are to be purged.	Term Code Validation Form (STVTERM)
	Purge Option	Yes	Choose a purge option. Enter 1 to purge general student records for those students who are not registered by term, or enter 2 to purge general student records by term and date.	1 Purge records without term registration 2 Purge records by term and date

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	Effective Term	No	General student records without registration whose effective terms are less than or equal to the effective term entered will be purged.	Term Code Validation Form (STVTERM)
	Activity Date	No	General student records with activity dates that match the date entered will be purged. Enter in date format DD-MON-YYYY.	
	Purge High School Information	No	Enter <i>Y</i> to purge the general student record but retain the high school information for a student or <i>N</i> to avoid purging the general student record.	Y Purge but retain high school N Do not purge
	Purge Prior College Information	No	Enter <i>Y</i> to purge the general student record but retain the prior college information for a student or <i>N</i> to avoid purging the general student record.	Y Purge but retain prior college N Do not purge
	Purge Guardian Information	No	Enter <i>Y</i> to purge the general student record but retain the guardian information for a student or <i>N</i> to avoid purging the general student record.	Y Purge but retain guardian information N Do not purge
	Purge Test Score Information	No	Enter <i>Y</i> to purge the general student record but retain the test score information for a student or <i>N</i> to avoid purging the general student record.	Y Purge but retain test scores N Do not purge
	Purge Hold Information	No	Enter <i>Y</i> to purge the general student record but retain the hold information for a student or <i>N</i> to avoid purging the general student record.	Y Purge but retain holds N Do not purge
	Run Mode	Yes	Enter <i>A</i> to produce a listing of all selected purge data without affecting the database. Enter <i>U</i> to update the database after purging the selected data.	A Audit U Update

# Report Sample—General Student Purge (SGPSTDN)

04-AUG-2008 03:12:39 PM

BANNER System Test  
General Student Purge  
(AUDIT)

PAGE 1  
SGPSTDN

NAME	ID	TABLES PURGED
Appleton, Victoria	A00365326	Student Activity Student Comment Cooperative Education Student Advisors Person Related HS Subject Person Related High School Base Prior College Parent Information Student Test Scores Arndt, Victoria Student Base
Drummond, Harvey	JKP70555	Student Activity Student Comment Cooperative Education Student Attributes Student Cohorts Person Related High School Base Prior College Parent Information Student Test Scores Student Base

\* \* \* REPORT CONTROL INFORMATION - SGPSTDN - Release 8.1 \* \* \*

RPTNAME: SGPSTDN  
PROCESS TERM: 199510  
EFFECTIVE TERM: 199410  
ACTIVITY DATE:  
PURGE OPTION: 2  
RUN MODE: A  
HIGH SCHOOL PURGE: Y  
PRIOR COLLEGE PURGE: Y  
GUARDIAN PURGE: Y  
TEST SCORE PURGE: Y  
HOLD INFORMATION PURGE: Y

STUDENTS SELECTED: 2  
NUMBER OF POTENTIAL MAIL DELETES: 0  
NUMBER OF POTENTIAL COOPERATIVE EDUCATION DELETES: 2  
NUMBER OF POTENTIAL PARENTS DELETES: 2  
NUMBER OF POTENTIAL HOLD DELETES: 1  
NUMBER OF POTENTIAL HS SUBJECT DELETES: 1  
NUMBER OF POTENTIAL HIGH SCHOOL DELETES: 2  
NUMBER OF POTENTIAL PRIOR COLLEGE DELETES: 2  
NUMBER OF POTENTIAL STUDENT ACTIVITY DELETES: 2  
NUMBER OF POTENTIAL STUDENT COMMENT DELETES: 3  
NUMBER OF POTENTIAL GENERAL STUDENT DELETES: 2  
NUMBER OF POTENTIAL TEST DELETES: 2  
NUMBER OF POTENTIAL STUDENT ATTRIBUTE DELETES: 2  
NUMBER OF POTENTIAL STUDENT COHORT RECORD DELETES: 1  
NUMBER OF POTENTIAL STUDENT ADVISOR RECORD DELETES: 1

## Cooperative Education Purge (SGPCOOP)

**Description** This process is used to purge all the cooperative education data for all students.

Parameters	Name	Required?	Description	Values
	Process Term	Yes	Enter the term code representing the term for which you wish to delete all the cooperative education data.	Term Code Validation Form (STVTERM)
	Process Option	Yes	Enter <i>1</i> to purge all records with effective term less than or equal to the specified term; enter <i>2</i> to purge all records with an activity date less than or equal to the specified date.	1 Purge records with effective term less than or equal to specified term 2 Purge records with activity date less than or equal to specified date
	Effective Term	No	Enter the term code representing the term prior to which you wish to delete all the cooperative education data.	Term Code Validation Form (STVTERM)
	Activity Date	No	Enter the date prior to which you wish to purge all the information (use date format DD-MON-YYYY).	
	Run Mode	Yes	Enter <i>A</i> to run the report without updating the database (audit mode); enter <i>U</i> to update the database after running the purge process (update mode).	A Audit U Update

## Report Sample—Cooperative Education Purge (SGPCOOP)

01/03/1992 09:52:02  
199301

Banner University  
Cooperative Education Purge  
(AUDIT)

PAGE 1  
SGPCOOP

Name : Adams, Jack Id: 222000001

COPC CODE	TERM CODE	LEVL CODE	EMPL CODE	BEGIN DATE	END DATE	EMPL CONTACT NAME	EMPL CONTACT TITLE	ACTIVITY DATE
AM	199201	01	TCC	09-JAN-1992	10-MAY-1992			19-DEC-1991

Name : Foley, Janet Id: 208000020

COPC CODE	TERM CODE	LEVL CODE	EMPL CODE	BEGIN DATE	END DATE	EMPL CONTACT NAME	EMPL CONTACT TITLE	ACTIVITY DATE
CP	199301	01	0001					10-MAY-1991

Name : Jansen, Barbara Id: 207000001

COPC CODE	TERM CODE	LEVL CODE	EMPL CODE	BEGIN DATE	END DATE	EMPL CONTACT NAME	EMPL CONTACT TITLE	ACTIVITY DATE
CH	199001	01	0001	04-SEP-1990	28-DEC-1990	John Smith	manager	06-MAY-1991

Name : Jones, Bryan Jeffrey Id: 202508070

COPC CODE	TERM CODE	LEVL CODE	EMPL CODE	BEGIN DATE	END DATE	EMPL CONTACT NAME	EMPL CONTACT TITLE	ACTIVITY DATE
AM	199001	01	0001	01-MAR-1989	01-MAR-1990			02-JAN-1992

01/03/1992 09:52:02  
199301

Banner University  
Cooperative Education Purge  
(AUDIT)

PAGE 2  
SGPCOOP

\* \* \* REPORT CONTROL INFORMATION - SGPCOOP - Release 2.1.5 \* \* \*

RPTNAME: SGPCOOP  
PROCESS TERM: 199301  
PURGE OPTION: 1  
PURGE MODE: A  
EFFECTIVE TERM : 199301  
ACTIVITY DATE:

STUDENTS SELECTED: 6  
NUMBER OF POTENTIAL COOPERATIVE EDUCATION DELETED: 6

## Student Block Load Process (SGPBLCK)

**Description** This process associates a group of students defined through population selection to a block code for an effective term. The block code on the General Student Form (SGASTDN) is *not* updated when the process is run in update mode.

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	Selection Identifier	No	Enter the code that identifies the population with which you wish to work. The selection identifier must be defined on the Population Selection Definition Rules Form (GLRSLCT). All or none of the population selection parameters must be entered.	Population Selection Inquiry Form (GLISLCT)
	Application Code	No	Enter the code that identifies the general area for which the selection identifier was defined. All or none of the population selection parameters must be entered.  The Population Selection Extract Inquiry Form (GLIEXTR) may be used to review the people who will be processed in the load from the selection identifier and application code entered.	Application Inquiry Form (GLIAPPL)
	Creator ID	No	Enter the user ID of the person who created the population rules. All or none of the population selection parameters must be entered.	
	Report Term	Yes	Enter the code representing the term for which the report is to be run. This is the term that will be used in headers and student selection.	Term Code Validation Form (STVTERM)
	Effective Term	Yes	Enter the effective term of the general student record to be updated with a block code.	Term Code Validation Form (STVTERM)
	Block Schedule Code	Yes	Enter the block schedule code to be posted to the selected student records.	Block Code Validation Form (STVBLCK)



## Report Sample—Student Block Load Process (SGPBLCK)

27-OCT-1992 11:24:20

Banner University  
Student Block Load Process

PAGE 1  
SGPBLCK

ID	NAME	TERM
@00000909	Joe Houser	199401 94BUAD-2A
@00000910	Maruice Allen	199401 94BUAD-2A
@00000911	Brian Hardy	199401 94BUAD-2A
@00000912	Paul Johnson	199401 94BUAD-2A
@00000913	Susan Morris	199401 94BUAD-2A

27-OCT-1992 11:24:20

Banner University  
Student Block Load Process

PAGE 2  
SGPBLCK

\* \* \* REPORT CONTROL INFORMATION - SGPBLCK - Release 2.1.5 \* \* \*

RPTNAME: SGPBLCK  
SELECTION IDENTIFIER: SGPBLCK  
APPLICATION CODE: SGPBLCK  
CREATOR ID: SAISMNT  
REPORT TERM: 199401  
EFFECTIVE TERM: 199401  
BLOCK CODE: 94BUAD-2A

RECORD COUNT: 5  
NUMBER OF PERSONS SELECTED FOR PROCESSING: 5

## Cohort Load Process (SGRCHRT)

**Description** This process is used to assign cohort codes to a group of persons selected via population selection and permits you to assign the population cohort codes in the person's recruiting, admissions, general student, and academic history records for an effective term. Please note that these records must exist in order to have cohort codes added; the process will not create records if one does not exist. This process accepts an input file from the population selection process to create cohort information. Please refer to the *Banner General User Guide* to review the method used to create a population selection.

Parameters	Name	Required?	Description	Values
	Selection Identifier	No	Enter the code that identifies the population with which you wish to work. The selection identifier must be defined on the Population Selection Definition Rules Form (GLRSLCT). All or none of the population selection parameters must be entered.	Population Selection Inquiry Form (GLISLCT)
	Application Code	No	Enter the code that identifies the general area for which the selection identifier was defined. All or none of the population selection parameters must be entered.  The Population Selection Extract Inquiry Form (GLIEXTR) may be used to review the people who will be processed in the load from the selection identifier and application code entered.	Application Inquiry Form (GLIAPPL)
	Creator ID	No	Enter the user ID of the person who created the population rules. All or none of the population selection parameters must be entered.	
	Report Term	Yes	Enter the code representing the term for which the report is to be run.	Term Code Validation Form (STVTERM)
	Effective Term	Yes	Enter the term code representing the effective term for which the cohort code is to be loaded.	Term Code Validation Form (STVTERM)

Parameters	Name	Required?	Description	Values
	Cohort Code	Yes	Enter the cohort code for which the population is being loaded. All persons in the file will be loaded with this cohort code, if one exists. Multiple cohort codes may be entered.	Cohort Code Validation Form (STVCHRT)
	Module	Yes	Enter the module information to which the cohort codes are to be loaded. Valid values are <i>R</i> - Recruiting, <i>A</i> - Admissions, <i>G</i> - General Student, and <i>H</i> - Academic History.  Please note that the persons selected via population selection must have an existing record in the module selected in order to be loaded. The process will not create a record for a person if one does not already exist.	R Recruiting A Admissions G General Student H Academic History

### Report Sample—Cohort Load Process (SGRCHRT)

01-JUN-1993 16:39:04 199301		Banner University Cohort Load Process	PAGE 1 SGRCHRT
<u>ID</u>	<u>PERSON NAME</u>	<u>COHORTS ADDED</u>	<u>ERROR MESSAGE</u>
@00001319	Williams, Denise	2	
@00001320	Held, Brian	2	
@00001321	Buscavage, Chuck	2	
@00001322	Reiger, Eileen	2	
@00001323	Gonzales, Edwin	2	
@00001324	McGurrin, James	2	
@00001325	Galen, Wendy	2	
@00001326	Legget, Dave	2	
@00001327	Donovan, Michael	2	
208000001	Scott, Walter -	2	
208000002	Morgan, Denise A	2	
208000003	Sanchez, Ronald	2	
208000004	Montgomery, Mary	2	
208000005	Hogan, Jonathon	2	
208000006	White, Jeanne	2	
208000007	Phillips, Jerry	2	
208000009	Patterson, Dawn	2	
208000012	Jones, James J	2	
@00001328	Robinson, Bob		No general student record for 199301
207000001	Jansen, Barbara	2	
208000011	Mead, Elizabeth	2	

01-JUN-1993 16:39:04  
199301

Banner University  
Cohort Load Process

PAGE 2  
SGRCHRT

\* \* \* REPORT CONTROL INFORMATION - SGRCHRT - Release 2.1.5 \* \* \*

RPTNAME: SGRCHRT  
SELECTION IDENTIFIER: 199101GSCOHORTLOAD  
APPLICATION CODE.....: SGRCHRT  
CREATOR ID.....: SAISMNT  
  
REPORT TERM...: 199301  
EFFECTIVE TERM: 199301  
COHORT CODE(S) SELECTED: 199301BCHL 199301PRES  
MODULE UPDATED: General Student  
NUMBER OF PERSONS SELECTED FOR PROCESSING: 21  
NUMBER OF COHORT CODES ADDED: 40

## Student Right to Know Report (SGRKNOW)

**Description** This process is used to produce data that will assist your institution in calculating graduation and completion rates by cohort and optionally by sport codes. If sport reporting is utilized, those students who receive athletically based financial aid may be specifically selected to be processed by sport. This report also processes information based on terms that are part of a student centric period.

This report will print a summary page for each cohort processed, and if sport reporting is utilized, the report will produce a summary page per cohort, as well as a summary page for each cohort and sport combination specified via parameter selection.

If the Print Detail Report Indicator parameter is set to *Y*, in addition to each summary page, a detailed list of those students in each category will also be produced.

The print order of the report output is as follows: summary of cohort, detail breakdown of the cohort, summary of cohort/sport combination, detail of cohort/sport combination, and so on until all combinations of cohort and sport are selected, summarized, and detailed.

If no students fall into a category on the summary page (the category has all zeros on the summary page), this category will not print on the detail page. All categories print on the summary page.

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	Report Term	Yes	Enter the report term for heading of the report.	Term Code Validation Form (STVTERM)
	Cohort Start Term	Yes	Enter the start term for the cohorts to be processed. Only cohorts with this start term will be processed.	Term Code Validation Form (STVTERM)
	Enrollment Term	No	Enter the enrollment term if a persistence rate is to be calculated for the cohort. Students must be enrolled in the term to be counted as persisters. If no enrollment term is entered, no students will ever fall into the persisters category.	Term Code Validation Form (STVTERM)

Parameters	Name	Required?	Description	Values
	Cohort Code	Yes	<p>Enter the cohort code for the cohorts to be processed. Multiple values may be entered. Enter % to select all report inclusion cohort codes for processing.</p> <p><b>Note:</b> Only cohorts with start terms matching the Cohort Start Term parameter selection will be processed. If a wildcard (%) is entered, only those cohorts with start terms matching the Cohort Start Term parameter or having a <b>Print Indicator</b> that is checked (set to Y) on the Cohort Code Validation Form (STVCHRT) will be processed.</p>	Cohort Code Validation Form (STVCHRT)
	Sport Activity Code	No	Enter the sport activity code(s) to be processed for each cohort code. Enter % to select all possible sport activity codes for processing. Multiple values may be entered.	Banner Student Activity Code Validation Form (STVACTC)
	Degree Level	Yes	Enter the degree level code for the cohorts to be processed. Enter % to select all possible degree levels for processing. Multiple values may be entered. This parameter will allow the user to specify the cohorts to be processed by degree level.	Degree Level Code Validation Form (STVDLEV)
	Athletic Aid Indicator	No	<p>Enter Y to limit sport reporting to those athletes within the cohort and sport code who have received athletic aid.</p> <p>Enter N or leave blank if reporting all athletes. This indicator works in conjunction with the sport code and athletic aid indicator setting associated with the athlete.</p>	<p>Y Athletic Aid</p> <p>N All athletes (also NULL)</p>

Parameters	Name	Required?	Description	Values
	Print Detail Report Indicator	No	Enter <i>Y</i> to produce a detailed breakdown of student information in each category. Enter <i>N</i> or leave blank to suppress the detail pages. A summary page will always print for a cohort with students belonging to it.	Y Detailed student information by category N Suppress detail pages (also NULL)
	Process by Student Period	Yes	Enter <i>Y</i> to process a student centric period for right to know reporting or <i>N</i> to not process a student centric period. The default is <i>N</i> .	Y Process student centric period N Do not process student centric period

### Report Sample—Student Right to Know Report (SGRKNOW)

09-MAR-2010 05:00:07 PM			Ban Sys Tst												PAGE 1									
202010			Student Right To Know Report												SGRKNOW									
Cohort Code: SGRKNOW AS																								
Start Term: 202010																								
End Term: 202331																								
Enrollment Term: 202020																								
Degree Level: Associate																								
COHORT CATEGORIES	NON-RESIDENT ALIEN			BLACK NON-HISPANIC			AMERICAN INDIAN OR ALASKAN NATIVE			ASIAN OR PACIFIC ISLANDER			HISPANIC			WHITE NON-HISPANIC			RACE/ETHNICITY UNKNOWN			GRAND TOTAL ALL STUDENTS		
	M	F	U	M	F	U	M	F	U	M	F	U	M	F	U	M	F	U	M	F	U	M	F	U
INITIAL COHORT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3	0	0	3	0
ADJUSTMENT TO COHORT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ADJUSTED COHORT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3	0	0	3	0
TOTAL GRADUATES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PERSISTERS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1	0
TOTAL TRANSFERS UP	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0	0	2	0
ATTRITION-UNKNOWN	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

09-MAR-2010 05:00:07 PM  
202010

Ban Sys Tst  
Student Right To Know Report

PAGE 2  
SGRKNOW

Cohort Code: SGRKNOW AS  
Start Term: 202010  
End Term: 202331  
Enrollment Term: 202020  
Degree Level: Associate

INITIAL COHORT OF STUDENTS

ID#	NAME	SEX	ETHN
SGRKNOW01	Jones, Kate	F	6
SGRKNOW03	Berry, Foxy	F	6
SGRKNOW09	Johnson, Davide H	F	6
TOTALS: 3			

ADJUSTED COHORT

ID#	NAME	SEX	ETHN
SGRKNOW01	Jones, Kate	F	6
SGRKNOW03	Berry, Foxy	F	6
SGRKNOW09	Johnson, Davide H	F	6
TOTALS: 3			

PERSISTERS

ID#	NAME	SEX	ETHN	CRHRS	CEU
SGRKNOW03	Berry, Foxy	F	6	3.000	0.000
TOTALS: 1					

TOTAL TRANSFER UP

ID#	NAME	SEX	ETHN
SGRKNOW01	Jones, Kate	F	6
SGRKNOW09	Johnson, Davide H	F	6
TOTALS: 2			



Cohort Code: SGRKNOW AS  
Start Term: 202010  
End Term: 202331  
Enrollment Term: 202020  
Degree Level: Associate  
Sport Code: Football Team

COHORT CATEGORIES	NON-RESIDENT ALIEN			BLACK NON-HISPANIC			AMERICAN INDIAN OR ALASKAN NATIVE			ASIAN OR PACIFIC ISLANDER			HISPANIC			WHITE NON-HISPANIC			RACE/ETHNICITY UNKNOWN			GRAND TOTAL ALL STUDENTS		
	M	F	U	M	F	U	M	F	U	M	F	U	M	F	U	M	F	U	M	F	U	M	F	U
	INITIAL COHORT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0	0	2
ADJUSTMENT TO COHORT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ADJUSTED COHORT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0	0	2	0
TOTAL GRADUATES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PERSISTERS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1	0
TOTAL TRANSFERS UP	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1	0
ATTRITION-UNKNOWN	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

09-MAR-2010 05:00:07 PM  
202010

Ban Sys Tst  
Student Right To Know Report

PAGE 4  
SGRKNOW

Cohort Code: SGRKNOW AS  
Start Term: 202010  
End Term: 202331  
Enrollment Term: 202020  
Degree Level: Associate  
Sport Code: Football Team

INITIAL COHORT OF STUDENTS

ID#	NAME	SEX	ETHN
SGRKNOW03	Berry, Foxy	F	6
SGRKNOW09	Johnson, Davide H	F	6
TOTALS: 2			

ADJUSTED COHORT

ID#	NAME	SEX	ETHN
SGRKNOW03	Berry, Foxy	F	6
SGRKNOW09	Johnson, Davide H	F	6
TOTALS: 2			

PERSISTERS

ID#	NAME	SEX	ETHN	CRHRS	CEU
SGRKNOW03	Berry, Foxy	F	6	3.000	0.000
TOTALS: 1					

TOTAL TRANSFER UP

ID#	NAME	SEX	ETHN
SGRKNOW09	Johnson, Davide H	F	6
TOTALS: 1			

Cohort Code: SGRKNOW AS  
Start Term: 202010  
End Term: 202331  
Enrollment Term: 202020  
Degree Level: Associate  
Sport Code: Baseball Team

COHORT CATEGORIES	NON-RESIDENT ALIEN			BLACK NON-HISPANIC			AMERICAN INDIAN OR ALASKAN NATIVE			ASIAN OR PACIFIC ISLANDER			HISPANIC			WHITE NON-HISPANIC			RACE/ETHNICITY UNKNOWN			GRAND TOTAL ALL STUDENTS		
	M	F	U	M	F	U	M	F	U	M	F	U	M	F	U	M	F	U	M	F	U	M	F	U
INITIAL COHORT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0	0	2	0
ADJUSTMENT TO COHORT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ADJUSTED COHORT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0	0	2	0
TOTAL GRADUATES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PERSISTERS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1	0
TOTAL TRANSFERS UP	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1	0
ATTRITION-UNKNOWN	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

09-MAR-2010 05:00:07 PM  
202010

Ban Sys Tst  
Student Right To Know Report

PAGE 6  
SGRKNOW

Cohort Code: SGRKNOW AS  
Start Term: 202010  
End Term: 202331  
Enrollment Term: 202020  
Degree Level: Associate  
Sport Code: Baseball Team

INITIAL COHORT OF STUDENTS

ID#	NAME	SEX	ETHN
SGRKNOW01	Jones, Kate	F	6
SGRKNOW03	Berry, Foxy	F	6
TOTALS: 2			

ADJUSTED COHORT

ID#	NAME	SEX	ETHN
SGRKNOW01	Jones, Kate	F	6
SGRKNOW03	Berry, Foxy	F	6
TOTALS: 2			

PERSISTERS

ID#	NAME	SEX	ETHN	CRHRS	CEU
SGRKNOW03	Berry, Foxy	F	6	3.000	0.000
TOTALS: 1					

TOTAL TRANSFER UP

ID#	NAME	SEX	ETHN
SGRKNOW01	Jones, Kate	F	6
TOTALS: 1			

Cohort Code: SGRKNOW BA  
Start Term: 202010  
End Term: 202331  
Enrollment Term: 202020  
Degree Level: Bachelor

COHORT CATEGORIES	NON-RESIDENT ALIEN			BLACK NON-HISPANIC			AMERICAN INDIAN OR ALASKAN NATIVE			ASIAN OR PACIFIC ISLANDER			HISPANIC			WHITE NON-HISPANIC			RACE/ETHNICITY UNKNOWN			GRAND TOTAL ALL STUDENTS		
	M	F	U	M	F	U	M	F	U	M	F	U	M	F	U	M	F	U	M	F	U	M	F	U
	INITIAL COHORT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3	5	1	3	5
ADJUSTMENT TO COHORT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ADJUSTED COHORT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3	5	1	3	5	1
TOTAL GRADUATES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PERSISTERS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1	1	1	1
TOTAL TRANSFERS UP	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ATTRITION-UNKNOWN	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	4	0	2	4	0

Cohort Code: SGRKNOW BA  
Start Term: 202010  
End Term: 202331  
Enrollment Term: 202020  
Degree Level: Bachelor

INITIAL COHORT OF STUDENTS

ID#	NAME	SEX	ETHN
SGRKNOW02	Adams, Jim	M	6
SGRKNOW03	Berry, Foxy	F	6
SGRKNOW04	Carter, Monte	M	6
SGRKNOW05	Kelly, Bev	F	6
SGRKNOW08	Jello, Ellen	F	6
SGRKNOW10	Kones, Zeta	F	6
SGRKNOW11	Larson, Zinda	M	6
SGRKNOW12	Nichols, Jerry		6
SGRKNOW14	Segway, Sammy	F	6

TOTALS: 9

ADJUSTED COHORT

ID#	NAME	SEX	ETHN
SGRKNOW02	Adams, Jim	M	6
SGRKNOW03	Berry, Foxy	F	6
SGRKNOW04	Carter, Monte	M	6
SGRKNOW05	Kelly, Bev	F	6
SGRKNOW08	Jello, Ellen	F	6
SGRKNOW10	Kones, Zeta	F	6
SGRKNOW11	Larson, Zinda	M	6
SGRKNOW12	Nichols, Jerry		6
SGRKNOW14	Segway, Sammy	F	6

TOTALS: 9

PERSISTERS

ID#	NAME	SEX	ETHN	CRHRS	CEU
SGRKNOW02	Adams, Jim	M	6	3.000	0.000
SGRKNOW03	Berry, Foxy	F	6	3.000	0.000
SGRKNOW12	Segway, Jerry		6	3.000	0.000

TOTALS: 3

ATTRITION-UNKNOWN

ID#	NAME	SEX	ETHN	STUDENT STATUS
SGRKNOW04	Carter, Monte	M	6	Active
SGRKNOW05	Kelly, Bev	F	6	Active
SGRKNOW08	Jello, Ellen	F	6	Active

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Cohort Code: SGRKNOW BA  
Start Term: 202010  
End Term: 202331  
Enrollment Term: 202020  
Degree Level: Bachelor

ATTRITION-UNKNOWN

ID#	NAME	SEX	ETHN	STUDENT STATUS
SGRKNOW10	Kones, Zeta	F	6	Active
SGRKNOW11	Larson, Zinda	M	6	Active
SGRKNOW14	Segway, Sammy	F	6	Active
TOTALS: 6				

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Cohort Code: SGRKNOW BA  
Start Term: 202010  
End Term: 202331  
Enrollment Term: 202020  
Degree Level: Bachelor  
Sport Code: Football Team

COHORT CATEGORIES	NON-RESIDENT ALIEN			BLACK NON-HISPANIC			AMERICAN INDIAN OR ALASKAN NATIVE			ASIAN OR PACIFIC ISLANDER			HISPANIC			WHITE NON-HISPANIC			RACE/ETHNICITY UNKNOWN			GRAND TOTAL ALL STUDENTS		
	M	F	U	M	F	U	M	F	U	M	F	U	M	F	U	M	F	U	M	F	U	M	F	U
	INITIAL COHORT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	2	0	2	2
ADJUSTMENT TO COHORT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ADJUSTED COHORT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	2	0	2	2	0
TOTAL GRADUATES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PERSISTERS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	0	1	1	0
TOTAL TRANSFERS UP	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ATTRITION-UNKNOWN	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	0	1	1	0

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202010

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Cohort Code: SGRKNOW BA  
Start Term: 202010  
End Term: 202331  
Enrollment Term: 202020  
Degree Level: Bachelor  
Sport Code: Football Team

INITIAL COHORT OF STUDENTS

ID#	NAME	SEX	ETHN
SGRKNOW02	Adams, Jim	M	6
SGRKNOW03	Berry, Foxy	F	6
SGRKNOW04	Carter, Monte	M	6
SGRKNOW10	Kones, Zeta	F	6
TOTALS: 4			

ADJUSTED COHORT

ID#	NAME	SEX	ETHN
SGRKNOW02	Adams, Jim	M	6
SGRKNOW03	Berry, Foxy	F	6
SGRKNOW04	Carter, Monte	M	6
SGRKNOW10	Kones, Zeta	F	6
TOTALS: 4			

PERSISTERS

ID#	NAME	SEX	ETHN	CRHRS	CEU
SGRKNOW02	Adams, Jim	M	6	3.000	0.000
SGRKNOW03	Berry, Foxy	F	6	3.000	0.000
TOTALS: 2					

ATTRITION-UNKNOWN

ID#	NAME	SEX	ETHN	STUDENT STATUS
SGRKNOW04	Carter, Monte	M	6	Active
SGRKNOW10	Kones, Zeta	F	6	Active
TOTALS: 2				



Cohort Code: SGRKNOW BA  
Start Term: 202010  
End Term: 202331  
Enrollment Term: 202020  
Degree Level: Bachelor  
Sport Code: Baseball Team

COHORT CATEGORIES	NON-RESIDENT ALIEN			BLACK NON-HISPANIC			AMERICAN INDIAN OR ALASKAN NATIVE			ASIAN OR PACIFIC ISLANDER			HISPANIC			WHITE NON-HISPANIC			RACE/ETHNICITY UNKNOWN			GRAND TOTAL ALL STUDENTS		
	M	F	U	M	F	U	M	F	U	M	F	U	M	F	U	M	F	U	M	F	U	M	F	U
	INITIAL COHORT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	0	1	1
ADJUSTMENT TO COHORT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ADJUSTED COHORT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	0	1	1	0
TOTAL GRADUATES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PERSISTERS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1	0
TOTAL TRANSFERS UP	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ATTRITION-UNKNOWN	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1	0	0

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Cohort Code: SGRKNOW BA  
Start Term: 202010  
End Term: 202331  
Enrollment Term: 202020  
Degree Level: Bachelor  
Sport Code: Baseball Team

INITIAL COHORT OF STUDENTS

ID#	NAME	SEX	ETHN
SGRKNOW03	Berry, Foxy	F	6
SGRKNOW04	Carter, Monte	M	6
TOTALS: 2			

ADJUSTED COHORT

ID#	NAME	SEX	ETHN
SGRKNOW03	Berry, Foxy	F	6
SGRKNOW04	Carter, Monte	M	6
TOTALS: 2			

PERSISTERS

ID#	NAME	SEX	ETHN	CRHRS	CEU
SGRKNOW03	Berry, Foxy	F	6	3.000	0.000
TOTALS: 1					

ATTRITION-UNKNOWN

ID#	NAME	SEX	ETHN	STUDENT STATUS
SGRKNOW04	Carter, Monte	M	6	Active
TOTALS: 1				

Cohort Code: SGRKNOW BA  
Start Term: 202010  
End Term: 202331  
Enrollment Term: 202020  
Degree Level: Bachelor  
Sport Code: Gymnastics Team

COHORT CATEGORIES	NON-RESIDENT ALIEN			BLACK NON-HISPANIC			AMERICAN INDIAN OR ALASKAN NATIVE			ASIAN OR PACIFIC ISLANDER			HISPANIC			WHITE NON-HISPANIC			RACE/ETHNICITY UNKNOWN			GRAND TOTAL ALL STUDENTS		
	M	F	U	M	F	U	M	F	U	M	F	U	M	F	U	M	F	U	M	F	U	M	F	U
	INITIAL COHORT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1	1	1
ADJUSTMENT TO COHORT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ADJUSTED COHORT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	1	1	1	1
TOTAL GRADUATES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PERSISTERS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1
TOTAL TRANSFERS UP	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ATTRITION-UNKNOWN	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	0	1	1	0

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Cohort Code: SGRKNOW BA  
Start Term: 202010  
End Term: 202331  
Enrollment Term: 202020  
Degree Level: Bachelor  
Sport Code: Gymnastics Team

INITIAL COHORT OF STUDENTS

ID#	NAME	SEX	ETHN
SGRKNOW08	Jello, Ellen	F	6
SGRKNOW11	Larson, Zinda	M	6
SGRKNOW12	Segway, Jerry		6
TOTALS: 3			

ADJUSTED COHORT

ID#	NAME	SEX	ETHN
SGRKNOW08	Jello, Ellen	F	6
SGRKNOW11	Larson, Zinda	M	6
SGRKNOW12	Segway, Jerry		6
TOTALS: 3			

PERSISTERS

ID#	NAME	SEX	ETHN	CRHRS	CEU
SGRKNOW12	Segway, Jerry		6	3.000	0.000
TOTALS: 1					

ATTRITION-UNKNOWN

ID#	NAME	SEX	ETHN	STUDENT STATUS
SGRKNOW08	Jello, Ellen	F	6	Active
SGRKNOW11	Larson, Zinda	M	6	Active
TOTALS: 2				

Cohort Code: SGRKNOW MISC  
Start Term: 202010  
End Term: 202331  
Enrollment Term: 202020  
Degree Level: Bachelor

COHORT CATEGORIES	NON-RESIDENT ALIEN			BLACK NON-HISPANIC			AMERICAN INDIAN OR ALASKAN NATIVE			ASIAN OR PACIFIC ISLANDER			HISPANIC			WHITE NON-HISPANIC			RACE/ETHNICITY UNKNOWN			GRAND TOTAL ALL STUDENTS		
	M	F	U	M	F	U	M	F	U	M	F	U	M	F	U	M	F	U	M	F	U	M	F	U
	INITIAL COHORT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	5	0	2	5
ADJUSTMENT TO COHORT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ADJUSTED COHORT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	5	0	2	5	0
TOTAL GRADUATES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PERSISTERS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1	0
TOTAL TRANSFERS UP	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ATTRITION-UNKNOWN	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	4	0	2	4	0

Cohort Code: SGRKNOW MISC  
Start Term: 202010  
End Term: 202331  
Enrollment Term: 202020  
Degree Level: Bachelor

INITIAL COHORT OF STUDENTS

ID#	NAME	SEX	ETHN
SGRKNOW04	Carter, Monte	M	6
SGRKNOW05	Kelly, Bev	F	6
SGRKNOW06	Kurn, Carla	F	6
SGRKNOW07	Kuerem, Tammy	F	6
SGRKNOW08	Jello, Ellen	F	6
SGRKNOW11	Larson, Zinda	M	6
SGRKNOW14	Segway, Sammy	F	6
TOTALS: 7			

ADJUSTED COHORT

ID#	NAME	SEX	ETHN
SGRKNOW04	Carter, Monte	M	6
SGRKNOW05	Kelly, Bev	F	6
SGRKNOW06	Kurn, Carla	F	6
SGRKNOW07	Kuerem, Tammy	F	6
SGRKNOW08	Jello, Ellen	F	6
SGRKNOW11	Larson, Zinda	M	6
SGRKNOW14	Segway, Sammy	F	6
TOTALS: 7			

PERSISTERS

ID#	NAME	SEX	ETHN	CRHRS	CEU
SGRKNOW06	Kurn, Carla	F	6	4.000	0.000
TOTALS: 1					

ATTRITION-UNKNOWN

ID#	NAME	SEX	ETHN	STUDENT STATUS
SGRKNOW04	Carter, Monte	M	6	Active
SGRKNOW05	Kelly, Bev	F	6	Active
SGRKNOW07	Kuerem, Tammy	F	6	Active
SGRKNOW08	Jello, Ellen	F	6	Active
SGRKNOW11	Larson, Zinda	M	6	Active
SGRKNOW14	Segway, Sammy	F	6	Active
TOTALS: 6				

Cohort Code: SGRKNOW MISC  
Start Term: 202010  
End Term: 202331  
Enrollment Term: 202020  
Degree Level: Bachelor  
Sport Code: Football Team

COHORT CATEGORIES	NON-RESIDENT ALIEN			BLACK NON-HISPANIC			AMERICAN INDIAN OR ALASKAN NATIVE			ASIAN OR PACIFIC ISLANDER			HISPANIC			WHITE NON-HISPANIC			RACE/ETHNICITY UNKNOWN			GRAND TOTAL ALL STUDENTS		
	M	F	U	M	F	U	M	F	U	M	F	U	M	F	U	M	F	U	M	F	U	M	F	U
INITIAL COHORT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1	0	0
ADJUSTMENT TO COHORT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ADJUSTED COHORT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1	0	0
TOTAL GRADUATES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PERSISTERS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL TRANSFERS UP	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ATTRITION-UNKNOWN	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1	0	0

Cohort Code: SGRKNOW MISC  
Start Term: 202010  
End Term: 202331  
Enrollment Term: 202020  
Degree Level: Bachelor  
Sport Code: Football Team

INITIAL COHORT OF STUDENTS

ID#	NAME	SEX	ETHN
SGRKNOW04	Carter, Monte	M	6
TOTALS: 1			

ADJUSTED COHORT

ID#	NAME	SEX	ETHN
SGRKNOW04	Carter, Monte	M	6
TOTALS: 1			

ATTRITION-UNKNOWN

ID#	NAME	SEX	ETHN	STUDENT STATUS
SGRKNOW04	Carter, Monte	M	6	Active
TOTALS: 1				

Cohort Code: SGRKNOW MISC  
Start Term: 202010  
End Term: 202331  
Enrollment Term: 202020  
Degree Level: Bachelor  
Sport Code: Baseball Team

COHORT CATEGORIES	NON-RESIDENT ALIEN			BLACK NON-HISPANIC			AMERICAN INDIAN OR ALASKAN NATIVE			ASIAN OR PACIFIC ISLANDER			HISPANIC			WHITE NON-HISPANIC			RACE/ETHNICITY UNKNOWN			GRAND TOTAL ALL STUDENTS		
	M	F	U	M	F	U	M	F	U	M	F	U	M	F	U	M	F	U	M	F	U	M	F	U
INITIAL COHORT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	1	0	2	1	0
ADJUSTMENT TO COHORT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ADJUSTED COHORT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	1	0	2	1	0
TOTAL GRADUATES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PERSISTERS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL TRANSFERS UP	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ATTRITION-UNKNOWN	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	1	0	2	1	0



Cohort Code: SGRKNOW MISC  
Start Term: 202010  
End Term: 202331  
Enrollment Term: 202020  
Degree Level: Bachelor  
Sport Code: Baseball Team

INITIAL COHORT OF STUDENTS

ID#	NAME	SEX	ETHN
SGRKNOW04	Carter, Monte	M	6
SGRKNOW08	Jello, Ellen	F	6
SGRKNOW11	Larson, Zinda	M	6
TOTALS: 3			

ADJUSTED COHORT

ID#	NAME	SEX	ETHN
SGRKNOW04	Carter, Monte	M	6
SGRKNOW08	Jello, Ellen	F	6
SGRKNOW11	Larson, Zinda	M	6
TOTALS: 3			

ATTRITION-UNKNOWN

ID#	NAME	SEX	ETHN	STUDENT STATUS
SGRKNOW04	Carter, Monte	M	6	Active
SGRKNOW08	Jello, Ellen	F	6	Active
SGRKNOW11	Larson, Zinda	M	6	Active
TOTALS: 3				

Cohort Code: SGRKNOW MISC  
Start Term: 202010  
End Term: 202331  
Enrollment Term: 202020  
Degree Level: Bachelor  
Sport Code: Gymnastics Team

COHORT CATEGORIES	NON-RESIDENT ALIEN			BLACK NON-HISPANIC			AMERICAN INDIAN OR ALASKAN NATIVE			ASIAN OR PACIFIC ISLANDER			HISPANIC			WHITE NON-HISPANIC			RACE/ETHNICITY UNKNOWN			GRAND TOTAL ALL STUDENTS		
	M	F	U	M	F	U	M	F	U	M	F	U	M	F	U	M	F	U	M	F	U	M	F	U
	INITIAL COHORT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0	0	2
ADJUSTMENT TO COHORT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ADJUSTED COHORT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0	0	2	0
TOTAL GRADUATES	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PERSISTERS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1	0
TOTAL TRANSFERS UP	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
ATTRITION-UNKNOWN	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1	0

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Cohort Code: SGRKNOW MISC  
Start Term: 202010  
End Term: 202331  
Enrollment Term: 202020  
Degree Level: Bachelor  
Sport Code: Gymnastics Team

INITIAL COHORT OF STUDENTS

ID#	NAME	SEX	ETHN
SGRKNOW06	Kurn, Carla	F	6
SGRKNOW07	Kuerem, Tammy	F	6
TOTALS: 2			

ADJUSTED COHORT

ID#	NAME	SEX	ETHN
SGRKNOW06	Kurn, Carla	F	6
SGRKNOW07	Kuerem, Tammy	F	6
TOTALS: 2			

PERSISTERS

ID#	NAME	SEX	ETHN	CRHRS	CEU
SGRKNOW06	Kurn, Carla	F	6	4.000	0.000
TOTALS: 1					

ATTRITION-UNKNOWN

ID#	NAME	SEX	ETHN	STUDENT STATUS
SGRKNOW07	Kuerem, Tammy	F	6	Active
TOTALS: 1				

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\* \* \* REPORT CONTROL INFORMATION - SGRKNOW - Release 8.4 \* \* \*

RPTNAME: SGRKNOW  
REPORT TERM: 202010  
START TERM: 202010  
ENROLLMENT TERM: 202020  
COHORT CODE(S) SELECTED: SGRKNOWAS SGRKNOWBA SGRKNOWMS  
SPORT CODE(S) SELECTED: %  
DEGREE LEVEL(S) SELECTED: %  
REPORT ATHLETIC AID?: Y  
PRINT DETAIL REPORT?: Y  
PROCESS BY STUDENT PERIOD: Y



# Contents



## Chapter 12 Registration

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# 12 Registration



## Registration Procedures

### Registration Tables to be Updated Each Semester

The following list is of validation and control forms that need to be updated each semester before registration can occur.

Validation Table/ Control/Rules Form	Information Required for Update
STVTERM	Need start and end dates for the semester. Also helpful to have housing and financial aid dates.
SSAEXCL	Determine holidays and vacation periods.
SOATERM	<ul style="list-style-type: none"><li>• Determine starting course reference number.</li><li>• Set the <b>Permit (Registration)</b> flag to checked.</li><li>• Enter the registration readmit term—the last semester a student must have attended in order to register.</li><li>• Need start and end dates, number of weeks, and census dates for each part of term.</li><li>• Set registration errors.</li></ul>
SFAMHRS	For each student level, enter the minimum and maximum hours for which a student can register.
SFAESTS	For each enrollment status (as determined on STVESTS), enter the status start and end dates. <b>Note:</b> EL (Eligible to Register) must refer to the start of advance registration, not the first day of classes.

Validation Table/ Control/Rules Form	Information Required for Update
SFARSTS	For each part of term (as determined on SOATERM), enter the course status (as determined on STVRSTS), the effected by student enrollment status, and the start and end dates.  <b>Note:</b> Any code that can be used during advance registration needs advance registration start dates.
SOACTRM	For each student type (as determined on STVSTYP), enter terms which constitute consecutive enrollment.

## Concurrent Curricula Processing

Concurrent curricula processing allows an institution to record and use multiple curricula for a person who is moved through the student cycle. This functionality is used by the Recruiting, Admissions, General Student, Registration, and Academic History modules.

Please refer to “Appendix C - Concurrent Curricula Processing” for detailed information on using concurrent curricula in Banner® Student.

## Mass Entry Processing

Mass entry processing is used with Admissions, General Student, Registration, Academic History graduation, and athletic compliance processing. Mass entry forms are used to search on data, perform updates, and then display the results. Search and update criteria are user-defined and include student and curriculum elements where appropriate. The selected students can be reviewed and their updates processed immediately, or the updates can be held for later processing in job submission using a batch process. An audit form is used to view processing results for the mass entry forms.

Please refer to “Appendix D - Mass Entry Processing” for detailed information on using mass entry in Banner Student.

## Study Path Processing

Study path processing is used with the Admissions, General Student, Registration, and Academic History modules. Study paths provide a means by which a learner can associate specific course registration records to learner curriculum records during registration. The study path records allow the institution to track separate student status codes and academic standings (along with various other data) based on the student's curriculum. Likewise, a study path term enrollment record permits the tracking of enrollment eligibility that is separate from a student's overall enrollment status. The grade roll uses study paths to keep courses with an associated study path within the degree sequence created for that study path.

Please refer to “Appendix E - Study Path Processing” for detailed information on using study paths in Banner Student.

## Mainline Edit Registration

### Overview

The following registration functionality works consistently: processing multiple registration records for a person for the same term, processing enrollment counts, and using common program procedures for registration processing in Banner baseline, Banner self-service, and Banner Voice Response.

When you begin registration processing, you are logged into the Registration Access Control Table (SFRRACL). If another current entry exists in that table for ID and term, you will be denied access.

Registration records are recorded in the Registration Temporary Table (SFTREGS), and when all errors are corrected, the registration is saved to the Student Course Registration Repeating Table (SFRSTCR). Enrollment counts are updated only when the registration is finalized and saved to SFRSTCR. If you shut down registration before the final save process, the registration record will not be recorded, and the enrollment counts will not be updated.

All edits on registration are located in or called from common procedures in SFKEDIT.

#### **Warning**

It is necessary to truncate and reorganize the SFRRACL and SFTREGS tables as part of regular database maintenance performed when registration is not available. ■

### Registration Access Control Table (SFRRACL)

This table is used to control simultaneous access to registration records for the same person. Please see the *Registration Processing* section for more information.

### Registration Temporary Table (SFTREGS)

The SFTREGS table is used as a workpad for registration processing. Once all issues/errors have been addressed and the registration record has been finalized, the temporary table entries are moved to SFRSTCR, and all enrollment counts are updated. If the registration record is never finalized, the counts are not updated, and the person is not enrolled in the requested courses.

#### **Note**

Records are not automatically deleted from SFTREGS. It is expected that they will be deleted during normal database maintenance such as when the table is truncated and reorganized. ■

Entries are created in SFRSTCA that reflect the changes to the registration record on the workpad.

## Registration Processing

### Starting Registration

When you begin processing a student's registration, a function is called to check registration access activity. If another active registration session is found for the ID and term, a value of *FALSE* is returned, and you will receive the message *Another registration session is in progress for this ID and TERM. Please try again later.* If an expired access record exists, it is updated by the function with the current user's information, and registration is allowed to continue.

The length of time that a registration session remains active is determined by the number of minutes entered in the **External Code** field in the GTVSDAX rule for **Internal Code** value of *REGACCTIME*.

### Saving Registration

When you save the registration record, a function is called to determine whether the current user is still in control of the registration session. The function checks the access table to determine whether another registration session has been initiated against the same ID and term, which may happen if the first user's registration session remains idle for a period longer than the time out limit. If the registration access is no longer valid for the first user, you will receive the message *Another registration session intervened for this ID and TERM while your session was idle. Please try again later.* when you try to perform any registration-related activity. The registration session will be rolled back, and any changes not previously saved will be lost.

### Ending Registration

When you are finished with the registration process, a function is executed to inactivate the access record.

## GTVSDAX Rule

The rule for the **Internal Code** of *REGACCTIME* and the **Group (Code)** of *REGISTRATION* is used to control the length of time left to enter registration data for a student after the last activity has occurred. The rule on GTVSDAX is delivered by SunGard® Higher Education in a script.

<b>External Code</b>	<b>Internal Code</b>	<b>Internal Code Sequence Number</b>	<b>Internal Code Group</b>	<b>Description</b>	<b>Activity Date</b>
UPDATEME	REGACCTIME	1	REGISTRATION	Reg Access Time Out	Sysdate



The GTVSDAX entry for Registration Access Time Out must contain a numeric value that represents the number of minutes a session may remain idle before the session is considered to be timed out. The delivered value is *UPDATEME*, which must be modified at your institution. Change this value to a numeric value, for example, *15* for 15 minutes. If no value is entered, the default time of 60 minutes will be used.

When the session times out, it is not terminated. Another user is now permitted to initiate a registration session for the same ID and term. In this instance, the second user is then in control of the student's registration records. The message *Another registration session intervened for this ID and TERM while your session was idle. Please try again later.* will be displayed when the original user resumes work on the student's registration records, and a Rollback will take place.

If a registration session is idle and then is timed out, and no other registration sessions are initiated for the same ID and term, the user's time limit will be reset to the GTVSDAX limit when they next perform a task against the registration records.

It is necessary to use registration access control in this way, due to the use of the workpad and the fact that no changes are saved to SFRSTCR until all errors have been resolved.

An example of how access control works would be:

A student begins telephone registration using Banner Voice Response. An administrator attempts to initiate a separate baseline registration for the same ID and term on SFAREGS. The administrator will be locked out of the student's record until the student has concluded their telephone registration.

## Common Procedures

Common procedures are used for registration edits for Banner baseline, Banner self-service, and Banner Voice Response telephone processing.

### **sfkedit.sql, Packaged Procedures for Registration Edits and Base-Table Updates/Insert**

All edit processing is performed from the *sfkedit.sql* package and uses the *p\_pre\_edit* and *p\_group\_edits* procedures.

The *p\_pre\_edit* procedure is executed before the registration records are saved. When an error is found, the course is flagged with a fatal error and is not included in the final processing when the record is saved. Edits are performed on a single course, in the order shown below. The following elements are checked:

- approval code restrictions
- level restrictions
- college restrictions

- degree restrictions
- program restrictions
- major restrictions
- campus restrictions
- class restrictions
- repeat restriction
- capacity

The `p_group_edits` procedure checks all courses in SFTREGS in the order shown below.

- duplicate courses
- time conflicts
- prerequisites
- corequisites
- links
- max hours

All errors are written to the `SFTREGS_MESSAGE` and `SFTREGS_ERROR_FLAG` fields. When all the errors are resolved, registration records are processed by the `p_update_regs` procedure as follows:

1. Capacity is rechecked.
2. Section hours are updated.
3. Changes are transferred from SFTREGS to SFTSTCR, where records are inserted or updated.
4. Time status records are inserted.
5. SFBETRM is updated.

The following procedures are also used with `sfkedit.sql`:

- `sfkfunc.sql`, Registration Functions and Procedures
- `sfkmods.sql`, Registration Insert, Update, and Delete Procedures
- `sskfunc.sql`, Registration Section Functions and Procedures
- `sskmods.sql`, Registration Section Insert, Update, and Delete
- `ssksels.sql`, Registration Section Query Procedures

## Registration Error Messages

Registration error messages reside in a rules table that can be modified at your institution. Messages are identified by type, based on a message codes that correspond to each message text value.

Registration error message processing allows you to:

- Identify the message type code, and therefore determine the kind of processing error.
- Derive the message text from the SFRRMSG table using the `sb_registration_msg` API.
- Insert/update a new message type code and text to the relevant registration table.
- Allow for the extra length of the new message text for any related variables.

The Registration Error Messages Form (SFARMSG) is used to maintain registration error messages by type. Messages can be customized by your institution. Messages that are system required cannot be changed, except to modify the customized (local) message text.

The Student Course Registration Audit Form (SFASTCA) and the Student Course Registration Form (SFAREGS) display the message code and text from SFARMSG. The Registration Admin Messages Report (SFRRGAM) also displays the message code and text from SFARMSG.

The Registration Error Message Rules Table (SFRRMSG) is used to store the message code, sequence number, message text, and locally created message text. It ties the message type to the error message and allows for predefined variables to be moved around within or removed from the message. You can create your own version of the actual message text for an existing message type on a system-required row. The message text will default to the baseline version, but can be changed by creating a corresponding user version. The user version text must contain the associated variables (%X%). System-required rows cannot be deleted.

The delivered seed data for SFRRMSG ties the code and sequence number to the message.

Code	Seq No	Message	Value	Req	Date
CLOS	1	Closed Section %1%	NULL	Y	Banner Sys Date
WAIT	1	Closed - %1% Waitlisted %2%	NULL	Y	Banner Sys Date
WAIT	2	Open - %1% Waitlisted	NULL	Y	Banner Sys Date
WAIT	3	Open - %1% Crosslist Waitlisted	NULL	Y	Banner Sys Date
WAIF	1	Closed - Waitlist Full %1%	NULL	Y	Banner Sys Date
WAIF	2	Open - Waitlist Filled	NULL	Y	Banner Sys Date
WLNE	1	Waitlist Notification Expired %1%	NULL	Y	Banner Sys Date
WLRS	1	Open - Reserved for Waitlist	NULL	Y	Banner Sys Date

Code	Seq No	Message	Value	Req	Date
RESC	1	Reserve Closed %1%	NULL	Y	Banner Sys Date
RESV	1	Reserve Closed - %1% on Waitlist %2%	NULL	Y	Banner Sys Date
RESV	2	Reserve Open - %1% on Waitlist	NULL	Y	Banner Sys Date
RESF	1	Reserve Closed - Waitlist Full %1%	NULL	Y	Banner Sys Date
RESF	2	Reserve Open - Waitlist Filled	NULL	Y	Banner Sys Date
REPT	1	Repeat count exceeds %1%	NULL	Y	Banner Sys Date
REPH	1	Repeat hours exceed %1%	NULL	Y	Banner Sys Date
MAXI	1	Maximum hours exceeded	NULL	Y	Banner Sys Date
DUPL	1	Duplicate Course with Section %1%	NULL	Y	Banner Sys Date
DUPL	2	Duplicate Equivalent with Section %1%	NULL	Y	Banner Sys Date
DUPL	3	Duplicate Crosslist with Section %1%	NULL	Y	Banner Sys Date
DUPS	1	Duplicate Section - Press Clear Record	NULL	Y	Banner Sys Date
PREQ	1	Prerequisite and Test Score error	NULL	Y	Banner Sys Date
PREQ	2	Prerequisite In Progress	NULL	Y	Banner Sys Date
PREQ	3	Prerequisite communication error	NULL	Y	Banner Sys Date
CORQ	1	Corequisite %1% %2% %3% required	NULL	Y	Banner Sys Date
LINK	1	Linked course required (%1%)	NULL	Y	Banner Sys Date
CAMP	1	Campus Restriction	NULL	Y	Banner Sys Date
CLAS	1	Class Restriction	NULL	Y	Banner Sys Date
COLL	1	College Restriction	NULL	Y	Banner Sys Date
LEVL	1	Level Restriction	NULL	Y	Banner Sys Date
MAJR	1	Field of Study Restriction - %1%	NULL	Y	Banner Sys Date
PROG	1	Program Restriction	NULL	Y	Banner Sys Date
DEGR	1	Degree Restriction	NULL	Y	Banner Sys Date
DEPT	1	Department Restriction	NULL	Y	Banner Sys Date
ATTS	1	Student Attribute Restriction	NULL	Y	Banner Sys Date
CHRT	1	Cohort Restriction	NULL	Y	Banner Sys Date
STAT	1	Section status prohibits registration	NULL	Y	Banner Sys Date
TIME	1	Time conflict with CRN %1%	NULL	Y	Banner Sys Date
SYST	1	BP - System Error	NULL	Y	Banner Sys Date
MIDG	1	Midterm grade updated to %1%	NULL	Y	Banner Sys Date
FING	1	Final grade updated to %1%	NULL	Y	Banner Sys Date
DELT	1	Record deleted on %1%	NULL	Y	Banner Sys Date
SAPR	1	<i>See Note below **</i>	NULL	Y	Banner Sys Date
CAPP	1	CAPP	NULL	Y	Banner Sys Date
PIPE	1	PIPE	NULL	Y	Banner Sys Date
VARH	1	Range - %1% %2% %3%	NULL	Y	Banner Sys Date
MEXC	1	Mutual Exclusion with %1% %2%	NULL	Y	Banner Sys Date

 **Note**

\*\* SAPR code errors are handled differently than all other messages on SFARMSG. A special approval error will always result in the display of the special approval description from the STVSAPR\_DESC column. While a custom message can be created on SFARMSG, it will never be used. ■

The following placeholders have been enabled for the baseline seed data messages.

Code	Seq No	Message	Column
CLOS	1	% 1%	SSBXLST_XLST_GROUP
WAIT	1	% 1%	SSBSECT_WAIT_COUNT
		% 2%	SSBXLST_XLST_GROUP
WAIT	2	% 1%	SSBSECT_WAIT_COUNT
WAIT	3	% 1%	SSBSECT_WAIT_COUNT (Crosslist total)
WAIF	1	% 1%	SSBXLST_XLST_GROUP
RESC	1	% 1%	SSBXLST_XLST_GROUP
RESV	1	% 1%	SSRRESV_WAIT_COUNT
		% 2%	SSBXLST_XLST_GROUP
RESV	2	% 1%	SSRRESV_WAIT_COUNT
RESF	1	% 1%	SSBXLST_XLST_GROUP
REPT	1	% 1%	SCBCRSE_NUMBER_OF_UNITS
REPH	2	% 1%	SCBCRSE_MAX_RPT_UNITS
DUPL	1	% 1%	SSBSECT_CRN
DUPL	2	% 1%	SSBSECT_CRN
DUPL	3	% 1%	SSBSECT_CRN
CORQ	1	% 1%	SSBSECT_SUBJ_CODE
		% 2%	SSBSECT_CRSE_NUMB
		% 3%	SSRCORQ_CRN_CORQ
LINK	1	% 1%	SSBSECT_SCHD_CODE
TIME	1	% 1%	SSBSECT_CRN
MIDG	1	% 1%	SFRSTCR_GRDE_CODE_MID
FING	1	% 1%	SFRSTCR_GRDE_CODE
DELT	1	% 1%	SYSDATE
MEXC	1	% 1%	SCRMEXC_SUBJ_CODE SCRMEXC_SUBJ_CODE_MEXC
		% 2%	SCRMEXC_CRSE_NUMB SCRMEXC_CRSE_NUMB_MEXC

 **Note**

The primary key includes the \_RMSG\_CDE and \_RMSG\_SEQNO columns. A conversion script converts any Not Null SFRSTCR/SFRSTCA/SFTRGAM message rows, populating the corresponding \_RMSG\_CDE columns as appropriate. ■

The following message records are used with Banner Flexible Registration.

Code	Seq No	Message	Value	Req	Date
HOLD	1	You have Holds which will prevent registration.	NULL	Y	Banner Sys Date
HOLD	2	You have no Holds which will prevent registration.	NULL	Y	Banner Sys Date
TICT	1	You have no Registration Time Ticket. Please contact the registration administrator.	NULL	Y	Banner Sys Date
TICT	2	You may register during the following times.	NULL	Y	Banner Sys Date
TICT	3	You may register at any time.	NULL	Y	Banner Sys Date
TICT	4	You may not register at this time.	NULL	Y	Banner Sys Date
SSTS	1	Student Status is Undetermined.	NULL	Y	Banner Sys Date
SSTS	2	Your Student Status permits registration.	NULL	Y	Banner Sys Date
SSTS	3	Your Student Status prevents registration.	NULL	Y	Banner Sys Date
RADM	1	You require re-admission prior to registration.	NULL	Y	Banner Sys Date
RADM	2	You do not require re-admission prior to registration.	NULL	Y	Banner Sys Date
ACST	1	Your Academic Standing permits registration.	NULL	Y	Banner Sys Date
ACST	2	Your Academic Standing is %01% which prevents registration.	NULL	Y	Banner Sys Date
ACST	3	Your Academic Standing is %01% which permits registration.	NULL	Y	Banner Sys Date
ACST	4	Your Academic Standing is %01%.	NULL	Y	Banner Sys Date
ACST	5	Your Progress Evaluation Standing is %01%.	NULL	Y	Banner Sys Date
ACST	6	Your Combined Academic Standing is %01% which prevents registration.	NULL	Y	Banner Sys Date
ACST	7	Your Combined Academic Standing is %01% which permits registration.	NULL	Y	Banner Sys Date
DROP	1	Class cannot be dropped! Discounts exist.	NULL	Y	Banner Sys Date
FLEX	1	An exception has occurred.	NULL	Y	Banner Sys Date

## Enrollment Count Scripts

The following scripts can be used to report and correct enrollment counts that may be out of balance.

### Note

It is recommended that SFRSTCA records be purged whenever possible, to improve performance of the Census Count scripts. SFRSTCA records may be purged after all processing has been closed out for a term and there is absolutely no chance that registration adjustments will have to be made or that fee assessment will have to be run against that term. ■

### Warning

If fee assessment is run after SFRSTCA records have been purged for that term, results are unpredictable. ■

Script	Description
<code>srchkcountover.sql</code>	Identifies sections where enrollment counts, waitlist counts, and cross-list counts exceed maximum limits.
<code>srchkenrlcount.sql</code>	Identifies sections with incorrect enrollment counts. The first query compares SFRSTCR counts to SSBSECT counts. The second query checks SSBSECT for rows where the number of seats available is incorrect.
<code>srchkresvcount.sql</code>	Identifies sections with incorrect reserved counts by comparing SSRRESV counts with SFRSTCR counts. It also reports reserved records where the values for seats available or waitlisted seats available are incorrect.
<code>srchktotalcrhrs.sql</code>	Identifies sections with incorrect total credit hours by comparing the sum of SFRSTCR values with SSBSECT values.
<code>srchkwaitcount.sql</code>	Identifies sections with incorrect waitlist counts by comparing SFRSTCR counts with SSBSECT counts.
<code>srchkxlstcount.sql</code>	Identifies cross-listed groups with incorrect enrollment counts by comparing SSBXLST counts with SSBSECT counts.
<code>supenrlcount.sql</code>	Corrects enrollment counts in SSBSECT based on counts from SFRSTCR.
<code>supresvcount.sql</code>	Updates incorrect reserved counts in SSRRESV based on counts from SFRSTCR for the reserved key.

Script	Description
suptotalcrhrs.sql	Corrects total credit hours in SSBSECT based on the sum of the credit hours in SFRSTCR.
supwaitcount.sql	Corrects waitlist counts in SSBSECT based on counts from SFRSTCR.
supx1stcount.sql	Corrects cross-listed counts in SSBXLST based on enrollment counts in SSBSECT.

## Create Term Controls

The first step in the registration process is to create the attributes specific to a registration term. These attributes include the registration error radio group switches on the Term Control Form (SOATERM) which determine the type of error checking to be done at registration (time conflict, prerequisites, repeat limit, repeat hours, test score, campus, etc.) for student and section options. This form is also used to control online fee assessment during registration, whether refund by total is to be used in fee assessment, and whether courses are to be tracked by CRN. Grade book controls and Web process controls can be set up as needed.

## Set Up Registration Hours

The Registration Minimum Maximum Hours Form (SFAMHRS) is used to set up the rules for the minimum and maximum hour checking performed for registration. Minimum and maximum registration hours can be restricted by the following curriculum and student data elements: campus, college, degree, program, field of study type, field of study code, department, curricula, admission type, minimum hours, student type, student attribute, cohort, residence, sport, visa, and class. This allows you to build flexible registration hours rules and track academic requirements for colleges and programs that use different registration hour restrictions.

Maximum hours can be increased on SFAREGS, and minimum hours can be decreased on SFAREGS. The source of the hours rule is also displayed on SFAREGS. The source determines if the minimum or maximum hours value can be updated using the Update 'USER' Source New Value parameter on SHRSTD. This parameter can be set to override minimum and maximum hours or not override minimum and maximum hours, when the existing source for the hours from SFAMHRS is *USER*.

SOATERM uses minimum and maximum hours error checking in the Student Options items. Minimum and maximum hours can also be added for academic standing codes (STVASTD) and combined academic standing codes (STVCAST). When the **Active Indicator** checkbox on STVSPST is checked for a sports status code, that code will be considered by the rules for minimum and maximum hours checking.



Minimum hours functionality prevents students from dropping below their institutionally defined minimum number of registration hours, once that minimum limit has been reached. For example, this prevents a student from dropping below full-time status. Students can make changes to their schedules until they reach the minimum hours limit. Once that limit has been reached, they can still make changes, as long as they stay within the minimum to maximum hours range.

Minimum and maximum hours rules for students are calculated based on the rules met from SFAMHRS, as well as rules for academic standing and combined academic standing. If no rule is met, minimum hours will be set to *0.000*, and maximum hours will be set to *999999.999*. If multiple SFAMHRS rules are met by a student, Banner will compare all rules and select the highest number of minimum hours and the lowest number of maximum hours.

**Example:**

A student meets two rules. Rule one has a minimum of 3 hours and a maximum of 12 hours. Rule two has a minimum of 6 hours and a maximum of 99 hours. The values returned for the student will be a minimum of 6 hours and a maximum of 12 hours, because this will be the most restrictive rule.

Where multiple rules are met and the minimum hours on the most restrictive minimum rule are greater than the maximum hours on the most restrictive maximum rule, the student's minimum and maximum hours will be populated with the same value that is equal to the maximum hours.

**Example:**

Rule one has a minimum of 12 hours and a maximum of 18 hours. Rule two has a minimum of 3 hours and a maximum of 10 hours. The values returned for the student would be a minimum of 12 hours and a maximum of 10 hours. In this case, the student's minimum and maximum hours are set to the same value as the maximum of 10.

Minimum and maximum hours rules from academic standing and progress evaluation take precedence over minimum and maximum hours rules on SFAMHRS.

**Example:**

A student pre-registers and meets a SFAMHRS rule for a minimum of 6 hours and a maximum of 99 hours. Later on, that student is put on academic probation where the minimum hours rule is 9 hours and the maximum hours rule met is 15 hours, due to the probation status. Since changes in academic standing and progress evaluation supersede the rules on SFAMHRS, the minimum and maximum hours will be replaced with a minimum of 9 hours and a maximum of 15 hours, if the user requests this when the Calculate Academic Standing Report (SHRASTD) is run.

The **Source** field on SFAREGS displays the source of the minimum and maximum hours. Sources are: *USER*, *ASTD*, *CAST*, and *MHRS*. The only way a source of *USER* can be

overridden is to use the Update 'USER' Source New Value parameter on SHRASTD. This parameter can be set to *Y* to override minimum and maximum hours, or *N* to not override minimum and maximum hours when the existing source for the hours from SFAMHRS is *USER*. During registration, minimum hours checking does not allow any updates to registration, if all updates cannot be performed.

**Example:**

A student has 12.000 minimum hours on SFAREGS and on the Add/Drop page in Banner Student Self-Service. The student pre-registers for 12 hours. The student later elects to drop two, three credit courses and add a new three credit course. This results in the total credit hours dropping to 9, which is below the student's minimum.

Registration will not process any of the add/drop requests and produces a message that the request will result in less than the minimum number of hours. The student can then decide if he/she really wants to add one course and drop another, or leave the schedule as it is.

Minimum hours checking will occur only after a student has successfully completed registration for courses that meet the minimum hours restriction. (That is, minimum hours checking will not occur during the student's initial registration session or during any subsequent registration sessions, until the minimum number of hours has been attained and saved to SFRSTCR table.)

 **Note**

Registration maximum hours rules and registration processing will continue to work as they did prior to Release 8.0. After the upgrade to Banner Student 8.0, all the curriculum fields will be set to NULL, with the exception of the **Curricula** pulldown field. This field will be set to *Primary* on existing rules to accommodate prior registration maximum hours rules that only checked the primary curriculum. ■

## Define Registration Statuses for Student and Course

The Student Registration Status Form (SFAESTS) provides the rules associated with user defined Student Statuses for the registration term. This form allows the user to control, by date ranges, the actions that may be taken on a student at registration and the refund percentages associated with the action. For example: student eligible to register, or student withdrawn.

The Course Registration Status Form (SFARSTS) provides the rules associated with the user defined Course Statuses for the registration term. This form allows the user to control, by date ranges, the actions that may be taken on the courses a student is registering for and the refund percentages associated with the actions. For example: an add course, a drop course at 100% refund, a withdraw course at 80% refund with a "W" grade.

# Student Registration Status and Course Registration Status

## Define Codes

### STVESTS - Enrollment Status Code Validation Form

### STVRSTS - Course Registration Status Code Validation Form

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#### *Student In A Term May Be:*

- eligible to register
- withdrawn
- canceled
- dismissed

#### *Should This Status:*

- affect headcount for term
- override (affect) course status \*
- prevent registration

#### *Student In A Course May Be:*

- registered
- dropped/added
- withdrawn
- canceled

#### *Should This Status:*

- be keyed by a user
- affect enrollment figures
- be assessed charges
- be graded in academic history
- be assigned as automatic grade

\*In the case where a student status should affect/override a course status, the following must apply:

- **Affect Course** is checked on STVESTS.
- Same status must appear on STVRSTS.
- **Allowed To Enter** is unchecked on STVRSTS.
- **Affected By Student Status** for the system-required value of *RE* is checked on SFARSTS.

## Define Rules

### SFAESTS - Student Registration Status Form

Define valid student registration statuses which are valid during a term, the dates and refunds associated with each status.

*EL* - Eligible to register, Required Value

- status start and end dates
- status/refunds with start /end dates

### SFARSTS - Course Registration Status Form

Define valid course registration statuses which are valid during a term (and within parts of a term), the dates and refunds associated with each status.

*RE* - Registered, Required Value

- part of term
- status/start and end dates
- effect by student status
- status/refunds with start/end dates

*DD* - Drop/Delete, Required Value

## Flags on STVRSTS

You should not change the settings of the flags on STVRSTS after registration records have been completed. These flags are critical to many Banner Student processes, and they must be set correctly before registration begins. However, if a data entry error occurs, and the flags are discovered to be set incorrectly, the following must be done in order for enrollment counts to remain accurate:

1. When you discover an incorrect setting on STVRSTS, *do not* change the flags. Leave all the flags set as they were when registration commenced.
2. Run an SQL script to report all students and/or CRNs that have the "bad" RSTS (registration status) code for the term.
3. Access SFAREGS, and set all those courses that were found to *DD*. (This *must* be done via SFAREGS, so that enrollment counts are processed correctly. *Do not* use an SQL script to make these changes.)
4. After all the affected courses have been changed to *DD*, reset the flags on STVRSTS.
5. Reapply the changed RSTS code on SFAREGS for all the affected courses. (This *must* be done via SFAREGS, not using an SQL script.)
6. You must access SFAREGS, and change the *DD* back to the original code that was just fixed on STVRSTS. (This *must* be done using SFAREGS, not using an SQL script).

## Student Levels Versus Course Levels in Registration

The student level is stored in the general student record on the General Student Form (SGASTDN), and the course levels are stored on the Student Course Registration Form (SFAREGS). When a student registers for a course or a section of a course, registration looks at the Schedule module to see if the section is offered at the student level. If it is, the student level is defaulted to the course.

If multiple levels are valid for the course, the student level defaults to the course. If the student level is not included in the list of valid values, the message *ERROR Invalid Code, Press LIST key for valid codes* will be displayed. You should then override the defaulting level with a valid level from the list. If only one level is valid for the course, and it is different from the student level, the valid course level will be defaulted, no error message will display, and no message will indicate that the course level does not match the student level.

## Registration Course Error Flags

The following values may be displayed in the **(Course Registration) Error** field of the Registration Section Query Form (SFQSECM). These values are automatically generated by the system if the student's course meets the criteria as specified by each value.

 **Note**

These values may not be entered in SFQSECM by the user. ■

Value	Description
<i>L</i>	Course status is designated as a waitlist status.
<i>D</i>	Course has been dropped.
<i>O</i>	Override was used in registration of this course.
<i>W</i>	Warning error. (This value never remains in the database permanently; it is used as a part of temporary processing when warning errors are detected that require online user intervention. Once the warning error is fixed, the <i>W</i> goes away.)
<i>F</i>	Fatal error. (This value <i>never</i> remains in the database permanently; it is used as a part of temporary processing when fatal errors are detected that require online user intervention. Once the fatal error is fixed, the <i>F</i> goes away.)

## Build Tuition and Fees

The institution's tuition and fee policy is built for a registration term using the Registration Fee Assessment Rules Form (SFARGFE). This form allows your institution to define the rules to be used in the registration fee assessment algorithm.

- The rules provide you with the ability to assess fees based on student criteria of campus, residency, level, college, major, class, rate, department, student attribute, student type, degree code, admit term, residency, program, and/or course criteria of part of term, grade mode, schedule type, and instructional method.
- Rules can be further limited by range of billing hours for the minimum and maximum charges for the rule, original registration dates, and flat hour ranges.
- In addition, the rules or charging can be grouped by course level, course campus, course attribute, study path, or study path with course attribute using all of the above criteria.

### Special Part-of-Term Processing

If part-of-term is entered on the Course Registration Status Form (SFARSTS) for either student, course, or campus processing, special logic is used. When a student is registered in courses that exist in more than one part-of-term, the registration fee assessment process looks for a registration fee assessment rule on the Registration Fee Assessment Rules Form (SFARGFE) that has a part of term code of “C” (combined). The registration fee assessment process will combine the billing hours from courses in all parts of term and will use that total with the “C” part of term rule. If no “C” rule exists, no part-of-term rules will be assessed, but non-part-of-term rules will still be assessed.

If the student is registered in courses in only one part-of-term, the rule for that part-of-term is used for the registration fee assessment.

#### *Example:*

Detail Code	Per Credit	Part-of-Term	Billing Hours	Rule
SSF-Student Svc. Fee	15.00	1	1—99	Rule #1
SSF-Student Svc. Fee	15.00	2	1—99	Rule #2
SSF-Student Svc. Fee	25.00	C	1—99	Rule #3

If a student is registered for:

3 billing hours in part of term 1

Assessment = 3 hours x \$15 = \$45 (Rule #1 is used)

If a student is registered for:

3 billing hours for part of term 2

Assessment = 3 hours x \$15 = \$45 (Rule #2 is used)

If a student is registered for:

3 billing hours for part of term 1

*and*

3 billing hours for part of term 2

Assessment = 6 hours x \$25 = \$150 (Rule #3 is used)

The Registration Additional Fees Control Form (SFAAFEE) is used to establish the fee codes and amounts for which a student may be assessed, on an individual basis.

The Registration Fees Min/Max Charge Control Form (SFAFMAX) is used to set up minimum and maximum amounts that can be assessed by detail code for the registration fee assessment process.

Please refer to the information on assess by course processing in the “Fee Assessment Using the Assess by Course Indicator” section of the “Registration Fee Assessment Processing” procedures for an explanation of and examples for additional use of part-of-term.

## Assess Additional Fees

The Registration Additional Fees Form (SFAEFEE) is used to enter additional charges for a student to be calculated in the registration fee assessment process. The only fees that may be assessed here are fees that are set up on the Registration Additional Fees Control Form (SFAAFEE).

Additional fees can be assessed online only by accessing the Registration Additional Fees Form (SFAEFEE) from the Student Course Registration Form (SFAREGS). (Select the Change Optional Registration Fees item from the Options Menu on SFAREGS.) The **Registration Fee Assessment On-line** box on the Term Control Form (SOATERM) must be checked. When the user returns to the Student Course Registration Form (SFAREGS) after processing additional fees, processing fees online in SFAREGS will include the assessment of additional fees.

Additional charges entered on the Registration Additional Fees Form (SFAEFEE) are assessed by the fee assessment process, which is launched from Registration or from the batch registration fee assessment process. Additional fees for a student are not assessed from SFAEFEE.

## Assess Tuition and Fees

If your institution chooses not to assess fees online for each individual student, your institution may run the Registration Fee Assessment Process (SFRFASC). This may be done after pre-registration time when the fee structure for the new term is set. This process has the options of assessing all students for a term or assessing only those who did not have an assessment done online. All charges assessed are immediately posted to the student's account in the Accounts Receivable module.

When any change is made to the Student Information window of SFAREGS that affects registration fee assessment, a batch registration fee assessment record is written. This will be used by the Registration Fee Assessment Process (SFRFASC) to correctly assess the student.

## Registration Fee Assessment Processing

### Overview

The Registration Fee Assessment process is used to assess fees for traditional or open learning registration records. It can also be used for registration records with study paths. An audit history is available so you can see how charges have been derived. You can copy registration fee assessment rules to new terms, and you can assess fees using per credit hour (using course liable billing hours), flat fee, and flat plus overload rules. When using fee assessment at the section level, you can use per billing hour, per credit hour, flat fee, and per duration unit rules.

#### Note

The registration fee assessment rules currently in use at your institution will continue to work for fee assessment processing. However, your rules can be updated as new terms are opened at your institution. ■

Fee assessment rules can be used to assess a student based on all curriculum elements and any curriculum type including primary and secondary curriculum, as well as student information such as residency, student attribute, student rate, student type, cohort, class, and visa type. Fee assessment rules that existed prior to Banner Student Release 8.0 can still be used and do not need to be re-evaluated. Those rules only consider the primary curriculum in processing assessments. The **Curricula** field will be set to *Primary* to accommodate these rules.

The additional curriculum fields are set to NULL with the following exception. If the **Major** field (now the **Field of Study Code** field) was populated prior to the upgrade to Release 8.0, the following will occur with regard to those rules:

- The **Field of Study Type** will be set to *MAJOR*.
- The **Field of Study Code** will be set to the code from STVMAJR that was used for the fee assessment rule.



- The **Curricula** field will be set to *Primary*.

The fee assessment process accommodates section level rules defined for open learning courses. User-defined codes are applied in the Registration Fee Assessment Rules Form (SFARGFE) to assess fees for open learning courses based on the schedule type and instructional method.

The following conditions apply when using fee assessment with open learning registration:

- Open learning sections are identified by the following characteristics: no part-of-term, an instructional method, registration from/to dates, student start from/to dates, duration units, and number of units.

Section level status codes, extension rules (if registration extensions are permitted), and refunding rules must be defined to process the registration of students into open learning courses. This data defaults from the information established in the Open Learning Rules Form (SOAORUL) when a new section is created.

The registration from and to dates will reflect the most appropriate registration dates as per SOAORUL, based on course and/or section characteristics. These rules are accessible via the Schedule Processing Rules Form (SSARULE).

- When registration takes place, charges are placed on the student's account based on section fees defined in the Section Detail Information Form (SSADETL) and/or fee rules established in the Registration Fee Assessment Rules Form (SFARGFE).

The **Track by CRN** indicator on in the Term Control Form (SOATERM) is used to add the CRN number to all fee assessment transactions on the student's accounts receivable records. The **Assess by Course** indicator on SFARGFE does the same in the refunding process (if the **Track by CRN** and **Assess by Course** indicators have been checked at the section level). This capability facilitates the tracking of fees to an individual registration record.

A study path sequence number will only be associated with a section fee charge when the **Section Fees by Study Path** indicator is checked on SOATERM.

- As an alternative to defaulting fees from the course level, registration fees can be defined in the Section Fee Assessment Control Form (SSADFEE) and will populate the section fees (SSRFEEES table) based on course and/or section characteristics. This is a set-up process only and will not physically write the new records to the table until a new section has been created.

When new sections are created, the fee rules defined here will default automatically. If the updating of existing sections with no existing fee rules is required, a batch process (SSPMFEE) is available to examine the set-up information and apply the fee rules to the appropriate sections.

- If fee assessment rules are required in addition to section level fees, they should be constructed in the Registration Fee Assessment Rules Form (SFARGFE) as in traditional fee assessment.

 **Note**

These charges will be assessed using the billing hours from SFAREGS as in the traditional registration fee assessment calculations. ■

- If your institution does not wish to use the section fees method for assessment, rules that incorporate open learning courses must be added to the Registration Fee Assessment Rules Form (SFARGFE). The data elements in the registration fee assessment rules provide the ability to assess by instructional method and schedule type.

## Define Charges Based on Course Registration Records

Charges can be defined in three ways:

### 1. Section Fees

You can establish and apply rules assigned to individual courses using the course fees information (in the Fee Code window of SCADETL) or the sections fees information (in the Section Fees window of SSADETL).

### 2. Registration Fee Assessment Rules

You can establish and apply rules on SFARGFE based on curriculum elements, student characteristics, course campus, course level, course attributes, study path, or study path with course attribute for pre-billing or regular billing rules.

### 3. Registration Additional Fees

You can manually add optional fees using SFAEFEE. This form can be accessed from the \*REGISTRATION menu or from SFAREGS during registration using the Charge Optional Registration Fees item in the Options Menu.

## Assessment Methods

Once you have built your rules and students have been enrolled, the charges can be applied immediately to a student's account using online assessment or through job submission.

You can run assessment five ways:

1. Online through SFAREGS Banner Student baseline registration.
2. Online through Banner Student Self-Service registration.
3. Online through Banner Voice Response telephone registration.

4. Online through TSASPAY in the Accounts Receivable module in Banner Student.
5. Online through job submission for a term using SFRFASC:
  - for a single ID,
  - for a population selection.
  - for batch collector records created in registration, or
  - for batch enrollment status.

## Reporting, Viewing, Auditing, Trouble Shooting, and Purging Fee Assessment

You can review charges that have been placed on a student's account in a variety of ways.

1. Use the Student Course/Fee Assessment Query Form (SFAREGF).

Review the data that is displayed in the Term Registration Summary block and the Mock Fee Assessment window for the student for the term.

2. View student account detail on the Account Detail Review Form (TSAAREV).

You can access this form from the \*TSTUDENT menu or using the Review Account Detail item in the Options Menu on SFAREGS or on SFAFAUD.

3. View student account detail on the Student Account Detail Form (TSADETL).

You can access this form from the \*TSTUDENT menu or using the Student Account Detail item in the Options Menu on SFAFAUD.

4. Use the Registration Fee Assessment Audit History Form (SFAFAUD).

The main window displays all the items that have been entered into the audit table to calculate the student's charges. Items that have been used to create a TBRACCD record display the associated transaction number from that table. The Audit Detail Information window displays the details for the audit record.

5. Run the Registration Fee Assessment Process (SFRFASC).

Run this process to: print accounting records, print audit information, print both accounting records and audit information, view audit records before updating student accounts, and sort in name or ID order.

6. Run the Fee Assessment Report (SFRFEES).

Run this report to assist in trouble shooting and debugging fee assessment processing. The report is used by the ActionLine to obtain contact data, (along with additional delivered SQL\*Plus scripts, which are discussed in the "Fee Assessment Script" section).

## 7. Run the Purge Fee Assessment Audit Process (SFPFAUD).

Run this process to purge audit history records from the database or range of dates for transactions, for a specific term, or for an ID. You can retain only the last assessment records, print summary or detail information, and run the process in audit or update mode.

## Course Catalog

To assure that fee assessment processing will access all the rules and information needed to calculate charges correctly, set-up is required in the Catalog module.

The following information from the Basic Course Information Form (SCACRSE) and the Course Detail Information Form (SCAETL) is pulled into the Schedule module and is used in fee assessment:

- billing hours
- credit hours (for section fees only)
- tuition waiver
- course levels
- grade mode
- schedule type
- instructional method
- course degree attributes
- fee codes
- duration type (for section fees only)
- duration units (for section fees only)

## Class Schedule

To assure that fee assessment processing will access all the rules and information needed to calculate charges correctly, set-up is required in the Class Schedule module.

The following information from the Schedule Form (SSASECT) and the Schedule Detail Form (SSAETL) is pulled into the Registration module and is used in fee assessment:

- course campus
- schedule type
- instructional method
- part-of-term (These dates default from SOATERM.)

- tuition/fee waiver
- billing hours (These default from the course but may be changed as sections are created.)
- sections fees
- degree program attributes
- duration type
- duration units

## Term Control

To assure that fee assessment processing will access all the rules and information needed to calculate charges correctly, set-up is required in the Registration module.

The following fields in the Registration Fee Assessment section of the Term Control Form (SOATERM) are used in fee assessment:

- **On-line Fee Assessment** - When this box is checked, fee assessment will run in baseline when registration records are saved and in self-service when students use the View Fee Assessment link.
- **Track by CRN** - When this box is checked, courses with assigned section fees and tuition and fee waiver flags set will have the CRN for that section recorded in accounting records when assessment takes place.
- **Refund by Total** - Check this box to use refund calculations that are processed by special refund by total calculations and registration refunding by total rules in SFARFND.
- **Allow Swapping** - Check this box to turn on hours swapping on a term-by-term basis in registration fee assessment.
- **Reverse Non-Tuition/Fee Charges** - Check this box to allow registration fee assessment to reverse non-tuition or non-fee charges for detail codes with a category code other than *TUI* or *FEE*.
- **Effective Date** - Enter the date you want charges to become effective in accounts receivable, when using post-dated fees for a future date.
- **Original Charge Cutoff Date** - This is the last date on which charges can be considered as original for purposes of Banner Financial Aid.
- **Section Fees by Study Path** - Check this box to control whether the study path sequence number for the CRN (for the section fees) will be posted to the charge on TBRACCD.

## Registration and Enrollment Status

### Course Registration Status Code Validation Form (STVRSTS)

The **Count in Assessment** and **Withdrawal Indicator** fields on STVRSTS need to be set up for use in fee assessment.

The **Count in Assessment** indicator is used for any course with a registration status which should have an impact on fee assessment. When this indicator is checked, the billing hours for the course with this registration status code will be considered in fee assessment. Uncheck this indicator if the billing hours for the course with this registration status code are not to be considered in fee assessment.

The **Withdrawal Indicator** is used for any course with a registration status that should be considered as a dropped course and for which a refund or penalty should be calculated. When this indicator is checked, the billing hours for the course with this registration status code will be considered in fee assessment, and the refund rules will be applied that are in effect for the date the code was assigned to the course. This is the only way a course can be considered as a dropped course and be processed by refund calculations in fee assessment.

The billing hours are adjusted based on the defined refund information (from either SFARSTS or SFARFND), if applicable, to calculate the student's liable hours for the course that has been dropped. If no refund period is defined, and no refund information is found for the dropped course, the student is 100% liable for the course. The course is considered an enrolled or registered course when the **Withdrawal Indicator** is unchecked. When the **Withdrawal Indicator** is unchecked and the **Count in Assessment** checkbox is checked, the student is automatically considered 100% liable for the charge for the course.

### Course Registration Status Form (SFARSTS)

The information in the Course Registration Status Refund Rules block on SFARSTS is considered when the **Refund by Total** checkbox is unchecked on SOATERM. If the student has dropped a course, fee assessment checks the registration status code, the part-of-term code on the course, and the date it was applied to the student's course on the SFRRFCR record. If that date falls within a range that has a refund period associated with a detail code that has a category of TUI or FEE, the liability for the student's assessment will be processed according to the refund percentages associated with that code on SFARSTS. The **Count in Assessment** checkbox must be checked for the registration status code.

### Enrollment Status Code Validation Form (STVESTS)

The **Withdrawal Indicator** on STVESTS needs to be set up for use in fee assessment. This indicator is used to define an enrollment status code as a drop for refund calculation. Check this indicator so fee assessment will use the enrollment status code as a refund status code. The refund percentages and date ranges in the rules on SFAESTS are used for

refunding. Uncheck this indicator so the student is seen as enrolled for this enrollment status code.

## Enrollment Status Controls Form (SFAESTS)

When the **Withdrawal Indicator** is checked for an enrollment status code on STVESTS, fee assessment checks the enrollment status code and the date it was applied to the student's enrollment against the SFBRFST record for refund information. If the student's enrollment change date falls within a range that has a refund percent associated with a detail code that has a category of TUI or FEE, assessment will calculate the percentage of the refund according to the refund percentages associated with that code.

If the enrollment code and the course enrollment status code are changed to a withdrawal type, the enrollment refund will always take precedence, and refunding will be based on the enrollment withdrawal rules. If no enrollment withdrawal percentages exist for the enrollment status code or the enrollment date, the course withdrawal refund rules will be used from SFARSTS or SFARFND.

Assessments that occur after the student's enrollment has been changed to a withdrawal type will not reflect any course liability, and tuition will not be assessed. The student's assessment will remain the same as it was for the previous assessment. Any mock assessment that is performed will not include course liability and tuition assessment, because none will be available.

## Manually Updating Existing Registration Status Codes

You can overwrite/update an existing registration status code (a non-dropped code) with the same value. If an existing course has the same registration status code (a non-dropped code) retyped over the existing code, no change in assessment should occur. If a course is changed from a lesser registration status to full registration status, any refund penalties or liability assessed need to be reversed. The SFRSTCR\_ASSESS\_ACTIVITY\_DATE column on the SFRSTCR table is used to monitor this.

The SFRSTCR table captures a fee assessment activity date to determine if a course needs to be processed in the next assessment. If flat charge refunding is in effect for the assessment, as it is the only method of refunding that determines and processes registration changes that have occurred since the last assessment, and a user types over an existing code, reassessment should not occur for the section. The date in the SFRSTCR\_ASSESS\_ACTIVITY\_DATE column is used to determine which registration records need to be selected for assessment.

As part of the registration processing, if the registration record is newly added or has had a change in its registration status, the SFRSTCR\_ASSESS\_ACTIVITY\_DATE field will be updated with the current date and time, so the fee assessment process will know that this record needs to be processed. The SFRSTCR record only will be selected for flat charge refund processing, if the SFRSTCR\_ASSESS\_ACTIVITY\_DATE is greater than the SFBETRM\_ASSESSMENT\_DATE, which is the date when the student was last assessed. On

those records that do not need to be processed, the `SFRSTCR_ASSESS_ACTIVITY_DATE` field will not be updated.

 **Note**

Institutions not using assessment flat charge rule definitions and flat charge refunding will not be impacted by this processing. ■

- If both the original course registration status code (`STVRSTS`) and the new course registration status code are for a non-dropped course (i.e., the course is being added), and the original add was already assessed, then the `SFRSTCR_ACTIVITY_DATE` field is always updated, but the `SFRSTCR_ASSESS_ACTIVITY_DATE` field is not updated, since the course is not newly added and does not need to be assessed.
- If either the original course registration status code (`STVRSTS`) or the new course registration status code are for a dropped course, which is defined as the `STVRSTS_WITHDRAW_IND` is set to `Y`, then the following criteria checking is performed.
  - If the new course registration status code and the original course registration status code are equal (the `SFTREGS_RSTS_CODE` field value equals the original `SFRSTCR_RSTS_CODE` field value), registration processing checks to see if the date on the new course registration status code (`SFTREGS_RSTS_DATE`) is different from the date on the original record (`SFRSTCR_RSTS_DATE`). If they are different, then the student has made a change and may qualify for a different refund. This record needs to be re-evaluated, and therefore the `SFRSTCR_ACTIVITY_DATE` and the `SFRSTCR_ASSESS_ACTIVITY_DATE` must be updated, so next assessment picks up the change.
  - If the new course registration status code is for a dropped course and the original course registration status code is for an added course, the `SFRSTCR_ACTIVITY_DATE` and the `SFRSTCR_ASSESS_ACTIVITY_DATE` must be updated, so that the next assessment processes the drop.

## Storing Related Values and Options

Fee assessment options and controls for a term are stored in the Fee Assessment section of the main window on `SOATERM`.

- Use the **On-Line Fee Assessment (Indicator)** to turn on online registration fee assessment for the term.
- Use the **Track by CRN (Indicator)** to turn on tracking of charges by CRN for registration fee assessment.
- Use the **Refund by Total (Indicator)** to turn on refund by total processing in registration fee assessment.
- Use the **Allow Swapping (Indicator)** to turn on hours swapping in registration fee assessment.



- Use the **Reverse Non-Tuition/Fee Charges (Indicator)** to allow registration fee assessment to reverse non-tuition or non-fee charges for detail codes with a category code other than *TUI* or *FEE*.
- Use the **Effective Date** field to designate the date you want charges to become effective in accounts receivable, when using post-dated fees for a future date.
- Use the **Original Charge Cutoff Date** field to designate the date through which all assessments are considered original charges on all student accounting transactions.
- Use the **Section Fees by Study Path (Indicator)** to control whether study path data is stored with a charge, when the charge is generated from section fees.

## Setting Up Non-Refundable Fees

When a student no longer qualified for a charge to a detail code having a category code other than *TUI* or *FEE*, the non-refundable charges were traditionally reversed. Some institutions prefer that only *TUI* and *FEE* charges qualify for the reversal. There is an option to reverse or not reverse charges to detail codes having a category code other than *TUI* or *FEE*.

Use the **Reverse Non-Tuition/Fee Charges (Indicator)** on *SOATERM* to allow registration fee assessment to reverse non-tuition or non-fee charges for detail codes with a category code other than *TUI* or *FEE*.

When the indicator is not checked (set to *N*), charges to detail codes having a category code other than *TUI* or *FEE* *will not* be reversed during fee assessment. For institutions that wish to use the reversal, the indicator should be checked (set to *Y*).

### Note

When the checkbox is not checked, assessment will default to not reversing charges to detail codes with a category code other than *TUI* and *FEE*. ■

## Maximum Limits

Use the Registration Fees Min/Max Charge Control Form (*SFAFMAX*) to set upper limits for the amount a student can be charged overall for a specific detail code for a term. This does not include processing using Track by CRN. A course that has the **Tuition Waiver (Indicator)** set on *SCACRSE* in a term that is using Track by CRN will not count toward the maximum allowed for a detail code for the term. Please refer to the topic *Definition and Use of Registration in SFAFMAX* later in this section for more information.

## Registration Fee Assessment Rules

Use the Registration Fee Assessment Rules Form (*SFARGFE*) to build your rules for fee assessment processing. Please refer to the online help for more information on *SFARGFE*.

On SFARGFE you can do the following in the Key Block:

- Use the pulldown list in the **Rule Type** field to select valid rule type values such as *ATTR*, *CAMPUS*, *LEVEL*, *STUDENT*, *STUDYPATH*, or *STUDYPATH\_ATTR*.
- Use the **Entry Type** field to build rules for pre-billing and regular billing. Use the pulldown list to select *PREBILL* or *REGULAR* as the value.
- Use the **Copy Rules to New Term** button to copy existing rules to a new term. This button opens a window where you can enter the rule information and then select the **Process Rule Copy** button to insert the copied rules into a new term and save the changes.
- Use the **Set Copy Indicator** checkbox to set the **Copy (Indicator)** for each rule on SFARGFE to checked (copy) or unchecked (do not copy).
- Use the **Process Copy Indicator Setting** button to default each **Copy (Indicator)** in the form for that rule type to the setting chosen (checked or unchecked) by the **Set Copy Indicator** checkbox.

On SFARGFE you can do the following in the Registration Charges and Fees block.

- Use the **Sequence Number** field to view the one-up number that is automatically assigned to each rule within the term code and rule type when the rule is created and saved. In the Registration Fee Assessment Audit History Form (SFAFAUD), you can identify exactly which rule was used to process that assessment by referring to the sequence number and then viewing the registration fee assessment rules for that term and rule type.
- Use the **Course Campus**, **Course Level**, and **Course Attribute** fields only when you are working with the applicable rules (*CAMPUS*, *LEVEL*, *ATTR*), as they have associated data entry restrictions. The **Course Attribute** field *must* be used with the *STUDYPATH\_ATTR* rule.
- Use the other fields in the block to build rules to your specifications.

Use the Student Curriculum Rules block, the Registration Criteria block, and the Student/Course Rules block to maintain information used in fee assessment processing. The data displayed in these blocks is dependent on the rule selected in the Registration Charges and Fees block.

Use the **Assess by Course** checkbox in the Student/Course Rules block to apply charges to a specific CRN when rules exist based upon part-of-term, grade mode, instructional method, and schedule type.

The following occurs in the Student Curriculum block when either the *STUDYPATH* or *STUDYPATH\_ATTR* rule type is selected in the Key Block.

- The **Residence** and **Session** fields are displayed.
- The **Curricula** field is hidden. You cannot enter the curriculum priority.

- The Student Curriculum tab label changes to read Study Path.
- The Student Curriculum Rules block label changes to read Study Path Rules.

When the rule types for *STUDENT*, *CAMPUS*, *ATTR*, or *LEVEL* are selected, the **Curricula** field is displayed, and the **Residence** and **Session** fields are hidden. The tab label reads Student Curriculum, and the block label reads Student Curriculum Rules.

When the *STUDYPATH* rule type is used, you must enter at least one curriculum value in the Study Path Rules block before a rule can be saved.

When the *STUDYPATH\_ATTR* rule type is used, you must enter at least one curriculum value in the Study Path Rules block, as well as a course attribute in the Registration Charges and Fees block before a rule can be saved.

## Copying Rules to New Term

Use the Copy Fee Assessment Rules To A New Term window on SFARGFE to copy rules by term and the associated data to a new term. This window is accessed from the Key Block using the **Copy Rules to New Term** button.

You may also select rules to copy by using the rule data elements. For example, you may copy one department's rules at a time or copy only those rules for non-resident students before copying rules for resident students. Use the data elements to restrict the rules to be copied. Only rules with the **Set Copy Indicator** checked will be copied to the new term. (When entering data elements to restrict rule copying, the rule uses an AND condition between the data elements you select.) Rules may be copied back to previous terms or forward to future terms. Detail codes that are inactive in TSADETC will not be copied in this process.

## Audit History

Use the Registration Fee Assessment Audit History Form (SFAFAUD) to assist in fee assessment processing and to view the history of assessments by ID and term. Use the data on the form to understand how the charge was calculated by the fee assessment process.

The Detail block displays the term code, activity date, time of the assessment, the SFARGFE rule sequence number, detail code, detail category code, TBRACCD transaction number, and the amount of the charge. You can view expanded detail on the audit record using Next Block or the Options Menu.

The Detail Audit Information window displays the pertinent information from SFARGFE and the fee assessment process to explain how the charge was derived. The window separates assessments into per credit, flat, and overload and allows you to see the billing hours used, as well as the overload starting hours, overload hours, and the per credit charges applied. The audit history also stores the CRN for both Track by CRN processing and for assess by course processing. When you are assessing by course or tracking by

CRN, the audit detail record displays the source of the refunding information, as well as the registration status code or the enrollment status code used to calculate the refund.

Charges applied as a result of assessments from the section fees portion of the Section Detail Form (SSADETL) and from additional fees are displayed in the **Note** field in the window. If minimum or maximum restrictions from the registration fee assessment rules or from SFAFMAX have affected the assessment, this is also displayed as notes information.

## Fee Assessment Audit History Records from Batch

The fee assessment process run from job submission (SFRFASC) provides output options to print either the entries that are made to the audit history table, the student accounting record (TBRACCD) update only, or both audit and student accounting record information.

Output is distinguished between fee assessment audit history records under the subheading of *Audit* and student accounting records (TBRACCD) under the subheading of *Accounting*.

Here is a sample of the output for a student in which charges have been back-dated in the Student Course Registration Form (SFAREGS). The audit information records the actual date of assessment, and the student accounting records display the effective date the charges were posted to TBRACCD. This represents the option to print both audit and student accounting information for the current assessment.

550000030	Student, Sample			
	Audit:			
	3	T101	Tuition Charge	400.00 20-NOV-2002
	1	TA	Tuition Rules by Level	40.00 20-NOV-2002
	2	TF	Non-Resident Tuition	240.00 20-NOV-2002
			Net Assessment:	680.00
	Accounting:			
	3	T101	Tuition Charge	400.00 20-NOV-2002
	1	TA	Tuition Rules by Level	40.00 01-OCT-2002
	2	TF	Non-Resident Tuition	240.00 01-OCT-2002
			Net Change:	680.00

## Per Credit, Flat, and Flat Plus Per Credit (Overload) Processing

Rules for fee assessment processing are defined in one of three ways:

- Per credit charging rules (uses billing hours)
- Flat charging rules
- Overload charging rules

Rules that have already been defined for previous terms will calculate the appropriate fees. When the audit history detail records are created for a previous term, fee assessment will

place all charges in the **Per Hour Charge** field, since this was the only method used to create charges in the previous versions of registration fee assessment.

Flat charging rules must be developed for institutions using plateau refunding. The flat and overload charging elements can be used to set up new rules for a term. Understanding this processing allows you to build rules that will provide more useful information from the registration fee assessment audit history records. Users can more readily see how a charge was derived in fee assessment.

The best way to demonstrate the differences in set-up and when it is necessary to update an institution's rules to use these new data elements is to provide several examples.

## Per Credit

Per credit processing functions as follows. You enter the per credit amount and use the minimum and maximum ranges to control the limits. The fee assessment audit history shows the per credit amount for the rule and the billing hours used to calculate the charge. If the minimum or maximum was invoked to limit the charge, that information is displayed in the notes. An example of the use of per credit charges and the results in the audit history is provided in the scenarios that follow.

## Flat and Flat Plus Per Credit (Overload) Processing

Flat plus per credit charges will be referred to as overload charges from here on.

For overload processing, the **Liable Billing Hours From** and **(Liable Billing Hours) To** fields are used to define how a student qualifies for or *enters* the rule. Other fields are also additionally used to define flat rules and overload rules.

The **Flat Charge Hours Range From** field is used to define the minimum credits for the flat charge. The **(Flat Charge Hours Range) To** field defines the point at which the flat rule charge is no longer in effect, and the **Flat Charge Amount** field defines the actual amount to be applied to the student's assessment.

The **Course Overload Start Hours** field determines the liable billing hours the student must have to begin assessing a per credit calculation over the flat charge. Therefore, a single rule can be used to set up the flat and overload charges. Conversely, single rules for per credit and flat processing can be broken out into two rules to allow for easier identification of how charges were derived using the audit history detail.

### Note

These fields must be used when plateau refunding is needed at your institution. ■

Flat fee processing uses a flat hours range and a defined flat fee amount to generate flat fee charges. This works with the assessment process to identify the starting point for the flat rule. The from flat hours is referred to during the plateau refund process.

Expanded decimal places are not required to calculate correct refunds when dropping into and out of flat charge ranges. The course overload start hours is referred to when overload rules are in effect. Any credits over a particular range are charged a per credit rate plus the flat charge. For example, you may have a rule that says: Charge \$1000.00 to any student with 12 or more credits and an additional \$100.00 per credit to students who have more than 15 credits. You do not need to use a negative rule to back out the difference between the flat and per credit over flat amounts. A detailed example is provided in the scenarios that follow.

## Per Credit Charging

Previously, per credit charging was the only way fee assessment was able to calculate charges. Per credit charging was used to create both flat and flat plus per credit charges by manipulating the use of the minimum and maximum charge values in SFARGFE. This method will continue to calculate the correct results. Please review the following example.

### Scenario 1: Flat Charges versus Per Credit with a Maximum Charge

#### Old Rule Set-Up Charges

1. Any undergraduate student who is registered in 1-11.99 credits (billing hours) is charged \$80.00 per credit.
2. Any undergraduate student who registers in more than 12 credits is charged a flat fee of \$1000.00.

$$12 \times 80.00 \text{ per credit} = \$960.00$$

Therefore, these charging rules mean that full-time students pay a \$40.00 premium for going to full-time status, which allows them a higher range of hours for the same flat charge.

A single rule such as the following can be created:

Seq	Detl	Per Credit	Min	Max	Lvl	From Liable Billing Hrs	To Liable Billing Hrs	From Flat Hrs	To Flat Hrs	Flat Chrg	Course Overload Start Hrs
1	T101	\$80.00	\$80.00	\$1000.00	UG	1.00	99.00				New Data Elements on SFARGFE

This rule creates the correct charges and refunds for students in fee assessment processing. The results in SFAFAUD will show what fee assessment has done to calculate the charge. All charges are recorded as per credit charges in the audit table.

As a result, the audit history records for every student who is charged using a rule such as the one above will display the per credit calculation in the **Per Hour Charge** field in the Detail Audit Information window of SFAFAUD. The total per credit calculation and the

number of liable hours used to derive the charge are displayed in those data fields. If the student exceeds the \$1,000.00 limit, the total calculation is displayed, but the **Note** field explains that the per credit calculation exceeded the rule maximum. Fee Assessment actually calculates the per credit charge and then invokes the maximum charge defined for the rule.

A student who registered for 21 credits in a term in which the above rule is defined, would have the information in the **Note** field in the Detail Audit Information window of SFFAUD explaining that the per credit calculation of:

21 liable billing hours X 80.00 per hour = \$1680.00, which exceeds the rule maximum of \$1,000.00

(by displaying in the **Note** field)

*1680 > rule max of 1000, reset to max*

Fee assessment rules and processing allow the user to move the \$1,000.00 flat rate into the **Flat Fee Charge** field, indicating that the charge was not derived just as a maximum that was invoked on a per credit rule, but that it was in fact a flat charge. Please see the next example.

#### **Alternative Rule Set-Up for Flat Charging**

Using the same example as above, a new rule can be established.

As an alternative to fee assessment performing the work to calculate per credit charges, when in fact the user really is creating a flat charge, use the set of flat charging elements in SFARGFE. The charge posted to the accounting records in TBRACCD will be the same using this set-up, however what is displayed to the user in the Audit Detail Information window will differ.

To accomplish this you can break the above rule into two separate rules using the fields on SFARGFE for flat and overload charging.

Seq	Detl	Per Credit	Min	Max	Lvl	From Liable Billing Hrs	To Liable Billing Hrs	From Flat Hrs	To Flat Hrs	Flat Chrg	Course Overload Start Hrs
1	T101	\$80.00	\$80.00	\$959.20	UG	1.00	11.99				
2	T101	\$0.00	\$0.00	\$9999.99	UG	12.00	99.00	12.00	99.00	\$1000.00	

A student who is registered in 21.00 credits receives a \$1,000.00 charge. This time, the flat charge of \$1,000 displays in the **Flat Fee Charge** field in the Audit Detail Information window. The range of credits that apply to the flat rule are also displayed in the **Rule Flat Hour Range** fields as 12.00 - 99.00. Fee assessment does not multiply the student's

billing hours by the per credit charge and then invoke the maximum limit. There is no information in the **Note** field in this case.

The new rules on SFARGFE in the Registration Charges and Fees block will be displayed as follows:

- The value for the **Flat Charge Hours Range From** is 12.00.
- The value for the **(Flat Charge Hours Range) To** is 99.00.
- The value for the **Flat Charge Amount** is \$1000.00.

Fee assessment will calculate refunds when a student drops below the from flat hours range. Please refer to the topic “Refunding Using Combined Flat and Overload Rules (Plateau Refunds)” later in this section.

### ***Scenario 2: Overload Charging***

An “overload” situation may exist when:

- The institution decides that the flat charge applies to a specific range of credits (billing hours), and there is a maximum number of hours allowed for that flat charge.
- If a student exceeds the maximum hours allowed for the flat charge, the institution charges per credit for the difference between the maximum allowed for the flat range and the actual number of credits for which the student is registered.

SFARGFE uses a **Course Overload Start Hours** field to determine when that overload charge should begin. Please review the following example.

Any undergraduate student who is registered in 1-11.99 credits is charged \$100.00 per credit.

When an undergraduate student reaches 12.00 credits, a flat fee of \$1000.00 is applied. (In this case, the institution provides an incentive to register as a full-time student.) The flat fee applies to all students registered in 12 or more credits, but if the student registers in more than 15 credits, the institution begins charging an additional \$100.00 for each credit in excess of that 15 credit maximum.

### ***Non-Refund by Total and Multiple Flat Rules***

Fee assessment processing can assess a student for multiple flat rates, as well as non-flat or per credit type rates concurrently.

*Example Rules:*

The student qualifies for the following rules on SFARGFE.



Rule	Detail Code	Rule Type	Flat From	Flat To	Amount
1	T100	STUDENT	12	99	1200 flat
2	T200	STUDENT	7	10	1000 flat
3	C100	STUDENT	0.01 (Credit From)	50 (Credit To)	100 per credit hour

Step 1: The student initially registers for 13 credit hours and is assessed.

Detail Code	Amount	Liability Hours	Student Liability Hours
T100	1200	13	13
C100	1300	13	13

Step 2: The student drops 6 credit hours in a 60% refund period and is assessed.

Detail Code	Amount	Liability Hours	Student Liability Hours
T100	1200	The flat liability is calculated at 9 hours, which is below the flat range.	
T200	1000	9.4	9.4
C100	360	9.4	9.4

The following rules are used for processing multiple flat rules with per credit hours rules.

1. When the student qualifies for multiple rules that exist across multiple rule types (such as *STUDENT* and *ATTR*, or *STUDENT* and *CAMPUS*, or *CAMPUS* and *LEVEL*), the student liable rule hours on all non-student rules will be based on a per-credit and non-flat calculation.
2. The student drops out of a flat rule, and no other rule exists to pick up where the flat rule ends. (The student is assessed a flat fee with a range of 12 - 99 hours, drops hours in a range from 0 - 11.99, and no other rules exist below 12 hours). When the student adds credit hours back into their rule, the previous flat liability will be lost, and the new liability will include only new credit hours.

*Example Rule:*

The student qualifies for the following rule on SFARGFE.

Rule	Detail Code	Rule Type	Flat From	Flat To	Amount
1	T100	STUDENT	12	99	1200 flat

Step 1: The student initially registers for 13 credit hours and is assessed.

Detail Code	Amount	Liability Hours	Student Liability Hours
T100	1200	13	13

Step 2: The student drops 3 credit hours in a 60% refund period and is assessed.

Detail Code	Amount	Liability Hours	Student Liability Hours
T100	1200	The flat liability is calculated at 10.8 hours, which is out of the flat range.	

Step 3: The student adds another 6 credit hours and is assessed.

Detail Code	Amount	Liability Hours	Student Liability Hours
T100	1200	16	16

The previous flat liability of .8 hours is lost, and the starting liability for the flat fee will start over.

- The rules that will reuse the liability hours calculated for a flat fee are flat rules with the same from and to flat hours within the same rule type and value. This is any non-flat rule in which the flat “from hours” minus the non-flat rule credit “to hours” is greater than zero but less than one.

For example, the flat rule has a flat range of 12 - 99. The rule that is not for a flat fee and with a credit hour range of 0 - 11.99, will use the liability hours calculated for the flat fee. If the non-flat rule has a credit hour range of 0 - 10.99, the flat liability will not be used, but the liability calculated as a per credit hour will be used.

*Example Rules:*

The student qualifies for the following rules on SFARGFE.

Rule	Detail Code	Rule Type	Flat From	Flat To	Amount
1	T100	STUDENT	12	99	1200 flat
2	T200	STUDENT	7	10	1000 flat
3	C100	STUDENT	0.01 (Credit From)	11.99 (Credit To)	100 per credit hour

Step 1: The student initially registers for 13 credit hours and is charged.

Detail Code	Amount	Liability Hours	Student Liability Hours
T100	1200	13	13

Step 2: The student drops 6 credit hours in a 60% refund period and is charged.

Detail Code	Amount	Liability Hours	Student Liability Hours
T100	1200	The flat liability is calculated at 9 hours.	
T200	1000	9.4	9.4
C100	900	9	9

C100 picks up the liability calculated for the T100 flat fee, because it is within one credit hour range.

4. If a non-flat rule falls in the 1 credit hour range for multiple flat rules, it will always be treated as a per credit hour, and none of the flat liabilities will be used for the rule.

*Example Rules:*

The student qualifies for the following rules on SFARGFE.

Rule	Detail Code	Rule Type	Flat From	Flat To	Amount
1	T100	STUDENT	12	99	1200 flat
2	T200	STUDENT	12	15	1000 flat
3	C100	STUDENT	0.01 (Credit From)	11.99 (Credit To)	100 per credit hour

Step 1: The student initially registers for 13 credit hours and is charged.

Detail Code	Amount	Liability Hours	Student Liability Hours
T100	1200	13	13
T200	1000	13	13

Step 2: The student drops 6 credit hours in a 60% refund period and is charged.

Detail Code	Amount	Liability Hours	Student Liability Hours
T100	1200	The flat liability is calculated at 9 hours.	
T200	1000	The flat liability is calculated at 9 hours.	
C100	940	9.4	9.4

**Multiple Flat Rules GTVSDAX Rule**

 **Warning**

If you have multiple flat rules with the same from (start) dates but with different to (end) dates, you need to read the following, or your results may be different than expected. ■

A GTVSDAX rule is used to define the minimum flat to hours for conversion to a value of 9999 for processing consistency. The GTVSDAX rule for the **(Internal) Code** of *FLATTOMAX* and the **Group (Code)** of *FEERULES* is used to define the minimum flat to hours that will be converted to 9999. For example, if your rules are 12-99, 12-99.99, and 12-999, set the **External Code** to 99 so that all rules greater than or equal to 99 will be converted to 9999.

Script `sinsgtvsdax1.sql` is used to insert this record into GTVSDAX.

External Code	Internal Code	Internal Code Sequence Number	Internal Code Group	Description	Activity Date
99	FLATTOMAX	1	FEERULES	Max RGFE flat to hours	Sysdate

The `supsfrrflat.sql` script is used to correct all flat to hours values for a term in SFRRGFE and SFRFAUD. This script is run from SQL\*Plus. It finds all flat hour ranges for a term, prompts the user for new flat to hour values, and then updates the values. The SFKFEES and SFKFEE1 packages replace the SFRRGFE\_TO\_FLAT\_HRS value and the SFRFAUD\_RGFE\_TO\_FLAT\_HRS value with 9999 for a term, when that value is greater than or equal to the GTVSDAX value for the FLATTOMAX rule.

### Old Rule Set-Up for Overload Charges

The former rule set-up required four lines of rules. One line of rules was set up using a negative charge to compensate for the per credit limitations of old fee assessment processing. These rules will continue to calculate the correct assessment.

The \* indicates fields that have been added to SFARGFE.

The \*\* indicates fields that have been removed from SFARGFE.

Seq	Detl	Per Credit	Min	Max	Plat	Plat Hrs	Lvl	From Liable Bill Hrs	To Liable Bill Hrs	Frm Flat Hrs	To Flat Hrs	Flat Chrg	Crse Overload Start Hrs
*					**	**				*	*	*	*
1	T101	\$100.00	\$100.00	\$1199.00	Y	12	UG	1.00	11.99				
2	T101	\$100.00	\$1000.00	\$1000.00	Y	12	UG	12.00	99.00				
3	T101	\$100.00	\$0.00	\$9999.00	Y	12	UG	15.00	99.00				
4	T101	\$0.00	-\$1500.00	-\$1500.00	Y	12	UG	15.00	99.00				

The work done by fee assessment when a student with 19 credits registers and is assessed for these rules is:

Determine the student's liable hours = 19, and therefore rules 2, 3 and 4 apply.

Rule 2 charge = 19 X 100.00 per credit = \$1900.00, but the maximum allowed for the rule is \$1,000.00; therefore the Rule 2 charge = \$1,000.00.

Rule 3 charge = 19 X 100.00 per credit = \$1900.00.

Rule 4 charge = 19 X 0 per credit = 0, and the minimum charge = - \$1500.00.

The total of Rules 2, 3, and 4 = (\$1,000.00 + \$1900.00) - \$1500.00 = \$1,400.00.

### **Alternative Rule Set-Up for Overload Charges**

Seq	Detl	Per Credit	Min	Max	Lvl	From Liable Billing Hrs	To Liable Billing Hrs	From Flat Hrs	To Flat Hrs	Flat Chrg	Course Overload Start Hrs
1	T101	\$100.00	\$100.00	\$1199.00	UG	1.00	11.99				
2	T101	\$100.00	\$0.00	\$9999.99	UG	12.00	99.00	12.00	99.00	\$1000.00	15.00

The \$100.00 per credit charge will be used when the student reaches the course overload start hours (in this case 15.00 hours).

Only students who are liable for 12.00 or more billing hours use this rule (sequence number 2). Once it is determined that the student has more than 12.00 liable billing hours, fee assessment then looks to see if the liable billing hours are also greater than or equal to 15.00, the value of the course overload start hours. If that is the case, as with a student who has 19 credits, fee assessment performs this calculation:

Flat Charge + (Billing Liable hours – Course Overload Start Hours) X Per Credit Charge

A student with 19 credits will be charged:

$1000.00 + (19 \text{ Liable Billing Hours} - 15 \text{ Course Overload Start Hours for the rule}) \times 100.00 = 1000 + (4 \text{ Overload Hours} \times 100.00) = \$1400.00$

The Detail Audit Information window on SFFAUD displays the flat charge amount and the overload charge amount based on the rule above for a student who registers in 19.00 hours. Based on the overload start hours of 15.00, the flat fee charge of \$1000.000 is still in effect and is displayed in the **Flat Fee Charge** field. The hours used for the overload calculation (4.00) are displayed in the **Overload Hours** field, and the \$100.00 per credit charge that applies to the overload hours displays in the **At** field with the calculated charge displayed to the right.

### **Fee Assessment Using the Assess by Course Indicator**

Fee assessment processing can assess a course with certain course-specific data elements. These data elements that apply to assess by course are part-of-term, grade mode, instructional method, and schedule type. The **Assess by Course (Indicator)** allows fee assessment to return to the grouped courses (whether by student, level, campus, or course attribute) and check for CRNs that satisfy a rule with a specified part-of-term, grade

mode, instructional method, and schedule type. Rules can also be assessed using C (combined parts-of-term).

## Using Assess By Course With Part-of-Term Processing

When a rule is specified as being assessed by course, fee assessment processes the student's registered courses in two steps for the available rule groupings in SFARGFE (student characteristics, course level, course campus, and course attribute).

1. The order of processing within groups is determined.
  - 1.1. Course hours for that rule grouping are summed.
  - 1.2. While the total hours are being summed, part-of-term is tracked for that group. If more than one part-of-term is found, C (combined) becomes the part-of-term for the group. If the part-of-term for the group is not greater than one, the code remains set to that unique part-of-term.
2. The group hours are totalled.
  - 2.1. The rule evaluation is called.
  - 2.2. The part-of-term code determined in step 1 during the totalling process is used. If found to be C, fee assessment will use the rule that is specified as C for the part-of-term.
  - 2.3. Only rules *not* marked *assess by course* will be considered in this step.
3. Assess by course processing begins.
  - 3.1. Each course is processed within the course grouping.
  - 3.2. The rule evaluation is called for each course within the grouping.
  - 3.3. Only courses marked *assess by course* will be considered.
  - 3.4. The part-of-term code used in the rule will be the part-of-term code (or grade mode) attached to the course being processed.
  - 3.5. The hours used for the rule for that specific part-of-term will be the hours for the course.

## Examples of Part-of-Term Processing

Here are some examples of part-of-term processing.

### **Example 1 - Ken Jones**

For this example, assess by course is turned *off* in all rules. The rule type is *Charge By Student Characteristics*. SFARGFE is set up as follows:

Part-of-Term	C	T102 @ 10.00 pc
Part-of-Term	2	T103 @ 100.00 pc
Part-of-Term	blank	T101 @ 125.00 pc

Ken Jones is registered in two courses:

CRN 1	4 credits defined as Part-of-Term 1
CRN 2	2 credits defined as Part-of-Term 2

The total credits for grouping by student are six (6). The SFARGFE rules for both *C* and *Blank* apply to this student's registration.

The calculation would be:

$$\begin{aligned}
 &(6 \times 10.00) \text{ for Part-of-Term } C = T102 \\
 &+ (6 \times 125.00) \text{ for Part-of-Term } Blank \\
 &= 810.00
 \end{aligned}$$

The rule for Part-of-Term 2 does not use T103 for processing, because assess by course is turned off.

The student's accounting entries (TBRACCD) would be:

1	T101	Tuition Charge	750.00	
2	T102	Undergraduate Tuition	60.00	
		Net Change		810.00

### **Example 2 - Ken Samuels**

For this example, assess by course is turned *on* in one rule. The rule type is *Charge By Student Characteristics*. SFARGFE is set up as follows:

Part-of-Term	C	T102 @ 10.00 pc	<b>Assess by Course</b> is <i>N</i>
Part-of-Term	2	T103 @ 100.00 pc	<b>Assess by Course</b> is <i>Y</i>
Part-of-Term	blank	T101 @ 125.00 pc	<b>Assess by Course</b> is <i>N</i>

Ken Samuels is registered in two courses:

CRN 1	4 credits defined as Part-of-Term 1
CRN 2	2 credits defined as Part-of-Term 2

The total credits for the grouping by student are six (6). **Assess by Course** is checked for the rule with the detail code of T103. Therefore the SFARGFE rules for both *C* and *Blank*

apply, and Part-of-Term 2 will apply to this student for the hours within Part-of-Term 2. The credits to assess by course equal two (2).

The calculation would be:

$$\begin{aligned} &(6 \times 10.00) \text{ for Part-of-Term } C = T102 \\ &+ (6 \times 125.00) \text{ for Part-of-Term } Blank = T101 \\ &+ (2 \times 100.00) \text{ for Part-of-Term 2, assess by course} = T103 \\ &= 1010.00 \end{aligned}$$

The student's accounting entries (TBRACCD) would be:

1	T101	Tuition Charge	750.00	
2	T102	Undergraduate Tuition	60.00	
3	T103	Tuition Charge	200.00	
		Net Change		1010.00

If the above students were to drop courses during a 100% refund period or using a drop code that is not counted in assessment, and the remaining CRN(s) exist in a single part-of-term, fee assessment assesses the student as though they are in a single part-of-term. Fee assessment sees the change from multiple parts-of-term to a single part-of-term and use the correct rules for the student.

## Track by CRN

Track by CRN processing works as follows. The CRN is stored in the audit history record (SFAFAUD), and section fee information is retained in the notes of the audit history record. The CRN can be viewed on TSADETL. You can navigate to TSADETL from SFAFAUD to see the CRN in Accounts Receivable. This is enabled in SOATERM using the **Track by CRN** checkbox. Track by CRN also allows institutions to realize or total the revenue generated from students registering for specific CRNs.

### Note

The view `SFVTFAN` and the report produced by the script `sfrtfan.sql` are also part of this fee assessment processing. ■

The Student Course/Fee Assessment Query Form (SFAREGF) provides fee assessment detail in the Mock Fee Assessment window and also displays the CRN for any courses with section fees when the **Track by CRN** checkbox is checked in SOATERM. The mock assessment takes place for the current saved registration record when you view these charges with the SFAFMAX minimum/maximum applied or without the SFAFMAX minimum/maximum applied using the Options Menu.



## Definition and Use of Registration in SFAFMAX

The Registration Fees Min/Max Charge Control Form (SFAFMAX) allows institutions to define minimum and maximum charges for a given detail code for a given term. When a minimum/maximum range is established for a detail code for a term, fee assessment refers to the rules built for the term in this form and imposes the minimum or maximum as defined for the grouped detail code charges.

When tracking by CRN is *not* used, and study path charging is *not* used, the assessment charges determined for the student for the term are grouped by detail code. Prior to the creation of the accounting record, the SFRFMAX table is checked to see if a defined minimum/maximum exists for the detail code and term. If an SFRFMAX record is defined for the detail code and term being processed, the total generated charge (the aggregate charge) for the detail code is evaluated to see if it falls within the minimum/maximum charge range that is defined for that detail code in SFAFMAX. If the aggregate charge is outside of the minimum/maximum charge range, the aggregate charge is adjusted, and the adjustment amount is recorded in the Registration Fee Assessment Audit History Form (SFAFAUD).

The audit history record that is created brings the determined liability for the student into agreement with the amount the student was charged in accounting. The audit history and the student's account charges will agree. This processing can be seen in the **Note** field in the Detail Audit Information window on SFAFAUD.

In registration fee assessment, the SFRFMAX table is consistently checked prior to the creation of accounting records in TBRACCD. This is true regardless of whether the **Tracking by CRN** checkbox is turned on (checked) or off (unchecked) in Term Control Form (SOATERM).

When tracking by CRN *is* used for a term, the scope of the registration minimum/maximum rules changes.

1. Each course-specific charge will be evaluated against the defined minimum/maximum charge range for the term and detail code as defined in SFAFMAX.
2. As part of registration fee assessment processing when using tracking by CRN, the determined charges are grouped by detail code and CRN. The generated charges will include recording the CRN in the student's accounting record if the charge is for a particular course, i.e., a section fee or a charge determined by a registration fee assessment rule (from SFARGFE) where the **Assess by Course (Indicator)** is checked (SFRRGFE\_ASSESS\_BY\_COURSE\_IND is Y).
3. Prior to creating the accounting record in TBRACCD for the course-specific charge, the SFRFMAX table is checked to determine if a defined minimum/maximum charge range exists for the term and detail code. If the generated course-specific charge is outside of the minimum/maximum range as defined in SFRFMAX, the generated charge is adjusted, and the adjustment amount is recorded in registration fee assessment audit history (SFRFAUD).

When study path assessment *is* used for a term, the scope of the registration minimum/maximum rules changes.

1. Each detail code and study path charge will be evaluated against the defined minimum/maximum charge range for the term and detail code as defined in SFAFMAX.
2. As part of registration fee assessment processing when using the *STUDYPATH* or *STUDYPATH\_ATTR* rules, the charges are grouped by detail code and study path. The generated charges include recording the study path in the student's accounting record.
3. Prior to creating the accounting record in TBRACCD for the study path charge, the SFRFMAX table is checked to determine if a defined minimum/maximum charge range exists for the term and detail code. If the generated study path charge is outside of the minimum/maximum range as defined in SFRFMAX, the generated charge is adjusted, and the adjustment amount is recorded in registration fee assessment audit history (SFRFAUD).

Minimum/maximum rules are not used if all courses have been dropped at 100%. In addition, if all the rules (created on SFARGFE or SSADETL) are deleted for a detail code and a corresponding minimum/maximum charge range, the minimum/maximum rules are not used in the reassessment.

## Use of View Students Classes and Charges on SFAREGF

The Student Course/Fee Assessment Query Form (SFAREGF) performs a mock fee assessment when the you select Fee Assessment Without Min/Max Applied or Fee Assessment With Min/Max Applied from the Options Menu.

Fee assessment detail in the Mock Fee Assessment window displays the CRN for any courses with section fees when the **Track by CRN** checkbox is checked in SOATERM, along with the detail code and charge calculated based on the student's current saved registration record. You may view these charges with the SFAFMAX minimum/maximum applied or without the SFAFMAX minimum/maximum applied.

## Fee Assessment Processing Steps - Refunding by Course

The fee assessment process always works with the student's liability at the specific time that the process is run. Comparisons to previous assessments for accurate charging, refunding, and reversals are aided in certain processing by the use of the audit history table. It is critical to create the first set of audit history records.

Fee assessment does the following during processing:

1. Determines the liable amount by detail code.

Fee assessment looks at registration status information for the course and determines what the student is liable for in terms of billing hours, using the **Liable Billing Hours From** and **To** fields on SFARGFE.

For example, a student is registered in 12 hours.

CRN	Hours	Status
CRN 001	4	RE
CRN 002	2	RE
CRN 003	3	RE
CRN 004	3	RE

The fee assessment rule the student qualifies for is:

Detail Code	Amount	Field	Value
T101	\$10.00 per credit	Minimum	0.00
		Maximum	1,000.00
		From Liable Hours	1.00
		To Liable Hours	99.00

- The registration status code used is RE (Registered).
- On STVRSTS the following settings are used. The **Count in Enrollment (Indicator)** is checked. The **Count in Assessment (Indicator)** is checked. The **Withdrawal Indicator** is *not* checked.
- In SFARSTS, there are no refund periods associated with the RE status.
- Fee assessment uses the per credit charge and the RE status, because it does not mean a drop (**Withdrawal Indicator** is not checked), and no refund percentages apply. Therefore liability for each CRN is interpreted as 100%. (For the calculation, the liability multiplier is 1.0.)

The calculation used is (liable hours X liability multiplier) X charge per the rule qualification.

CRN	Calculation
CRN 001	(4.00 X 1.0) X 10.00
CRN 002	(2.00 X 1.0) X 10.00
CRN 003	(3.00 X 1.0) X 10.00
CRN 004	(3.00 X 1.0) X 10.00

The total charge will be \$120.00 for the detail code (T101) associated with this rule.

If this scenario is modified by performing a drop of one CRN, there is a different result.

- The registration status code for CRN 001 is changed to DC (Drop Course).
- On STVRSTS the following settings are used. The **Count in Assessment (Indicator)** is checked. The **Withdrawal Indicator** is checked.
- When setting up registration status controls on SFARSTS, DC is defined with a refund percentage of 90% for category codes of TUI.
- A 90% refund means 10% liability to fee assessment, thus the multiplier changes from 1.00 to .10.

This is how fee assessment calculates the new assessment:

<b>CRN</b>	<b>Calculation</b>
CRN 001	$(4.00 \times .10) \times 10.00 = 4.00$
CRN 002	$(2.00 \times 1.0) \times 10.00 = 20.00$
CRN 003	$(3.00 \times 1.0) \times 10.00 = 30.00$
CRN 004	$(3.00 \times 1.0) \times 10.00 = 30.00$

The total new assessment will be \$84.00 for the detail code (T101) associated with this rule.

Step 2 explains what is done in the student's accounting record as a result of this registration change from the first assessment.

2. Compares the current assessment to the current student accounting records using currency amounts and the last set of charges for the student.
  - 2.1. Compares the liable amount to what is in the student accounting records for the detail code and term. (In the example above, this is T101 for \$120.00.)
  - 2.2. Posts the difference (the charge or refund) if the current assessment liable amount is different than what is in the student accounting records (for non-refund by total processing).

In the above instance, \$120.00 (which exists in TBRACCD for detail code T101 for the term) is compared to \$84.00 for the same detail code for the current assessment. The difference is \$36.00. A charge of - \$36.00 is posted to detail code T101 for the student for the term in the TBRACCD (student accounting) record.

3. Reverses any detail codes or amounts that are no longer applicable.
  - 3.1. Consults the previous student accounting records for detail codes and amounts that are not applicable in the current assessment and reverses these amounts.

If a student no longer qualifies for a rule because of a change either to the student's general student data or to the student's course registration records, fee assessment reverses the amount charged to that detail code. For instance, if a detail code and rule are used to charge a \$75.00 parking fee to a non-resident student, and the student changes from non-resident status to resident status, when fee assessment is run again, the parking fee is reversed.

Refunding by course is used when the **Refund by Total** checkbox is *unchecked* for the term in the Term Control Form (SOATERM). For refunding by course processing, the above explanation of processing is a basic description of what is done when a per credit rule has been used. Since there are options to process rules in three ways (per credit, flat, and overload), the following steps describe in more detail what occurs:

1. The student's previous accounting record is always consulted.
2. The method used to create the charge is determined. If there was a flat charge or an overload charge, refunding will account for that (without the use of plateau hours and plateau indicators), because flat hours are stored in the audit history record and are itemized there.
  - 2.1. The audit trail itemizes the currency amounts for per credit, flat fee, and plus per credit, checking for overload charges.

Please refer to the topic *Refunding Using Combined Flat and Overload Rules (Plateau Refunds)* later in this section for further information about plateau refunds.

3. Refunding then looks at the charge for that course and processes the refund according to the rules established on SFARSTS or SFAESTS. Refunding using enrollment status is discussed in the "Refunding By Registration Enrollment Status" section.

## Using Optional Swapping Processing with Refunding by Course

Users have the ability to use optional swapping processing with refund by course refund processing. Swapping can be defined as the exchange (dropping and adding) of billing hours within the same day with no additional liability. Swapping occurs across billing hours and not by the individual course. An institution can choose to invoke this functionally or use the established processing with liability for dropped hours. Use the **Allow Swapping (Indicator)** on the Term Control Form (SOATERM) to turn on swapping on a term-by-term basis if desired.

### **Note**

Open learning courses are not considered in the swapping algorithm, as they carry their own refund method.

Section fees are not considered in the swapping algorithm as they are assessed for each course individually and do not consider the total billing hour liability. ■

## Refund by Course Processing and Examples

If a student drops and adds course billing hours on the same day during a refund by course refund period, assessment will only determine liability on the difference of the excess of dropped billing hours. This will allow an implicit 100% refund on the liable billing hours calculated for the offsetting drop. This may occur with any combination of hours.

For example, the Total Billing Hours Dropped - Total Billing Hours Added = Net Billing Hours Dropped.

If an intermediate assessment has occurred between the drop and add activity, fee assessment will post an adjusting entry for the difference for the appropriate detail codes to the student's account.

Here are eight examples that illustrate this.

### **Example 1:**

A student drops a three hour course and adds a three hour course in the same day.

A student drops three hours and adds three hours on the same day. The resulting hours are the same; therefore, no liability is associated with the dropped hours.

(Drops - Adds = Net)  $(3-3=0)$

Considered swapping for three hours. The student has no liability for the dropped billing hours.

### **Example 2:**

A student drops a three hour course and adds a two hour course and a one hour course in the same day.

A student drops three hours and adds a two hour course and a one hour course on the same day. The resulting hours are the same; therefore, no liability is associated with the dropped hours.

(Drops - Adds = Net)  $(3-(2+1)=0)$

Considered swapping for three hours. The student has no liability for the dropped billing hours.

### **Example 3:**

A student drops two, two hour courses and adds a four hour course on the same day.

A student drops two, two hour courses and adds a four-hour course on the same day. The resulting hours are the same; therefore, no liability is associated with the dropped hours.

$$(\text{Drops} - \text{Adds} = \text{Net}) ((2+2)-4=0)$$

Considered swapping for four hours. The student has no liability for the dropped billing hours.

**Example 4:**

A student drops a three hour course and adds a three hour course and a two hour course on the same day.

A student drops a three hour course and adds a three hour course and a two hour course on the same day. The resulting hours for the drop can be offset with a portion of the added hours; therefore, no liability is associated with the dropped hours.

$$(\text{Drops} - \text{Adds} = \text{Net}) (3-(3+2)=-2)$$

Considered swapping for three hours. The student has no liability for the dropped billing hours.

**Example 5:**

A student drops a three hour course and adds two, two hour courses on the same day.

A student drops three hours and adds two, two hour courses on the same day. The resulting hours for the drop can be offset with a portion of the added hours; therefore, no liability is associated with the dropped hours.

$$(\text{Drops} - \text{Adds} = \text{Net}) (3-(2+2)=-1)$$

Considered swapping for three hours. The student has no liability for the dropped billing hours.

**Example 6:**

A student drops a three hour course and adds a four hour course on the same day.

A student drops three hours and adds a four hour course on the same day. The resulting hours for the drop can be offset with a portion of the added hours; therefore, no liability is associated with the dropped hours.

$$(\text{Drops} - \text{Adds} = \text{Net}) (3-4=-1)$$

Considered swapping for three hours. The student has no liability for the dropped billing hours.

**Example 7:**

A student drops a four hour course and adds a two hour course in the same day.

A student drops four hours and adds a two hour course on the same day. A portion of the resulting hours for the drop can be offset with the added hours; therefore, a penalty is assessed for only the hour dropped in excess of the added hours for the day.

(Drops - Adds = Net) (4-2=2)

Considered swapping for two hours. The student has liability for two of the four dropped billing hours.

**Example 8:**

A student adds two, three hour courses and later drops one of the courses on the same day.

A student adds two, three hour courses and later drops one of the courses on the same day. The resulting hours for the drop can be offset with a portion of the added hours; therefore, no liability is associated with the dropped hours. A 100% implicit refund exists for three hours. The end result is that the student will be charged for only three of the hours added that day.

(Drops - Adds = Net) (3-6=-3)

Considered swapping for three hours. The student has no liability for the dropped billing hours.

## Swapping and Section Fees Examples

Section fees are not considered as part of swapping processing. If section fees are attached to a course that later is used for swapping, the section fee liability remains.

**Example 1:**

A student drops a three hour course that has a flat section fee attached during a 60% refund period and adds a three hour course in the same day.

A student drops a three hour course that has a flat section fee attached during a 60% refund period and adds a three hour course in the same day. The resulting hours are the same; therefore, no liability is associated with the dropped hours for the fee rules, but the section fee has a 40% liability.

**Example 2:**

A student drops a three hour course that has a per billing hour section fee attached during a 60% refund period and adds a three hour course in the same day.

A student drops a three hour course that has a per billing hour section fee attached during a 60% refund period and adds a three hour course in the same day. The



resulting hours are the same; therefore, no liability is associated with the dropped hours for the fee rules, but the section fee has a 40% liability.

## Swapping and Non-Refundable Fees Example

Non-refundable fees are not considered during swapping processing. If non-refundable fees are charged based on a student's liable hours, these fees are not reversed when subsequent swapping occurs.

### **Example:**

A student registers for a course during a 60% refund period and a non-refundable fee rule is assessed. The student later drops a course on the same day. The resulting hours are the same; therefore, no liability is associated with the dropped hours for the fee rules, but the student is still liable for the non-refundable fee.

## Refunding By Registration Enrollment Status

Your institution may use enrollment status codes to determine refunds by establishing the refund periods in the Enrollment Status Control Form (SFAESTS). To be sure that refunding by enrollment status will calculate a percentage refund when the enrollment status code is used, check the **Withdrawal Indicator** on the Enrollment Status Code Validation Form (STVESTS) to designate that the enrollment status code is to be processed as a drop by fee assessment.

Please be aware that if valid refund periods and percentages exist on both SFAESTS and SFARSTS, and the institution changes the registration status codes to match the enrollment status codes (either manually or using the effect by enrollment status process), the fee assessment process will apply the refunds twice, once for the enrollment status and then again for the registration status.

The fee assessment code process is consistent with refunding using registration status codes, therefore the **Refundable (Indicator)** on TSADETC is not used when refunding is being processed. (Institutions have used detail codes with detail categories other than TUI or FEE in SFARGFE rules to prevent refunding of charges.) This functionality is consistent in the two methods of refunding.

### **Note**

The **Refundable (Indicator)** is used in the Location Management/Housing fee assessment process, where you cannot add detail codes other than HOU, MEA, and PHO. ■

The Enrollment Status Control Form (SFAESTS) allows you to determine a refund based upon the total flat charge assessed and with the total current liable hours based on the enrollment status code entered in the student's registration record on SFAREGS for the term.

## Minimum/Maximum Rules Functionality

Minimum/maximum rules function consistently with previous releases of fee assessment processing when refunding by enrollment status is used.

1. Minimum and maximum charges defined in the Registration Fees Min/Max Charge Control Form (SFAFMAX) are *not honored* when refunding is processed using refund by enrollment status.
2. Registration fee assessment rules minimum/maximum definitions for a rule are *not honored* when refunding is processed using refund by enrollment status.
3. The minimum/maximum functions control refunding when refunding uses registration status codes.

## How Fee Assessment Processes Refunds by Enrollment Status

Any registration status codes that the institution wishes to be updated by a changed enrollment status code must be set up accordingly using the controls available in the Enrollment Status Code Validation Form (STVESTS) and the Course Registration Status Form (SFARSTS).

Prior to the registration fee assessment processing of the CRNs, the student's enrollment status will be evaluated to see if the student is withdrawing from enrollment. This is determined by whether the enrollment status code (SFBETRM\_ESTS\_CODE) for the student has the **Withdrawal Indicator** checked (STVESTS\_WD\_IND is *Y*) on STVESTS.

If the enrollment status code used has the **Withdrawal Indicator** checked, the process will check for a valid date range and refund rule in the Enrollment Status Control Form (SFAESTS). The SFBRSTS table houses the code, date range, and refund percent. The process uses the values in the SFBETRM\_ESTS\_CODE and SFBETRM\_ESTS\_DATE fields for the student.

If no refund rule is found in SFAESTS, assessment will continue by processing the registration records using conventional course refunding based on registration status codes. Refunds are calculated by applying the refund percentage to what is currently owed by the student for detail codes in their account that have a category of either TUI or FEE.

### **Note**

As discussed above, you must be careful when establishing the refund date ranges in both SFAESTS and SFARSTS. Any registration record processed in one of these forms has the potential to have a course refund applied, as well as an enrollment status refund. You must establish your date ranges carefully to be sure that the rules on the two forms do not overlap. ■

## Refunding by Total

Refunding by total works as follows:

- The **Refund by Total** checkbox *must* be checked on the Term Control Form (SOATERM).
- The Registration Fee Assessment Refund by Total Rules Form (SFARFND) *must* have rules entered for the term.
- When a detail code is specified in SFARFND, the penalty will always go to that detail code. An institution that wants to define the clearing account to be used for the penalty posting may wish to set up separate detail codes using special GL entries for the penalty charges. If a detail code is not specified, the penalty will post to the detail code of the original charge.
- It is strongly recommended that institutions using refunding by total plan to migrate to this fee assessment process at the start of a new term of assessments rather than in the middle of a term. Please see the examples that follow.
- Set-up for registration rules in SFARSTS is not required for refunding by total processing to work properly. Refund by total consults the SFARFND table for refund periods. It is *not* necessary to define a refund status code as being 100% or 0% refundable in SFARSTS to make the refund by total process function correctly.

### Special Migration Considerations For Institutions Using Refunding By Total

Institutions using refunding by total must perform the migration processing using SFRFASC after installing the fee assessment code. *All assessments must be current prior to performing the migration processing.*

When performing the migration processing, your institution must specify the correct refund by total refund date that would apply for the term being processed. This is accomplished using the Refund by Total Refund Date parameter in SFRFASC. Migration to the fee assessment code should occur only after it has been determined that there are no outstanding refunds to be processed.

### Calculation Differences For Refunding by Total Refunds

Refunding by total is different from refunding by course in that fee assessment assumes the student is either 100% liable or 0% liable for the hours in the registration record, (depending upon whether the registration status code is defined in STVRSTS as able to be used for a course withdrawal or not). If the registration status code is defined in STVRSTS with the **Count in Assessment (Indicator)** and the **Withdrawal Indicator** checked, the student is not liable for those hours at all when refunding by total is applied. Instead, SFARFND calculates a *penalty charge* based upon the refund status code and date and adds that charge to the student's accounting record.

Fee assessment differences using the example provided above would appear as follows with two prerequisites:

1. The **Refund by Total (Indicator)** must be checked on SOATERM.
2. The Registration Fee Assessment Refund by Total Rules Form (SFARFND) must have refund periods and percentages established.

For this example, the scenario is as follows:

- SFARFND has a 90% refund period established.
- The registration status code of DC (Drop Course) has the **Withdrawal Indicator** and the **Count in Assessment (Indicator)** checked on STVRSTS.

The student is registered in 12 hours.

CRN	Hours	Status
CRN 001	4	RE
CRN 002	2	RE
CRN 003	3	RE
CRN 004	3	RE

The fee assessment rule the student qualifies for is based on a per credit rule:

Detail Code	Amount
T101	\$10.00 per credit

- The registration status code used is RE (Registered).
- On STVRSTS the following settings are used. The **Count in Enrollment (Indicator)** is checked. The **Count in Assessment (Indicator)** is checked. The **Withdrawal Indicator** is *not* checked.
- Fee assessment uses the per credit charge and the RE status, because it does not mean a drop (**Withdrawal Indicator** is not checked), and no refund percentages apply. Therefore, liability for each CRN is interpreted as 100%. (For the calculation, the liability multiplier is 1.0.)

The student's charge equals (liable hours X liability multiplier) X charge per the rule qualification.

<b>CRN</b>	<b>Calculation</b>
CRN 001	$(4.00 \times 1.0) \times 10.00$
CRN 002	$(2.00 \times 1.0) \times 10.00$
CRN 003	$(3.00 \times 1.0) \times 10.00$
CRN 004	$(3.00 \times 1.0) \times 10.00$

The total charge will be \$120.00 for the detail code (T101) associated with this rule.

If this scenario is modified by performing a drop of one CRN, there is a different result.

- The registration status code for CRN 001 is changed to DC (Drop Course).
- On STVRSTS, the following settings are used. The **Count in Assessment (Indicator)** is checked. The **Withdrawal Indicator** is checked.
- On SFARFND there is a 90% refund using the detail code TRFD for category codes of TUI that are in effect for the date of the drop.

<b>CRN</b>	<b>Calculation</b>
CRN 001	$(4.00 \times 0.0) \times 10.00 = 0.00$
CRN 002	$(2.00 \times 1.0) \times 10.00 = 20.00$
CRN 003	$(3.00 \times 1.0) \times 10.00 = 30.0$
CRN 004	$(3.00 \times 1.0) \times 10.00 = 30.00$

Notice that since refunding by total is being used, the refund multiplier becomes 0 for the dropped course. The total new assessment would be \$80.00 for the detail code (T101) associated with this rule.

Fee assessment then performs the following checks and calculations for refunding by total:

- The previous assessment charge for detail code T101 is \$120.00.
- The new assessment charge for detail code T101 is \$80.00.
- The difference between the two assessments is \$40.00.
- The refund percentage period is 90%.
- This translates to a penalty charge of 10% (or a multiplier of .1) for the penalty calculation.
- The 10% penalty is applied to the difference between the first assessment and the new assessment, which equals  $\$40.00 \times .1 = \$4.00$  penalty.

The accounting transactions in the student's accounting record (TBRACCD) would be as follows:

Detail Code	Amount	Assessment Date
T101	120.00	First assessment date
T101	- 40.00	New assessment date
TRFD (penalty)	4.00	New assessment date

The student's total charges after the drop are \$84.00. If the student had paid in full for the original assessment of \$120.00, they would be eligible for a credit of \$36.00.

The important thing to note in refunding by total processing is that a penalty charge is assessed on the student's account, rather than assessing a new charge based upon liability hours for the registration status codes on the student's record and posting a difference. That penalty is based upon the difference between the currency amount charged to the student in the new assessment and the currency amount in the previous student accounting record for the detail code and term. In refunding by total, fee assessment interprets all liability on the student's hours as either 100% liable or 0% liable to determine the new assessment. It then calculates the new charges after the dropped courses, finds the difference from the last recorded student accounting for that detail code and term, and assesses the penalty based upon the rules defined in SFARFND.

## Using Optional Swapping Processing with Refund by Total

You can use optional swapping processing with refund by total refund processing. Swapping can be defined as the exchange of billing hours within a defined penalty period with no incurred penalty. Swapping occurs across billing hours and not by the individual course. The swapped hours liability is stored in SFRFAUD to determine the difference in the refund based on the swapped penalty hours, so as to correctly adjust the penalty. An institution can choose to invoke this functionally or use the established processing with liability for dropped hours. Use the **Allow Swapping (Indicator)** on the Term Control Form (SOATERM) to turn on swapping on a term-by-term basis if desired.

### Note

Open learning courses are not considered in the swapping algorithm, as they carry their own refund method.

Section fees are not considered in the swapping algorithm as they are assessed for each course individually and do not consider the total billing hour liability. ■

## Refund by Total Processing and Examples

When entering additional registration records, drops and adds which take place during the same penalty period are considered to offset each other. The system looks at the assessments from the beginning of the penalty period and compares them to the assessments from the end of the penalty period, to determine the difference in order to

assess the percentage penalty. The student is only assessed a penalty if the hours dropped are greater than the hours added during that period. Otherwise, no penalty is assessed. If any assessment occurs in the interim, and a penalty was assessed, that penalty should be reversed. (Drops less adds is equal to net hours for penalty.)

If an intermediate assessment has occurred between the drop and add activity, fee assessment will post an adjusting entry for the difference for the appropriate detail codes to the student's account.

## Examples

Here are four examples that illustrate this.

*Example 1:* A student drops and adds equal hours in the same penalty period.

If a student adds three hours on day two of the penalty period, and three hours are dropped on day six of the penalty period, then the resulting hours are the same as at the beginning of the penalty period. Therefore, no penalty is assessed.

(Drops - Adds = Net) (3-3=0)

*Example 2:* A student drops more hours than are added in the same penalty period.

If a student adds three hours on day two of the penalty period, and four hours are dropped on day six of the penalty period, then the resulting dropped hours are greater than the added hours, and the student will be assessed a penalty on the net greater of one hour.

(Drops - Adds = Net) (4-3=1)

*Example 3:* A student drops less hours than are added in the same penalty period.

If a student adds four hours on day two of the penalty period, and three hours are dropped on day six of the penalty period, then the resulting dropped hours are less than the added hours, and the student will be assessed no penalty, as the net is negative.

(Drops - Adds = Net) (3-4=-1)

*Example 4:* A student drops more hours than are added in the same penalty period with an assessment between drops and adds.

A student drops three hours on day two of the penalty period, assessment occurs, and the student is penalized for the dropped hours. Fee assessment posts a credit and penalty for the drop to the student's account. Then on day six of the same penalty period, the student adds two hours. The resulting dropped hours are greater than the added hours, and the student will be assessed a penalty on the net greater of only one hour.

(Drops - Adds = Net) (3-2=1)

Fee assessment will make the adjustment, reverse the penalty, and post the new penalty for the appropriate detail codes to the student's account.

## Refunding Using Combined Flat and Overload Rules

The process corrects errors in the rules used when students drop registration hours into and out of per credit, flat rate ranges, and overload rules.

Fee assessment determines which rules to use when a student changes their liable hours into or out of a flat range, per credit range, or overload rules by using the **Flat Charge Hours Range From** field and the **Course Overload Start Hours** field. The **Flat Charge Hours Range From** field functions as the starting point to determine the change in liable hours for the student when dropping from a flat range into a per credit range.

### Note

If you currently use plateau hours to manage your refunds, you must migrate the correct starting point for your flat hours range into the **Flat Charge Hours Range From** field.

SunGard Higher Education is providing a script to determine the from flat hours using the rules you had established for plateau charging at your institution. You do not need an extended decimal range to create an accurate refund in these situations, so the use of plateau hours is not required. ■

A base number of liable hours must be used to use to determine the dropped hours that will then determine the new qualifying rule in SFARGFE, instead of using plateau hours.

When converting to this version of fee assessment, rules for previous terms should be adjusted by moving the plateau hours to the **Flat Charge Hours Range From** field. The extended decimal places that were required in the **Plateau Hours** field are not required in the **Flat Charge Hours Range From** field. If the flat range began with 12.00 hours, then 12.00 hours should be entered into the **Flat Charge Hours Range From** field for the flat rule.

For example, if you adjusted your plateau hours to 12.0574 to correct for calculation errors in the old processing, but your from credit hours for the rule were 12.00, you would enter 12.00 in the **Flat Charge Hours Range From** field.

The hours in the **Flat Charge Hours Range From** field will also be the same as the hours in the **Liable Billing Hours From** field on any rule where a flat charge has been defined. Since the plateau information no longer exists, these rules *must* be identified, and the **Flat Charge Hours Range From** field *must* be populated to be sure refunding will work correctly.

Fee Assessment must subtract the current liable hours from the **Flat Charge Hours Range From** field to yield the resulting dropped hours, then the refund percentage is applied. Once the refund percentage is applied to the dropped hours, and the adjusted



dropped hours are added to the current hours, fee assessment determines the correct rule to be used to set the student's new financial liability.

When processing the course registration records for a student, fee assessment must determine whether the student has dropped the course and whether the drop occurred during a defined refund period on Registration Status Control Form (SFARSTS). When a drop is processed for a student's registration, the previous assessment is consulted by referring to the registration audit history records to see if rule qualification occurred based on flat hour requirements having been met for that last assessment.

If a flat hour rule was met in the previous assessment, the starting point for the flat hours (or the from flat hours) for the previous qualified rule is stored for use in the current assessment process. These from flat hours become the benchmark hours to be used in determining whether the dropped course causes the student to fall below the flat hour range qualified for in the previous assessment. The checking of the previous assessment for flat hour rule qualification is done for each rule type that is used as part of fee assessment i.e., charge by student characteristics, course level, course campus, and course attribute.

If the drop *does not* cause the student to fall below the flat hour range met in the previous assessment, no change in assessment will be realized. The student's liable course hours will still be within the flat hour range, and therefore the student is considered unchanged in terms of their registration fee assessment. If the drop *does* cause the student to fall below the flat hour range met in the previous assessment, fee assessment moves on to the next phase of processing.

The approach for determining the student's liability is slightly different here than in a conventional assessment. Rather than determine the liability by factoring in the percent refund for the registration status code(s) up front, the processing first refers back to the last assessment and determines the total number of non-dropped hours. Since this information is needed for further processing, a record is written to the audit history table that holds this information. That row is displayed with a 0.00 charge in SFAFAUD and is informational only.

For each registration record processed for the student that involves a drop or withdrawal, the number of dropped hours are deducted from the total *non-dropped hours* determined from the last assessment. For this processing, fee assessment refers to the dropped hours, rather than the liable hours used in other fee assessment processes.

The dropped hours are deducted from the total non-dropped hours from the last assessment, because the process needs to identify whether the student has fallen below the starting point for flat hour range from the last assessment. After determining what will now be referred to as the student's *enrollment liable hours*, these hours are compared to the starting point for the flat hour range from the last assessment. If the enrollment liable hours are not less than the starting hours for the flat hour range, there is no change in assessment. If the enrollment liable hours are less, the rule evaluation is called using the enrollment liable hours to determine what rule the student now qualifies for. Please refer to examples of these calculations which follow.

Here is a sample of registration activity for a student who registered for courses and performed a series of drops across multiple refund periods. In this example, assessment was not run until all the dropping activity had been completed for the term.

The student registered in 22 hours of courses on the first day of registration. Based on the rules shown below, the student was assessed the flat charge of \$5,000.00, and this was posted to the student's account records with the detail code of FLAT. The from flat hours for the first assessment for this rule is 12.00. This information is stored in the fee assessment audit history record for this student for the term. The student then elected to drop several courses at different points in the registration period on the dates shown below.

CRN	Registration Status Code	Hours	Refund % defined for RSTS code/date	Liability % based on refund rule	Date of activity
1001	RE	4	0	100	15-DEC-02
1002	DC	4	75	25	18-JAN-03
1003	DC	4	75	25	18-JAN-03
1005	DC	3	10	90	23-JAN-03
1006	DC	4	10	90	23-JAN-03
1004	DC	3	0	100	15-FEB-03

The following refund periods and % refunds are in effect for the registration status of DC (Drop Course):

From Date	To Date	Refund %	Liability %	Multiplication Factor
01-JAN-03	15-JAN-03	90	10	.10
16-JAN-03	22-JAN-03	25	75	.25
23-JAN-03	29-JAN-03	10	90	.90

The following registration fee assessment rules are used for this example:

From Liable Hrs	To Liable Hrs	Detail Code	Per Credit Charge	From Flat Hrs	To Flat Hrs	Flat Charge Amount
1.00	6.99	T1	450.00			
7.00	11.99	T2	420.00			
12.00	99.99	FLAT	0.00	12.00	30.00	5,000.00

Fee assessment then processes the student's record to determine the charges.

1. The from flat hours from last assessment are determined to be 12.
2. The total non-dropped hours from previous assessment are determined to be 22. (These total non-dropped hours will be referred to as starting hours as the discussion of processing continues.)

3. Registration records are processed in order of status date.
  - If the **Withdrawal Indicator** for the registration status code in STVRSTS is *not* checked, the student is 100% liable for all the registration hours.
  - If the **Withdrawal Indicator** for the registration status code in STVRSTS *is* checked, the dropped hours are deducted from the starting hours to determine a new total hours. (These total hours will be referred to as enrolled hours for the remainder of the processing.)

This is done to determine when the student's enrolled hours fall below the from flat hours from the previous assessment. When the enrolled hours fall below the from flat hours for the rule, the student no longer qualifies for the flat hour rule.

4. Liability processing takes place. Fee assessment systematically processes the courses and determines the liability % for the hours to be processed.

Each CRN is listed below in the order that fee assessment performs the processing, which is in ascending order by date of the transactions.

CRN	Registration Status Code	Hours	Refund % defined for RSTS code/date	Liability % based on refund rule	Date of activity
1001	RE	4	0	100	15-DEC-02

**4.1.** CRN 1001 is processed.

The **Withdrawal Indicator** for the registration status code in STVRSTS is *not* checked, so all 4 hours have 100% liability.

4 hours \* 1 = 4 liable hours. (Liability is expressed in decimal form, so 1 equals 100%.)

Add 4 to the total liable hours.

The total liable hours equal 4. (This is stored for later use.)

The next registration/refund interim period and corresponding CRNs are processed.

CRN	Registration Status Code	Hours	Refund % defined for RSTS code/date	Liability % based on refund rule	Date of activity
1002	DC	4	75	25	18-JAN-03
1003	DC	4	75	25	18-JAN-03

**4.2.** CRN 1002 is processed.

The **Withdrawal Indicator** for the registration status code in STVRSTS is checked, so *dropped hour processing* is performed.

*Dropped Hour Processing*

Starting hours - registration hours for the drop = new starting hours.

22 - 4 hours dropped = new starting hours of 18 (new starting hours are saved for next CRN processing).

*Determine Enrolled Hours*

New starting hours - previous from flat hours = enrolled hours.

18 - 12 = enrolled hours of 6.

Fee assessment checks to see if the student is still enrolled in more hours than the previous from flat hours for the rule. If they are, this indicates that the student still qualifies for the previous flat hour rule. Since 6 hours are greater than zero, there is no change in the flat hour qualification.

**4.3.** CRN 1003 is processed.

The **Withdrawal Indicator** for the registration status code in STVRSTS is checked, so *dropped hour processing* is performed.

*Dropped Hour Processing*

Starting hours (saved from previous CRN processing) - registration hours for the drop = new starting hours.

18 - 4 hours dropped = new starting hours of 14 (new starting hours are saved for next CRN processing).

*Determine Enrolled Hours*

New starting hours - previous from flat hours = enrolled hours.

14 - 12 = enrolled hours of 2.

Fee assessment checks to see if the student is still enrolled in more hours than the previous from flat hours for the rule. If they are, this indicates that the student still qualifies for the previous flat hour rule. Since 2 hours are greater than zero, there is no change in the flat hour qualification.

The next registration/refund interim period and corresponding CRNs are processed.

CRN	Registration Status Code	Hours	Refund % defined for RSTS code/date	Liability % based on refund rule	Date of activity
1005	DC	3	10	90	23-JAN-03
1006	DC	4	10	90	23-JAN-03

**4.4.** CRN 1005 is processed.

The **Withdrawal Indicator** for the registration status code in STVRSTS is checked, so dropped hour processing is performed.

*Dropped Hour Processing*

Starting hours - registration hours for the drop = new starting hours.

14 - 3 hours dropped = new starting hours of 11 (new starting hours are saved for next CRN processing).

*Determine Enrolled Hours*

New starting hours - previous from flat hours = enrolled hours.

11 - 12 = enrolled hours of - 1.

Fee assessment checks to see if the student is still enrolled in more hours than the previous from flat hours for the rule. If they are, this indicates that the student still qualifies for the previous flat hour rule. Since - 1 hours are not greater than zero, *there is a change in the flat hour qualification.*

*New Formula*

Registration hours + enrolled hours = dropped hours.

3 registered hours + -1 enrolled hour = 2 dropped hours. (The student has dropped 3 hours, but only 1 of those hours brings the student below the from flat hours point.)

The dropped hours are not less than 0.

Deduct the dropped hours from the registered hours.

3 registered hours - 2 dropped hours = 1 liable hour.

Multiply the liable hours by the liability percent expressed as a decimal.

1 hour \* .9 = .9 liable hours.

Add .9 to the total liable hours.

The liable hours saved from first CRN processed equal 4.0.

The total liable hours now equal 4.9.

**4.5.** CRN 1006 is processed.

The **Withdrawal Indicator** for the registration status code in STVRSTS is checked, so dropped hour processing is performed.

*Dropped Hour Processing*

Starting hours - registration hours for the drop = new starting hours.

11 - 4 hours dropped = new starting hours of 7 (new starting hours are saved for next CRN processing).

*Determine Enrolled Hours*

New starting hours - previous from flat hours = enrolled hours.

7 - 12 = enrolled hours of - 5.

Fee assessment checks to see if the student is still enrolled in more hours than the previous from flat hours for the rule. If they are, this indicates that the student still qualifies for the previous flat hour rule. Since - 5 hours are not greater than zero, there is a change in the flat hour qualification.

*New Formula*

Registration hours + enrolled hours = dropped hours.

4 registered hours + - 5 enrolled hour = - 1 dropped hours.

The dropped hours are less than 0. Therefore all 4 registered hours are 90% liable.

Multiply the liable hours by the liability percent expressed as a decimal.

4 hours \* .9 = 3.6 liable hours.

Add 3.6 to the total liable hours.

The liable hours saved from first CRN processed equal 4.9.

The total liable hours now equal 8.5.

The next registration/refund interim period and corresponding CRN are processed.

CRN	Registration Status Code	Hours	Refund % defined for RSTS code/date	Liability % based on refund rule	Date of activity
1004	DC	3	0	100	15-FEB-03

**4.6.** CRN 1004 is processed.

The **Withdrawal Indicator** for the registration status code in STVRSTS is checked, so dropped hour processing is performed.

*Dropped Hour Processing*

Starting hours - registration hours for the drop = new starting hours.

7 - 3 hours dropped = new starting hours of 4 (new starting hours are saved for next CRN processing).

*Determine Enrolled Hours*

New starting hours - previous from flat hours = enrolled hours.

4 - 12 = enrolled hours of - 8.

Fee assessment checks to see if the student is still enrolled in more hours than the previous from flat hours for the rule. If they are, this indicates that the student still qualifies for the previous flat hour rule. Since - 8 hours are not greater than zero, there is a change in the flat hour qualification.

*New Formula*

Registration hours + enrolled hours = dropped hours.

3 registered hours + - 8 enrolled hour = - 5 dropped hours.

The dropped hours are not greater than 0. Therefore, all 3 registered hours are liable.

Multiply the liable hours by the liability percent expressed as a decimal.

3 hours \* 1.00 = 3 liable hours.

Add 3 to the total liable hours.

The liable hours saved from first CRN processed equal 8.5.

The total liable hours now equal 11.5.

Processing is complete for all courses.

5. Rule evaluation is performed using the determined total new liable hours.

- New liable hours = 11.5.
- The rule qualification for 11.5 liable hours is detail code T2.
- T2 is a per credit charge of \$420.00 per hour.
- $420 \times 11.5$  liable hours = \$4830.00.
- The new charge in TBRACCD will be T2 4830.00.
- The charge in TBRACCD for last assessment is FLAT 5000.00.

The student's accounting record will show a reversal of the detail code FLAT for \$5,000.00, since the student no longer qualifies for that rule. A charge will be posted for \$4830.00 with the Detail Code of T2.

If a single detail code of T2 were used for all three rules, there would be a transaction of - 170.00 (the difference between \$5,000.00 and \$4,830.00) posted to detail code T2 for the date the fee assessment was run.

### Refunding When Overload Rules Are Used

When refunding is performed using overload hour rules, fee assessment will use the straight liability hours processing (for refunding by course) for the hours up to the point when the student's liable hours drop below the start hours for overload charge. When the student's liable hours drop into the flat charge range based upon the flat hour charge range that is defined for the rule, the refunding process described above for flat hour refunding will be used.

### Refunding and Variable Credit Hours

When a variable credit hour course is adjusted and the student had a flat assessment, assessment will always go back and re-evaluate all courses to determine if a penalty should be charged. The adjusted credit hours are treated in the same way as the original credit hours, and a reassessment occurs. This is essential, as the system has no way to determine if the adjustment is a drop, an add, or a correction to the credit hours.

Here are examples using variable billing hours with the following rules.

*For SFARGFE:*

Detail Code	Per Credit	Liable From and To Hours	Charge Type	Flat Rate	Overload
T101	100.00	0 - 11.99			
T102	125.00	12 - 99.99	FLAT	1200.00	21



For *SOATERM*:

- The **Reverse Non Tuition/Fee** checkbox is checked (set to *Y*).
- The **Refund by Total** checkbox is unchecked (set to *N*).
- The **Allow Swapping** checkbox is unchecked (set to *N*).

For *SFARSTS*: using a 50% refund:

Registration Status Refund Rule	Start Date	End Date	Percentage Fees Refund
DC	01-JAN-2009	31-JAN-09	100%
DC	01-FEB-09	31-MAR-09	50%

**Example 1: Variable hours are not changed**

1. Student registers for 12.00 hours (01-MAR-09)

CRN 90001 - student registers for 3 hours

CRN 90002 - student registers for 3 hours

CRN 90003 - student registers for 3 hours

CRN 90004 - student registers for 3 hours

Detail code T102: assessed at \$1200.00

2. Student drops 6.00 hours during a 50% refund period on *SFARSTS* (15-MAR-09)

CRN 90001 - student drops class for 3 hours

CRN 90002 - student drops class for 3 hours

Detail code T101: assessed at \$900.00, 6 non-dropped hours plus 6 dropped hours at .5, (6 ND + (6@.5)=9.0)

*Calculation:* 6.00 hours dropped x .50 = 3.00 + 6.00, hours registered = 9.00

3. Student changes billing hours from 0.00 to 2.00 hours (16-MAR-09)

CRN 90005 - student changes registration from 0 to 2 hours

Detail code T101: assessed at \$1100.00

*Calculation:* 6.00 hours dropped x .50 = 3.00 + 8.00, hours registered =11.00

*Result:* Credit hours were not adjusted. Therefore, straight assessment occurs.

**Example 2: Variable hours are changed**

1. Student registers for 12.00 hours (01-MAR-09)

CRN 90001 - student registers for 3 hours

CRN 90002 - student registers for 3 hours

CRN 90003 - student registers for 3 hours

CRN 90004 - student registers for 3 hours

Detail code T102: assessed at \$1200.00

2. Student drops 6.00 hours during 50% refund period on SFARSTS (15-MAR-09)

CRN 90001 - student drops class for 3 hours

CRN 90002 - student drops class for 3 hours

Detail code T101: assessed at \$900.00, (6 ND + (6@.5)=9.0)

*Calculation:* 6.00 hours dropped x .50 = 3.00 + 6.00, hours registered = 9.00

3. Student registers for 0.00 hour course (16-MAR-09)

CRN 90005 - student registers for 0 hours

Detail code T101: assessed at \$900.00

*Calculation:* 6.00 hours dropped x .50 = 3.00 + 6.00, hours registered = 9.00

4. Student changes billing hours from 0.00 to 2.00 hours (16-MAR-09)

CRN 90005 - student changes registration from 0 to 2 hours

5. Charges are assessed at 10.00 liable hours, which is correct.

*Assessment is doing the following:* Started at 12 hours, then dropped 6 hours and added 2 hours

*Calculation:* 4.00 hours dropped x .50 = 2.00 + 8.00, hours registered = 10.00

*Result:* Dropped class is treated as going from 12.00 to 8.00, 12 hours to 8 hours

Since credit hours on an existing course were changed, assessment is treated as if that is how it started.

**Example 3: Variable hours are changed within a flat charge period**

1. Student registers for 15.00 hours (01-MAR-09)

CRN 90001 - student registers for 3 hours

CRN 90002 - student registers for 6 hours

CRN 90003 - student registers for 3 hours

CRN 90004 - student registers for 3 hours

Detail code T102: assessed at \$1200.00

2. Student drops 9.00 hours during 50% refund period on SFARSTS (15-MAR-09)

CRN 90001 - student drops class for 6 hours

CRN 90002 - student drops class for 3 hours

Detail code T101: assessed at \$900.00, (6 ND + (6@.5)=9.0)

*Calculation:* 6.00 hours dropped x .50 = 3.00 + 6.00, hours registered = 9.00

*Result:* Dropped class is treated as going from 12 hours to 6 hours

3. Student registers for 0.00 hour course (16-MAR-09)

CRN 90005 - student registers for 0 hours

Detail code T101: assessed at \$900.00

*Calculation:* 6.00 hours dropped x .50 = 3.00 + 6.00, hours registered = 9.00

4. Student changes billing hours from 0.00 to 2.00 hours (16-MAR-09)

CRN 90005 - student changes registration from 0 to 2 hours

5. Charges are assessed at 10.00 liable hours

*Assessment is doing the following:* Started at 15 hours, then dropped to 6 hours and added 2 hours

*Calculation:* 4.00 hours dropped x .50 = 2.00 + 8.00, hours registered = 10.00

*Result:* Dropped class is treated as 15.00 to 12.00, which is within the flat range and is then liable for the drop from 12 hours to 8 hours.

Since credit hours on an existing course were changed, assessment is treated as if that is how it started.

## Registration Activity Processing Order

Fee Assessment processes registration transactions in sequential order based on the registration status date. Since the processing is performed chronologically, the order in which adds and drops are entered may impact the determined student liable billing hours.

## Examples of Registration Activity Processing Order

This set of examples uses a student rule that is set up for refund by course/flat charge refund processing.

Detail Code	Per Credit	Min	Max	Liabe Hrs From	Liabe Hrs To	Flat Charge From	Flat Charge To	Flat Charge Amount	Overload
CRED	100.00	0	9999.99	.01	11.99				
FLAT	100.00	0	9999.99	12.00	99.99	12.00	99.99	1200	18

### Example 1:

A student registers for 19 hours and qualifies for flat charging. The student's fee assessment audit is as follows:

Detail Code FLAT	1200.00
Rule Student Hours	19.0
Rule Liabe Hours	19.0
Rule Flat Hour Range	12.0 - 99.99
Overload Hours	1.0

The student drops two hours during a 90% refund period and adds an additional four hours immediately following the drop. Both registration changes are performed in the same session. Fee assessment is then run.

The student's new fee assessment audit is as follows:

Detail Code FLAT	1200.00
Rule Student Hours	21.1
Rule Liabe Hours	21.1
Rule Flat Hour Range	12.0 - 99.99
Overload Hours	3.1

**Calculation:**

Current Non-Dropped (ND) Hours	17.0	
Drop Two Hours at a 90% Refund	0.1	Penalty on one overload hour. No penalty on second hour because student remains in the flat charge hour range.
		19 previous liable hours - 18 overload start = 1 liable
		Overload hour: $1 * .1 = .1$
Add Four Hours	4.0	
Total Liable Hours	21.1	

**Example 2:**

The student registers for 19 hours. The student's fee assessment audit is as follows:

Detail Code FLAT	1200.00
Rule Student Hours	19.0
Rule Liable Hours	19.0
Rule Flat Hour Range	12.0 - 99.99
Overload Hours	1.0

The student adds an additional four hours and drops two hours during a 90% refund period immediately following the add. Both registration changes are performed in the same session. Fee assessment is then run.

The student's new fee assessment audit is as follows:

Detail Code FLAT	1200.00
Rule Student Hours	21.2
Rule Liable Hours	21.2
Rule Flat Hour Range	12.0 - 99.99
Overload Hours	3.2

**Calculation:**

Current Non-Dropped (ND) Hours	17.0
Add Four Hours	4.0
	17 ND hours + 4 new hours = 21 ND hours
Drop Two Hours at a 90% Refund	0.2
	Penalty on two overload hours since student is registered in 21 hours.
	21 NDs > overload start 18 hours
	All dropped hours have overload liability.
	2 dropped hours * .1 = .2
Total Liable Hours	21.2

**Example 3:**

The student registers for 14 hours and qualifies for flat charging. The student's fee assessment audit is as follows:

Detail Code FLAT	1200.00
Rule Student Hours	14.0
Rule Liable Hours	14.0
Rule Flat Hour Range	12.0 - 99.99
Overload Hours	0.0

The student drops four hours during a 90% refund period and adds an additional two hours immediately following the drop. Both registration changes are performed in the same session. Fee assessment is then run.

The student's new fee assessment audit is as follows:

Detail Code FLAT	1200.00
Rule Student Hours	12.2
Rule Liable Hours	12.2

Rule Flat Hour Range 12.0 - 99.99

Overload Hours 0.0

**Calculation:**

Current Non-Dropped (ND) Hours 10.0

Drop Four Hours at a 90% Refund 0.2

10% penalty on two of the four hours. No penalty on two of the hours, because two of the four hours were in the flat charge range.

14 previous liable hours - 4 dropped hours = 10

Start for flat is 12 hours.

2 of the 4 dropped hours are in the flat range.

2 remaining dropped hours have liability.

$2 * .1 = .2$

Add 2 Hours 2.0

Total Liable Hours 12.2

**Example 4:**

The student registers for 14 hours and qualifies for flat charging. The student's fee assessment audit is as follows:

Detail Code FLAT 1200.00

Rule Student Hours 14.0

Rule Liable Hours 14.0

Rule Flat Hour Range 12.0 - 99.99

Overload Hours 0.0

The student adds an additional two hours and drops four hours during a 90% refund period immediately following the add. Both registration changes are performed in the same session. Fee assessment is then run.

The student's new fee assessment audit is as follows:

Detail Code FLAT	1200.00
Rule Student Hours	12.0
Rule Liable Hours	12.0
Rule Flat Hour Range	12.0 - 99.99
Overload Hours	0.0

**Calculation:**

Current Non-Dropped (ND) Hours	4.0
Add 2 Hours	2.0
	$14 + 2 = 16$
Drop Four Hours at a 90% Refund	0.0
	No penalty on any of the dropped hours, as student is back in the flat hour range after the add.
	$16 \text{ ND hours} - 4 \text{ dropped hours} = 12$
Total Liable Hours	12.0

## Drop/Delete Processing

Processing dropped/deleted (*DD*) courses in fee assessment treats the assessment as if registration for the course that is being dropped/deleted never occurred. When students have qualified for a flat charge rule in the past and a drop/delete has occurred since the last assessment, the assessment process needs to re-assess the student from the top down, and in essence start over with the assessment. Fee assessment will go back and recalculate the student's assessment and make the appropriate adjustments to fee assessment and the student's account.

This top down assessment methodology is used for flat charge refunding and refund by course processing. Reassessment will need to be re-run for each refund interim to determine the correct assessment. Fee assessment processing on all registration status codes that do not count in assessment will be treated in the same manner as with the drop/delete processing.

Fee assessment will create intermediate assessment audit rows in SFRFAUD without posting any changes to accounting. The following will take place:



1. Assessment processing will check to see if the student has ever met a flat charge rule and has had a drop/delete issued since the last assessment was run.
2. Assessment processing will then select all registration records with a status code where `STVRSTS_INCL_ASSESS` is set to *Y* as *RE*. The liability for each course will be stored in `SFTFEES` as the full billing hours with 100% liability.
3. The `SFTFEES` rows will be processed, and assessment rule evaluation performed.
4. The assessment liability will be stored in `SFRFAUD` using a `SFRFAUD_ASSESS_RFND_PENLTY_CDE` value of *D*.
5. The `SFTFEES` rows will be deleted.
6. Assessment will then proceed to perform regular assessment processing.

### Examples of Drop/Delete Processing

The following examples illustrate drop/delete processing.

#### **Example 1:**

Drop/delete a course that has a status of *RE*, and the student remains in the per hour range. The flat hour range is 12 hours with no overload fee.

1. The student's initial registration is for 15 hours and is assessed.  
The student is liable for 15 hours.
2. The student drops 3 hours during a 90% refund interim and is assessed.  
The student remains in the flat hour range and has no change in assessment. The student is currently liable for 12 hours.
3. The student drops an additional 3 hours during a 50% refund interim and is assessed.  
The student drops out of the flat hour range and into the per hour assessment. The flat fee assessed will be reversed, and the per hour fee will be assessed. The student is liable for 10.5 hours (9 non-dropped hours, plus 50% of the 3 dropped hours (1.5)).
4. The student drops/deletes an additional 3 hours and is assessed.  
This is the point where the error occurred. However, the following should now occur at this point in the process.

When the student drops/deletes the course, the assessment will go back and reassess the student as if they were never registered for the last 3 hours that were dropped/deleted. The assessment process will calculate the student's assessment as if the following had occurred:

1. The student's initial registration would be considered for 12 hours.

The student is in the flat hour range and is liable for 12 hours.

2. The student drops 3 hours during a 90% refund interim.

The student drops out of the flat hour range and into the per hour range. The flat fee assessed will be reversed, and the per hour fee will be assessed. The student is liable for 9.3 hours (9 non-dropped hours, plus 10% of the 3 dropped hours (.3)).

3. The student drops an additional 3 hours during a 50% refund interim.

The student stays in the per hour range. A credit will be applied to the student's account for a percentage of the course that was dropped. The student is liable for 7.8 hours (6 non-dropped hours plus .3 liable hours from the previous drop, plus 50% of the current 3 dropped hours (1.5)).

4. The end result is that the student is liable for 7.8 hours and is assessed at a per hour rate.

**Example 2:**

Drop/delete a course that was previously dropped, and student stays in per hour range. The flat hour range is 12 hours.

1. The student's initial registration is for 12 hours and is assessed.

The student is liable for 12 hours.

2. The student drops 3 hours during a 90% refund interim and is assessed.

The student drops out of the flat hour range and into the per hour range. The flat fee assessed will be reversed, and the per hour fee will be assessed. The student is liable for 9.3 hours (9 non-dropped hours, plus 10% of the 3 dropped hours (.3)).

3. The student drops/deletes the same 3 hour course they withdrew from at 90% and is assessed.

This is the point where the error occurred. However, the following should now occur at this point in the process.

When the student drops/deletes the course, the assessment will go back and reassess the student as if they were never registered for the last 3 hours that were dropped/deleted. The assessment process will calculate the student's assessment as if the following had occurred:

1. The student's initial registration would be considered for 9 hours.

The student is liable for 9 hours, and a per hour charge should occur.

2. The end result is that the student is liable for 9 hours and is assessed at a per hour rate.

**Example 3:**

Drop/delete a course, and add another course at the same time that will cause the student to go back into the flat hour range and out of per hour range. The flat hour range is 12 hours.

1. The student's initial registration is for 15 hours and is assessed.

The student is liable for 15 hours.

2. The student drops 6 hours during a 90% refund interim and is assessed.

The student drops out of the flat hour range and into the per hour range. The flat fee assessed will be reversed, and the per hour fee will be assessed. The student is liable for 9.3 hours (9 non-dropped hours, plus 10% for 3 of the dropped hours (.3). (3 have no penalty because of flat rate.)

3. The student drops/deletes another 3 hour course, adds 6 hours at the same time, and is assessed.

This is the point where the error occurred. However, the following should now occur at this point in the process.

When the student drops/deletes the course, the assessment will go back and reassess the student as if they were never registered for the 3 hours that were dropped/deleted. The assessment process will calculate the student's assessment as if the following had occurred:

1. The student's initial registration would be considered for 12 hours.

The student is in the flat hour range and is liable for 12 hours.

2. The student drops 6 hours during a 90% refund interim.

The student drops out of the flat hour range and into the per hour range. The student is liable for 6.6 hours (6 non-dropped hours, plus 10% for the 6 of the dropped hours (.6)).

3. The student adds 6 hours, is again in the flat hour range, and is now liable for 12.6 hours (12 non-dropped and .6 (6 \*.10 of liability for dropped course)).

4. The end result is that the student is liable for 12.6 hours and is assessed at a flat rate.

## Batch Fee Assessment - Creating the First Audit History Records

The Registration Fee Assessment Process (SFRFASC) is used to process batch fee assessment. The processing prevents the printing of IDs if no updates took place, eliminating long output files. SFRFASC allows you to:

- Process assessments using a single ID which is very useful for testing of rules.
- Process assessment in audit mode.
- Process assessments using a population selection.
- Use a separate date parameter for refunding by total processing.
- Choose your output format (audit and/or accounting records).
- Create the last audit records for migration purposes.
- Process in collector mode and with an enrollment status.
- Create student accounting records in TBRACCD to assist in migration steps.

## Banner Views Used in Fee Assessment

The following views are used with registration fee assessment processing.

### **SFVFAUD View**

This view is used to select the registration fee assessment audit data on SFRFAUD.

The following rows are in this view.

SFVFAUD\_PIDM  
SFVFAUD\_TERM\_CODE  
SFVFAUD\_SESSIONID  
SFVFAUD\_SEQNO  
SFVFAUD\_ASSESS\_RFND\_PENLTY\_CDE  
SFVFAUD\_DCAT\_CODE  
SFVFAUD\_DETL\_CODE  
SFVFAUD\_CHARGE  
SFVFAUD\_ASSESS\_BY\_COURSE\_IND  
SFVFAUD\_ASSESSMENT\_SOURCE  
SFVFAUD\_USER\_ID  
SFVFAUD\_ACTIVITY\_DATE  
SFVFAUD\_ACTIVITY\_DAY  
SFVFAUD\_ACTIVITY\_TIME  
SFVFAUD\_RGFE\_SEQNO  
SFVFAUD\_RGFE\_TYPE  
SFVFAUD\_CRN

SFVFAUD\_RSTS\_CODE  
 SFVFAUD\_RSTS\_DATE  
 SFVFAUD\_ESTS\_CODE  
 SFVFAUD\_ESTS\_DATE  
 SFVFAUD\_REFUND\_SOURCE\_TABLE  
 SFVFAUD\_REG\_BILL\_HR  
 SFVFAUD\_RULE\_LIABLE\_BILL\_HRS  
 SFVFAUD\_RULE\_LIABLE\_STUD\_HRS  
 SFVFAUD\_TOT\_PER\_CRED\_CHARGE  
 SFVFAUD\_FLAT\_FEE\_AMOUNT  
 SFVFAUD\_CRSE\_OVERLOAD\_HRS  
 SFVFAUD\_CRSE\_OVERLOAD\_CHARGE  
 SFVFAUD\_ACCD\_TRAN\_NUMBER  
 SFVFAUD\_NOTE  
 SFVFAUD\_RGFE\_PER\_CRED\_CHARGE  
 SFVFAUD\_RGFE\_FLAT\_FEE\_AMOUNT  
 SFVFAUD\_RGFE\_FROM\_FLAT\_HRS  
 SFVFAUD\_RGFE\_TO\_FLAT\_HRS  
 SFVFAUD\_RGFE\_CRSE\_OL\_START\_HR  
 SFVFAUD\_LCUR\_SEQNO  
 SFVFAUD\_RGFE\_RULE\_VALUE\_2

### **SFVREGD View**

This view joins the SFRSTCR and SFRREGD tables to cumulatively list all registration records for a student, including those that have been dropped/deleted and removed. The view is used in fee assessment processing to determine if courses have been dropped/deleted for a student since their last assessment was produced. It is also used in the SFRFEES report, to cumulatively list all registration records for a student, including those that have been dropped/deleted and removed.

The following rows are in this view.

SFVREGD\_TERM\_CODE  
 SFVREGD\_PIDM  
 SFVREGD\_CRN  
 SFVREGD\_LEVL\_CODE  
 SFVREGD\_CAMP\_CODE  
 SFVREGD\_PTRM\_CODE  
 SFVREGD\_RSTS\_CODE  
 SFVREGD\_RSTS\_DATE  
 SFVREGD\_CREDIT\_HR  
 SFVREGD\_BILL\_HR  
 SFVREGD\_WAIV\_HR  
 SFVREGD\_GMOD\_CODE  
 SFVREGD\_INSM\_CODE  
 SFVREGD\_SCHD\_CODE

SFVREGD\_WITHDRAW\_IND  
SFVREGD\_INCL\_ASSESS  
SFVREGD\_ACTIVITY\_DATE

## Fee Assessment Report (SFRFEES)

This report is used to assist in trouble shooting and debugging fee assessment processing. It is intended to be an efficient way to gather needed information when a question on arises on fee assessment. The report will be the primary method for the ActionLine to obtain contact data, (along with additional delivered SQL\*Plus scripts). These scripts are discussed in the next section.

This report lists various data values stored for a student that have the potential to meet registration assessment rule criteria. The values displayed are for enrollment data, student data, curriculum data, course registration data, optional mock fee assessment data, previous and current fee assessment, and accounts receivable records. The report processes a single ID or a population selection for a term. This report may be used for assessment verification and can be helpful when troubleshooting assessment results. The supported parameters will be expanded in later releases to assist with reviewing assessment information.

This report can also be used as a tool for institutions to evaluate their processing rules or check on a specific group of students. For example, an institution may want to update a rule. They could take a sample population selection, and then compare the current assessment with a mock assessment to determine if this change would be appropriate. Another potential use would be if a user wanted to review assessment results for students who have a specific drop registration status (i.e., *DD*). They would create a population selection containing these students, and run the report. This allows them to easily compare the current assessment to the previous one, and determine if the refund was performed correctly.

## Fee Assessment Script Set

A set of SQL reporting scripts is delivered to assist with evaluating and reviewing registration fee assessment data.

### Overview

This fee assessment script set is used to assist with evaluating and reviewing registration fee assessment data. These scripts provide an institution with the ability to easily gather term-based rule and fee assessment-related data for a term, as well as registration information for a specific student. The scripts are designed to provide a standardized method for institutions to list and examine rule and assessment data for a specific student ID and term so as to assist them in troubleshooting assessment issues independently.

The generated report files from these scripts can also be used as a standardized method for providing the ActionLine with institution test case data when reporting assessment-related issues and creating assessment-related contacts.

These scripts are delivered as part of the PLUS directory, and they can be run from the SQL\*Plus command prompt. Some script output is in a .csv (comma separated value) file format.

A total of 27 scripts are delivered. One of the scripts is a driver script, which calls the remaining 26 scripts. (You must run the `srdriver.sql` script first.) A total of four output files are generated: one .lis file and three .csv files.

All four files follow a standard naming convention using the specific student ID and term.

- The .lis file name follows the naming convention `<term>_<id>.lis`. For example, if the scripts were run for term 200409 and student ID 123456789, the generated file would be named `200409_123456789.lis`.
- The .csv files (data from SSBSECT, SFRRGFE, and SFRFAUD) follow the same naming convention. These files would be named: `<term>_<id>_ssbsect.csv`, `<term>_<id>_sfrrgfe.csv`, and `<term>_<id>_sfrfaud.csv`.

## Description of Scripts

The following scripts and the tables they report on are listed below:

Script Name	Table Reported On	Description
<code>srdriver.sql</code>	N/A	Driver script for the series of assessment data reporting scripts used to create fee assessment contacts with ActionLine.  Input Parameters: <ul style="list-style-type: none"> <li>• Term - Required, no wildcards</li> <li>• ID - Required, no wildcards</li> </ul>
<code>srgtvsdax.sql</code>	GTVSDAX	Script used to identify crosswalk/conversion information for the rules with an <b>Internal Group (Code)</b> of <i>FEE ASSESSMENT</i> .
<code>srsfbests.sql</code>	SFBESTS	Script used to identify refund by enrollment status/student registration status information which defines when the enrollment status code can be used during the specified term.
<code>srsfbetrm.sql</code>	SFBETRM	Script used to identify student registration/enrollment information for a specific student ID and term.

<b>Script Name</b>	<b>Table Reported On</b>	<b>Description</b>
srsfbrfst.sql	SFBRFST	Script used to identify refund by enrollment status/student refund percentage information which defines the refund period and percentage for the enrollment status code during the specified term.
srsfrafee.sql	SFRAFEE, SFREFEE	Script used to identify student registration additional fees information for a specific student ID and term.
srsfrareg.sql	SFRAREG	Script used to identify open learning course registration extension information for a specific student ID and term.
srsfrfaud.sql	SFRFAUD	Script used to identify registration fee assessment audit information for a specific student ID and term. Output is a .csv file.
srsfrfmax.sql	SFRFMAX	Script used to identify minimum and maximum registration fee information. Defines minimum and maximum charges needed for a detail code for a specific term.
srsfrnrcr.sql	SFRRCR	Script used to identify course refund percentage information for a specific term.
srsfrnrfnd.sql	SFRRFND	Script used to identify refund by total refund/penalty periods for a specific term.
srsfrngfe.sql	SFRRGFE	Script used to identify registration fee assessment rules information for a specific student ID and term. Output is a .csv file.
srsfrnrsts.sql	SFRRSTS	Script used to identify refund by course/registration status by term information. Defines when student course registration codes can be used during the specified term.
srsfrstcr.sql	SFRSTCR	Script used to identify student course registration information for a specific student ID and term.
srsobterm.sql	SOBTERM	Script used to identify base term information for a specified term.
srsbsect.sql	SSBSECT	Script used to identify general base section information for a specified term. Output is a .csv file.
srsrattr.sql	SSRATTR	Script used to identify degree program attribute information for a specified term.
srsnextn.sql	SSREXTN	Script used to identify open learning registration extension rule information for a specified term.
srsrfees.sql	SSRFEES	Script used to identify section fee information for a specified term.



Script Name	Table Reported On	Description
srssrrfnd.sql	SSRRFND	Script used to identify open learning registration/section refunding information for a specified term.
srssrrsts.sql	SSRRSTS	Script used to identify open learning registration/section registration status code information for a specified term.
srstvests.sql	STVESTS	Script used to identify student enrollment/registration status information which defines enrollment status codes.
srstvftyp.sql	STVFTYP	Script used to identify fee type validation information.
srstvrvsts.sql	STVRSTS	Script used to identify course registration status validation information.
srtbbctrl.sql	TBBCTRL	Script used to identify accounts receivable billing control information.
srtbbdetc.sql	TBBDETC	Script used to identify detail charge/payment code definition information.
srtbraccd.sql	TBRACCD	Script used to identify account charge/payment detail information for a specific student ID and term.

## How to Run the Scripts

Use these steps to run the scripts, generate the data output files, and send the files to the ActionLine.

1. Verify that the above scripts exist under `$BANNER_HOME/student/plus` and `$BANNER_LINKS`.
2. Navigate to the directory to which the output files can be written.
3. Run the script set from the SQL\*Plus prompt by typing the name of the driving script, `srdriver`, preceded by the `@` command or the start command: `SQLPLUS>`  
`@$BANNER_LINKS/srdriver`.
4. Enter values for the two input parameters at the prompt:
  - *ID* - Required, the ID for the student
  - *Term* - Required, the term for the student
5. Review the following files that are created by the series of SQL scripts:
  - `<term>_<id>.lis`
  - `<term>_<id>_ssbsect.csv`
  - `<term>_<id>_sfrngfe.csv`
  - `<term>_<id>_sfrfaud.csv`

6. Transfer the output files to your PC in ASCII using File Transfer Protocol (FTP) software.
7. Submit the script output files when you contact the Customer Support Center. If you are sending output files to the ActionLine as part of creating a contact, attach the four output files to an email message.

## Files Produced by the Scripts

Here is a breakdown of what is reported in each of the four files produced by the scripts.

### *<term>\_<id>.lis File*

The <term>\_<id>.lis file is comprised of the following data:

#### 1. Term and Control Data

- GTVSDAX - crosswalk/conversion information.
- SOBTERM - term-based information for a specified term.
- TBBCTRL - accounts receivable billing control information.
- SFRFMAX - registration fees maximum information that defines minimum and maximum charges needed for a detail code for a specific term.
- STVRSTS - course registration validation status information.
- STVESTS - student registration status validation information that defines enrollment status codes.
- SSRATTR - degree program attribute information for a specified term.
- STVFTYP - fee type validation information.

#### 2. Refund Data

- Refund By Course
  - SFRRSTS - refund by course/registration status by term information. defines when a student course registration code can be used during the specified term.
  - SFRRFCR - refund by course refund percentage information for specific term.
- Refund By Total
  - SFRRFND - refund by total/refund control information which defines penalty periods for refund by total for a specific term.
- Refund By Enrollment Status

- SFBESTS - refund by enrollment status/student registration status information which defines when enrollment status code can be used during the specified term.
- SFBRFST - refund by enrollment status/student refund percentage information which defines the refund period and percentage for the enrollment code during the specified term.
- Open Learning Registration Refunding
  - SSRRSTS - open learning registration/section open learning registration status code information for a specified term.
  - SSREXTN - open learning registration/section open learning registration extension rules information for a specified term.
  - SSRRFND - open learning registration/section open learning registration refunding information for a specified term.

### 3. Student and Student Registration Data

- SFBETRM - student registration table information for a specific ID/term.
- SFRSTCR - student course registration information for specific ID/term.
- SSRFEES - section fees repeating information for a specified term.
- SFRAFEE - registration additional fees, student registration additional fees, and detail charge/payment code definition information for a specific student ID and term.
- SFRAREG - open learning additional and student course registration information for a specific student ID/term.
- TBRACCD - account charge/payment detail information for specific ID/term.

#### Note

SSBSECT data is spooled to a separate `.csv` file named `<term>_<id>_ssbsect.csv`.

SFRFAUD data is spooled to a separate `.csv` file named `<term>_<id>_sfrfaud.csv`.

SFRRGFE data is spooled to a separate `.csv` file named `<term>_<id>_sfrngfe.csv`. ■

### 4. Detail Code Definitions

- TBBDETC - detail charge/payment code definition information.

#### **.csv Files**

The remaining data is written to three comma separated value (`.csv`) files in delimited format, and the files may be viewed as spreadsheets with Microsoft Excel.

- <term>\_<id>\_ssbsect.csv - section information for a specific term.
- <term>\_<id>\_sfrfaud.csv - registration fee assessment audit information for a specific student ID and term.
- <term>\_<id>\_sfrngfe.csv - registration fee assessment rules information.

## Using the Purge Process

Use the Purge Fee Assessment Audit Process (SFPFAUD) to purge audit history records from the database. You can delete unnecessary records and use a reporting option to review individual accounts when researching possible accounting or assessment errors.

You can run the purge process for range of dates for transactions, for a specific term, or for an ID. You can choose to keep only the last assessment records. The last assessment should be kept when the current term is active and additional assessments are going to occur for that term. If all records are purged for a given term and section fees or other additional fees exist, fee assessment may need to be run twice to ensure accurate assessment. You can print summary or detail information, and you can run the purge in audit or update mode.

This process prevents the intermediate assessment audit that is created to handle records with a status of *DD* from being purged. These interim records will not be purged until a flat charge rule qualification has re-occurred. This will ensure that future assessments will have accurate previous assessment records available for fee assessment processing.

The process deletes SFRFAUD rows for qualified students by assessment rule type (*STUDENT, LEVEL, CAMPUS, ATTR*). The process considers if a student has had prior flat rule qualification but has been reassessed due to having a drop/delete issued. Since the student's assessment in essence starts over when the drop/delete is realized by assessment, any prior assessment audit records that record prior flat charge rule qualification can be safely purged.

SFPFAUD first determines if a drop/delete scenario has been handled by assessment. If it has, any assessment audit prior to the drop/delete being handled can be purged. The process checks to see if a date is found for when a drop/delete was handled, and then goes on to delete all assessment audit prior to the drop/delete, making sure to retain the last assessment audit.

## Updating Records with Incorrect Assessments

The following steps should be used to update any incorrect assessment records:

1. Identify students with inaccurate assessments due to flat charge refunding issues.
2. Record the course drop history for the students (the CRN, the course registration status code, and the date for each dropped course).

3. Purge the SFRFAUD audit data for the students.
4. Re-register the students, and assess them.
5. Drop the appropriate courses using the course registration status codes and dates noted in Step 2 above.
6. Run SFRFASC in audit mode, if you want to preview the results prior to posting the assessment.
7. Review and verify the assessment results.
8. Run the assessment in update mode, if the assessment was previewed in audit mode.

## Registration Fee Assessment and Open Learning Courses

### Refunding Rule Setup

Before setting up refunding rules for use with open learning courses and fee assessment, create the term in the Term Control Form (SOATERM), and define the required registration dates, census dates, and status codes on SOAORUL.

Then consider the following recommendations:

- To default the appropriate registration, extension, and refunding rules to the section, the CRNs must be created either through the Term Roll Report (SSRROLL) or directly through the Schedule Form (SSASECT).

All new open learning sections (those sections defined with no part-of-term, with an instructional method, registration from/to dates, student start from/to dates, duration units, and number of units) will be given section level registration dates, registration status codes, and extension rule and refunding rule records, based on the information established in the Open Learning Rules Form (SOAORUL) for the course and/or section characteristics.

The registration from and to dates will reflect the most appropriate registration dates as per SOAORUL, based on course and/or section characteristics. These rules are accessible via the Schedule Processing Rules Form (SSARULE).

- Modifications to the registration dates, registration status codes, extension rules, and refunding rules are permitted if the original open learning rule has been denoted as overrideable.
- It is strongly suggested that fee assessment be established in the Schedule Detail Form (SSADETL). Once established at the section level, the **Track by CRN** indicator on in the Term Control Form (SOATERM) is used to add the CRN number to all fee assessment transactions on the student's accounts receivable records. The **Assess by Course** indicator on SFARGFE does the same in the

refunding process. This will facilitate the tracking of fees to an individual registration.

- As an alternative to defaulting fees from the course level, registration fees can be defined in the Section Fee Assessment Control Form (SSADFEE) and will populate the section fees (SSRMEET table) based on course and/or section characteristics. This is a set-up process only and will not physically write the new records to the table until a new section has been created.

When new sections are created, the fee rules defined here will default automatically. If the updating of existing sections with no existing fee rules is required, use the batch process (SSPMFEE) to examine the set-up information and apply the fee rules to the appropriate sections.

- If fee assessment rules are required in addition to section level fees, they should be constructed in the Registration Fee Assessment Rules Form (SFARGFE).

 **Note**

These charges will be assessed per credit hour only, and the section will not be appended to the TBRACCD record. ■

## Examples of Simple Section Level Fee Assessment

### Section Setup

CRN 10001 characteristics:

- Open Learning Course
- 10 week duration
- 3 billing hours
- 4 credit hours

CRN 10002 characteristics:

- Traditional section defined with part-of-term
- 3 billing hours
- 4 credit hours

	<b>Detail Code</b>	<b>Amount</b>	<b>Fee Type</b>	<b>Duration</b>
1	T100	900.00	FLAT	
2	T100	300.00	CRED	
3	T100	90.00	DURN	Week
4	T200	100.00	DURN	Week
	COMP	25.00	FLAT	
5	T200	100.00	BILL	
	TECH	50.00	FLAT	

The following represents the TBRACCD entries that would be placed on the learner's account:

*CRN 10001:*

Scenario 1	T100	900.00	
Scenario 2	T100	900.00	300.00 X 4
Scenario 3	T100	900.00	90.00 X 10
Scenario 4	T200	1000.00	100.00 X 10
	COMP	25.00	
Scenario 5	T200	300.00	100.00 X 3
	TECH	0.00	

*CRN 10002:*

Scenario 1	T100	900.00	
Scenario 2	T100	900.00	300.00 X 4
Scenario 3	Fee assessment would not be accomplished on a duration basis (entry of this scenario would be prohibited in SSADETL).		
Scenario 4	Fee assessment would not be accomplished on a duration basis (entry of this scenario would be prohibited in SSADETL).		
Scenario 5	T200	300.00	100.00 X 3
	TECH	50.00	

## Examples of Simple Section Level Refunding

### Section Setup

CRN 10001 characteristics:

- Open Learning Course
- 10 week duration

	Reg Code	%Complete	Duration Complete	Duration	Tuition Refund	Fee Refund	Extn Refund
1	DC	10			100%	100%	
	DC	20			90	90	
	DC	30			70	70	
	DC	40			50	0	
2	DC		1	WEEK	100	100	
	DC		3	WEEK	75	75	
	DC		5	WEEK	50	0	

The following represents the TBRACCD entries that would be placed on the learner's account.

### Refunding by Percent Complete (Rule Set 1)

#### Scenario 1:

Learner A started course on April 1 paying \$100.00 tuition (no fees) and drops on April 5. The learner was active in the course for 5 days which constitutes 7.1429% complete - between 0 and 10% complete [5 days / (10 weeks \* 7 days) \* 100].

T100                      - 100.00

#### Scenario 2:

Learner B started course on April 1 paying \$100.00 tuition (no fees) and drops on April 15. The learner was active in the course for 15 days which constitutes 21% complete – between 20 and 30% [15 days / (10 weeks \* 7 days) \* 100].

T100                      - 70.00

#### Scenario 3:

Learner B started course on April 1 paying \$100.00 tuition (no fees) and drops on May 15. The learner was active in the course for 45 days which constitutes 64% complete - more than 50% complete [31 days / (10 weeks \* 7 days) \* 100].

No refund processed.

### Refunding by Duration Complete (Rule Set 2)

#### Scenario 4:

Learner A started course on April 1 paying \$100.00 tuition (no fees) and drops on April 5. The learner is in the first week of the course - between 0 and 1 week complete.

T100                      - 100.00

#### Scenario 5:

Learner B started course on April 1 paying \$100.00 tuition (no fees) and drops on April 22. The learner is in the fourth week of the course - between 3 and 5 weeks complete.

T100                      - 50.00



**Scenario 6:**

Learner B started course on April 1 paying \$100.00 tuition (no fees) and drops on May 6. The learner is in the sixth week of the course – more than 5 weeks complete.

No refund processed.

**Examples of Section Level Refunding for Traditional Type Courses**

The following is an example of how a traditional course, defined as an open learning course, can be structured to use open learning refunding rules.

A continuing education course meets every Tuesday between August 21 and October 16 – 9 classroom meetings.

- The refund deadline date is August 23.
- The withdrawal deadline date is October 2.

The Banner setup would be:

- Registration from and to dates could be structured to allow students to register in any timeframe that is convenient prior to first classroom meeting date of August 21.
- Start from and to dates could be defined as the same date of August 21, thereby ensuring that all students have the same start date.
- Refunding rules could be established for the section defining a duration complete or percent complete as follows.

	<b>Reg Code</b>	<b>%Complete</b>	<b>Duration Complete</b>	<b>Duration</b>	<b>Tuition Refund</b>	<b>Fee Refund</b>	<b>Extn Refund</b>
Refunding Rules by % Complete	DC	10			100%	100%	
	DC	75			50	50	
	DC	100			0	0	
Refunding Rules by Duration Complete	DC		1	WEEK	100	100	
	DC		7	WEEK	50	50	
	DC		9	WEEK	0	0	

## Refunding by Percent Complete

### Scenario 1:

Student drops the class on August 23 after the first class.

If determined by duration, they would receive a full refund as they fall within the range of 0 to 1 week.

By percentage, they would also get a 100% refund ((3 days completed / 56 days in total period) \* 100 = 5.35714 or 5% which is between 0% and 10%).

## Refunding by Duration Complete

### Scenario 2:

Student drops the class on September 25.

If determined by duration, they would receive a 50% refund as they fall within the range of 2 to 7 weeks.

By percentage, they would also get a 100% refund ((35 days completed / 56 days in total period) \* 100 = 62.5 or 62% which is between 10% and 75%).

### Scenario 3:

Student drops the class on October 9.

If determined by duration, they would not receive a refund as they fall within the range of 8 to 9 weeks.

By percentage, they would also get no refund ((49 days completed / 56 days in total period) \* 100 = 87.5 or 87% which is between 75% and 100%).

## Extension Fee Processing

For open learning courses, you may require the assessment of fees if the student's expected completion has been extended. In effect, the student will be able to "buy" additional time in the course. Rules are established at the section level (SSARULE) to allow the definition of how those rules should be assessed.

To apply the extension to an individual learner, access SFARHST, where the extension rules established for the section are defaulted and may be altered (based on whether overrides are permitted). Therefore, fees will need to be assessed to the student's account reflecting this transaction.

Extension fees are processed similarly to registration fees:

- Extension fees are processed from common extension fee assessment procedures.
- Extension fees are processed from the form if the **Registration Fee Assessment On-line** checkbox is checked on SOATERM.
- Extension fees are processed from batch if the **Registration Fee Assessment On-line** checkbox is *not* checked on SOATERM.
- The CRN should be appended to the TBRACCD record if the **Track by CRN** checkbox is checked on SOATERM.

The differences from registration fee assessment are as follows:

- Fees are pre-calculated based on the extension rule defined in SSARULE and SFARHST (by duration) and will therefore be treated as flat fees in the fee assessment process.
- The date assessed is captured in the Additional Registration Information Table (SFRAREG) after the student's account record (TBRACCD) has been generated either online or through the batch fee assessment process.

 **Note**

It is possible for the extension fees to be waived. In that case, the extension fee amount will be zero. In the case where there are zero fees, no record is inserted in the TBRACCD table. ■

## Extension Refunding Processing

The processing for extension refunding is similar to that accomplished for open learning registration. Rules are attached to the status code and subsequently assigned to the extension that has been deemed as a withdrawal (STVRSTS\_WITHDRAW\_IND) and has been allocated to extension processing (STVRSTS\_EXTENSION\_IND).

The drop or withdrawal of an individual extension is processed through the Registration Extensions block of the Student Registration History and Extension Form (SFARHST). If the course is withdrawn from or dropped via the Student Course Registration Form (SFAREGS), all extensions for that course will also be withdrawn from or dropped. This form permits the user to define the process date in the Key Block, and it should be this date that is used to determine the current date.

If a student drops an open learning course with an extension prior to the beginning of that extension, the refund given is determined by the registration date that is assigned to the registration status code for the extension. This date is displayed in the Course Status Date field in the Student Registration Extension Information window on SFARHST. It is stored in the SFRAREG table, in the SFRAREG\_RSTS\_DATE field. The field will store the date when a course registration status code (STVRSTS) is created or updated for an extension record. This allows an extension record to have its own registration status date that is separate from the course registration status date.

## Processing Algorithms

### *Example:*

The student was granted a 5-week extension, and on January 28, 2002, wants to drop the extension. The extension start date is January 15, 2002, with an expected completion date of February 19, 2002. A week is defined as having 7 days.

### **Percent Complete Calculation**

Number of days elapsed in the registration:

Calculate the number of days between the current extension start date (SFRAREG\_START\_DATE) and the current date (or the process date in the event that the total course is dropped).

### *Example:*

Difference between January 15, 2002 and January 28, 2002 = 13 days

Number of days available in the registration:

Calculate the number of days between the current extension start date (SFRAREG\_START\_DATE) and the current expected completion date (SFRAREG\_END\_DATE).

### *Example:*

Difference between January 15, 2002 and February 19, 2002 = 35 days

Calculate the percent complete:

$(\text{Number of days elapsed in registration} / \text{number of days available in the registration}) * 100$

### *Example:*

$(13 / 35) * 100 = 37.14285\%$

This percentage would be compared to the percent complete rule defined for the registration code (rules defined in the SSRRFND table) to ascertain the refund percentage to use in the calculation of the refund amount.

### **Duration Complete Calculation**

Number of duration units elapsed in the registration:

Calculate the number of days between the current extension start date (SFRAREG\_START\_DATE) and the current date (or the process date in the event that the total course is dropped), and divide by the number of days defined for the duration code (SFRAREG\_DUNT\_CODE) assigned to the section (GTVDUNT\_NUMBER\_OF\_DAYS).

*Example:*

Difference between January 15, 2002 and January 28, 2002 = 13 days

Translate to duration unit of week = 13 days / 7 days = 1.8571428 weeks

The elapsed duration units would be compared to the duration complete rule defined for the registration code (rules defined in the SSRRFND table) to ascertain the refund percentage to use in the calculation of the refund amount.

## Examples of Individual Extension Refunding

Extensions are granted for an open learning course as follows:

- Original Duration: 10 weeks
- Extension: 5 weeks
- Extension Fee: \$150.00

	Reg Code	%Complete	Duration Complete	Duration	Tuition Refund	Fee Refund	Extn Refund
Refunding Rules by % Complete	WX	50					50%
	WX	100					0
Refunding Rules by Duration Complete	WX		2	WEEK			50%
	WX		5	WEEK			0

### Refunding by Percent Complete

#### Scenario 1:

Student has been granted a 5 week extension, and on January 28, 2002, wants to withdraw from the extension. The extension start date is January 15, 2002, with an expected completion date of February 18, 2002.

They would receive a 50% refund (13 days completed / 35 days in total period) \* 100 = 37.1429 or 37% which is between 0% and 50%).

## Refunding by Duration Complete

### Scenario 2:

Student has been granted a 5 week extension, and on February 2, 2002, wants to withdraw. The original extension date is January 15, 2002, and their expected completion date is February 18, 2002.

They would receive no refund, as they fall within the range of 2 to 5 weeks.

## Examples of Extension Refunding for Dropped/Withdrawn Course

### Section Setup

CRN 10001 characteristics:

- Open Learning Course
- 10 week duration

	Reg Code	%Complete	Duration Complete	Duration	Tuition Refund	Fee Refund	Extn Refund
1	DC	10			100%	100%	100%
	DC	20			90	90	50
	DC	30			70	70	0
	DC	40			50	0	0
2	DC		1	WEEK	100	100	0
	DC		3	WEEK	75	75	0
	DC		5	WEEK	50	0	0

## Refunding by Percent Complete with Extensions (Rule Set 1)

### Scenario 1:

Learner B started course on April 1 paying \$100.00 tuition (no fees), and drops the course (by default all extensions) on May 15. A registration extension was granted for a 5 week period commencing on June 10 at a cost of \$50.00 (charged to the same detail code as the original registration). The learner was active in the course for 45 days which constitutes 64% complete - more than 50% complete  $[(31 \text{ days} / (10 \text{ weeks} * 7 \text{ days})) * 100]$ .

No refund processed.

The extension refund is processed. As the extension was not in effect yet, 0% completed, the learner would receive a full refund of the cost of the extension.

T100                      - 50.00

## Refunding by Duration Complete with Extensions (Rule Set 2)

### Scenario 2:

Learner B started the course on April 1 paying \$100.00 tuition (no fees), and drops the course (by default all extensions) on May 6. A registration extension was granted for a 5 week period commencing on June 10 at a cost of \$50.00 (charged to the same detail code as the original registration). The learner is in the sixth week of the course - more than 5 weeks complete.

No refund processed.

The extension refund is processed. Although the extension was not in effect yet - 0 weeks complete, the learner, based on the rules that were set up, would receive no refund of the cost of the extension.

No refund processed.

## Registration Fee Assessment and Study Paths

### Set up Study Paths with Fee Assessment

Use the following steps to set up study path processing with fee assessment and Banner Accounts Receivable.

1. Set up study paths in Banner Student baseline and Banner Student Self-Service.  
Refer to the Appendix E, "Study Path Processing".
2. Create fee assessment rules on SFARGFE by *STUDYPATH* or *STUDYPATH\_ATTR* rule type.
3. Use the Student Curriculum Rules block on SFARGFE to set up curriculum rules for registration.
4. Check the **Section Fees by Study Path** checkbox on SOATERM to control whether study path data is stored with a charge, when the charge is generated from section fees.
5. Check the **Display Study Paths** checkbox the TSACTRL to display study path information on TSAAREV, TSADETL, and TSIQACT.

# Registration Fee Assessment Combined Fee Assessment Process

## Fee Assessment Functionality

Processing supports the use of the section schedule type and section instructional method on SFARGFE. For example, you may have the requirement to assess technology fees to only those sections that have an instructional method of *WEB*. This fee would be inappropriate for students registered in a traditional classroom setting.

- These rules are not considered in the situation where **Tuition and Fee Waiver** flag on SSASECT and **Override (Indicator)** on SFARGFE are checked.
- If rules are defined in SFARGFE with part-of-term information, they will not be applicable to open learning courses, as these sections will not have a part-of-term attributed to them.
- If rules are defined with registration from/to dates, they will not be applicable to open learning courses due to the fact that these dates are static, and potentially, each open learning section may be defined with different registration periods.

For those fees calculated from the section level fee rules defined in SSADETL, the accounting records (TBRACCD) incorporate the CRN if **Track by CRN** is checked on SOATERM.

## Processing Algorithms

The following applies to processing algorithms:

- If SSRFEES\_FEE\_IND = **FLAT**, calculation is necessary.
- If SSRFEES\_FEE\_IND = **CRED**,  $SSRFEES\_AMOUNT * SFRSTCR\_CREDIT\_HR$ .
- If SSRFEES\_FEE\_IND = **BILL**,  $SSRFEES\_AMOUNT * SFRSTCR\_BILL\_HR$ .
- If SSRFEES\_FEE\_IND = **DURN**,  $SSRFEES\_AMOUNT * SFRAREG\_NUMBER\_OF\_UNITS$ .

Extreme care should be taken when creating section level (SSADETL) and term level (SFARGFE) fee rules, as term level rules will not have the same flexibility of fee type as the section level rules. Also, term level rules can be developed for part-of-term and/or registration from/to dates which will not be applicable to open learning courses.

## Tuition and Fee Refunding Functionality

This refunding should only be invoked for open learning section registration records (no part-of-term is defined for the section), if no extensions have been processed for this registration record ( $SFRAREG\_EXTENSION\_NUMBER = 0$  of the most current (maximum) SFRAREG records), and the **Extension Indicator** (STVRSTS\_EXTENSION\_IND) of the



registration status code used for the drop contains a value of *N*. Otherwise, the extension refund processing should be invoked.

At the section level, criteria for refunding fees is defined in the section level rule processing. Refunds are based on the elapsed time. Open learning courses can be identified as those courses where no part of term information is contained on the SSBSECT record.

You need to determine how to calculate the amount of time elapsed since the individual student started the course. Students registered in the same section will have individualized start dates. Therefore the traditional means of refunding based on static dates is not possible. The registration start and end dates reside in the SFRAREG table.

This functionality should not be dependant upon how the original fees were assessed. Therefore, if section level fees or fees assessed through SFARGFE were used in the calculation of the original charge, there should be no change in refunding protocol.

 **Note**

Refunding rules are tied to a registration status and would be invoked whenever that status was applied to a registration record. ■

 **Note**

SFARFND, SFARSTS, and SFAESTS refund processing is not applicable for open learning courses. ■

Percent complete is based on the amount of time given to the student to complete the course, and monies would be refunded on the percentage of used or elapsed time. This elapsed time is calculated specifically for the individual student's start date and represents a percentage of the total course duration.

Duration complete is based on the duration units and duration period assigned to the section in SSASECT. Refunding rules can be developed to assess the number of duration periods that have passed with the student's start date and refund monies based on rules established in SSARULE for that section.

## Processing Algorithms

*Example:*

The student started a 15-week course and on April 22, 2002 wants to drop. The registration start date is April 1, 2002 with an expected completion date of July 15, 2002. A week is defined as having 7 days.

### **Percent Complete Calculation**

Number of days elapsed in the registration:

Calculate the number of days between the registration start date (SFRAREG\_START\_DATE) and the current date.

*Example:*

Difference between April 1, 2002 and April 22, 2002 = 21 days

Number of days available in the registration:

Calculate the number of days between the current extension start date (SFRAREG\_START\_DATE) and the current expected completion date (SFRAREG\_END\_DATE).

*Example:*

Difference between April 1, 2002 and July 15, 2002 = 105 days

Calculate the percent complete:

$(\text{Number of days elapsed in registration} / \text{number of days available in the registration}) * 100$

*Example:*

$(21 / 105) * 100 = 20.00\%$

This percentage would be compared to the percent complete rule defined for the registration code (rules defined in the SSRRFND table) to ascertain the refund percentage to use in the calculation of the refund amount.

### ***Duration Complete Calculation***

Number of duration units elapsed in the registration:

Calculate the number of days between the current extension start date (SFRAREG\_START\_DATE) and the current date, and divide by the number of days defined for the duration code (SFRAREG\_DUNT\_CODE) assigned to the section (GTVDUNT\_NUMBER\_OF\_DAYS).

*Example:*

Difference between April 1, 2002 and April 22, 2002 = 21 days

Translate to duration unit of week =  $21 \text{ days} / 7 \text{ days} = 3.00 \text{ weeks}$

The elapsed duration units would be compared to the duration complete rule defined for the registration code (rules defined in the SSRRFND table) to ascertain the refund percentage to use in the calculation of the refund amount. Ensure that the CRN is captured on the student's account record (TBRACCD) when the **Track by CRN** flag is checked on SOATERM.

## Register Students

The Student Course Registration Form (SFAREGS) provides an automated mechanism for registering students into sections created in the Schedule module. This form also assesses the tuition and fee charges related to the registration and passes them to the Accounts Receivable module. This form further allows for student maintenance, performs the functions necessary for add/drop activity, and provides the ability to print a student's schedule and bill.

The form contains the logic to check the repeat limit or repeat maximum hours, which is controlled by the flags set on the Term Control Form (SOATERM). The repeat checking process examines the courses which are in progress and exist in academic history to determine if the repeat rules are violated.

Equivalent courses that are specified at the Catalog module are also examined when determining repeats.

SFAREGS contains the logic to check the prerequisite and test score restrictions; this logic is controlled by the registration error flag on SOATERM. The form also contains the logic to check the campus restrictions; this logic is also controlled by the registration error flag on SOATERM.

All changes made in the Registration information *must* be saved before the user is permitted to exit the form. Users are not permitted to exit the registration form if fatal errors exist.

This form supports block scheduling via the use the **Delete all CRNS** checkbox, and **Process Block** checkbox, and the **Block Schedule** field. Select Update Student's Term Information from the Options Menu to open the Student Term window where the **Block Schedule** field is located.

SFAREGS displays the following messages in the circumstances described below:

1. When the course status is not defined for part of term, the message will display *Course registration status rules not defined for part of term.*
2. When the course status is defined, but is out of the date range, the message will display *Course status dates not within range for part of term.*
3. If enrollment statuses have not been created for the term on the Enrollment Status Control Form (SFAESTS), the message will display *Status undefined or date range invalid; press KEY-CLRBLK OR KEY-CLFRM to exit.*
4. A warning message is generated if the user attempts to change a student's major or college, if that student's degree record has been updated to pending graduation status.
5. Test score and prerequisite checking are combined, and generate the message *Preq & Test Score - Error*: if the student does not meet the prerequisite requirements for a

course. The message *PREQ in progress* will display if the student is currently registered for a prerequisite in a prior term, and it has not been graded, and the **In Progress (Indicator)** for that term has been unchecked (set to *N*) on SOATERM.

6. The Maximum Hours check only updates those records which bring the student over the Maximum Hours Allowed with a *Maximum hours exceeded* message. Maximum Hours errors cannot be overridden, but the Maximum Hours may be increased in the Registration information section of the form.
7. If the user attempts to perform an Exit or Rollback function from the Registration section when changes have been made to this section which may affect registration fee assessment, the message *\*ERROR\* Invalid Key. Must SAVE registration changes before exiting.* will be generated.
8. If the user attempts to perform an Exit or Rollback function from the Student Information window when changes have been made to this window, the message *\*ERROR\* Invalid Key. Must SAVE student AND registration changes before exiting.* will be generated.
9. If the user attempts to perform an Exit or Rollback function from the Registration section when changes have been made to this section, the message *\*ERROR\* Invalid Key. Must SAVE student AND registration changes before exiting.* will be generated.

The Registration Section Query Form (SFQSECM) is used to assist the registration user in resolving registration problems if they occur. The user may request specific queries against the section data and compare the results to the student's current schedule.

Also used in the registration process is the Registration Course Query Form (SFQSECT), which displays information pertaining to the registration of a course, as well as override fields for repeat checking, campus restrictions, and test score restrictions.

## Open Learning Registration

Open learning registration provides learners with the ability to register for a class based on start/end dates rather than a term. This open learning approach is optional and works with Banner Student's registration processing for enrollment and administrative purposes. Please refer to the *Banner Student Open Learning Registration Handbook* for more information on using this processing.

Open learning allows you to do the following in the Registration module:

- Run reports (such as student schedules, schedule/bills, transcripts, and enrollment verifications) using date ranges in place of term.
- Permit students to select, as part of the registration process, either the date they wish to start their course or the date they wish to finish the course.

- Calculate either the start and/or expected completion dates of the class based on the duration of the section in conjunction with the date the student selected at the time of registration.
- Permit the student to buy more time in a class, thereby extending their expected completion date.
- Use the section level rules defined through the section creation process.
- View all registration activity for a student, irrespective of term.
- Process withdrawals or drops based on the individual student's progress in the course versus static date ranges for the term or part-of-term.
- Create rules for registration and fee assessment processing that will provide the appropriate level of flexibility for open learning courses. These rules are defined outside the traditional part-of-term and static date registration processing.
- Specify dates when registration will be accepted (outside of the usual term definitions on SOATERM) to lay the foundation for non-term based registration.

## Set Up Open Learning Rules

Before setting up open learning rules, make sure all section-related rules and validation codes have been defined in Banner.

1. Access the Open Learning Section Default Rules Form (SOAORUL), and enter the term in the Key Block.
2. Use Next Block to access the Registration Date Defaults block, and enter the course/section criteria for the rule (college, department, campus, schedule type, instructional method).

This criteria will be used to associate the registration default information to the section or group of sections. For example, if all Web-based nursing sections will be available for registration between a particular range of dates, the department should be set to the nursing department code, and the instructional method should be set to the code that represents Web-based delivery.

3. Enter the registration start and end dates for the period of time that the students are allowed to register for a section.

These dates will default to all new section records created, matching the identifying criteria defined here. These dates will also default to the start from and to dates on the section record. Both of these date ranges are updatable in SSASECT, if the **Override (Indicator)** is checked.

4. Enter the census dates to be defaulted to the corresponding fields in the Enrollment Data block of the Schedule Form (SSASECT).

5. Save the records.
6. Define the registration status codes that will be allowable for the rule.
  - 6.1. To do this, position the cursor on the record with the appropriate criteria, and use the **Detail** button or the Registration Status Codes item in the Options Menu to access the Default Registration Status Code Definitions block.
  - 6.2. Enter all the registration status codes and usage cutoff percentages that apply for this set of course characteristics. The description and indicator settings from STVRSTS are displayed.
7. Save the records.
8. Define extension rules for the term using extension registration status codes with the **Extension Indicator** checkbox checked on STVRSTS.
  - 8.1. To do this, position the cursor on the extension status code, and select the Extension Rules item in the Options Menu. You will see an error message if the code you chose is not defined as an extension code.

This rule defines the default information that will be displayed when granting extensions in SFARHST.
9. Enter the percentage of the original duration period for the various sections that meet the identifying criteria to be used to extend the learner's expected completion date.
10. Define the rate per duration unit.
11. Check the **Override (Indicator)** if the defined values can be overridden after the information has been defaulted to the section (SSARULE).
12. Define refunding rules. Refunding rule definitions are required for each registration code that will be used to drop, withdraw, or cancel a registration record.

Unlike the refunding rules defined for registration codes in SFARSTS, refunding is accomplished based on the elapsed time from the student's individual start date based on the duration of the section. This elapsed time is defined as a completion percentage. At the section level, rules may be defined based on the duration complete. This functionality was not provided here due to the fact that these are general default rules, and the duration is set at the section level.

For example, the original duration of the section is ten weeks, and institutional policy states that a 100% tuition refund will be granted in the first week of the student's registration. A rule should be defined with a completion percentage of 10% and a tuition refund rate of 100%. Multiple refunding rules can be defined for an individual registration status. After all refunding rules have been defined, save the records.

The process of defining registration status codes, refunding rules, and extension rules must be completed for all required department, college, campus, schedule type, and instructional method combinations prior to the creation of section records. If this task has not been completed before CRNs are generated, a batch process (SSPRDEF) may be used to default these rules to all open learning sections (in the term) that do not have processing rules.

## Register for an Open Learning Course

Before processing registration records for an open learning course, make sure all open learning rules and course sections have been defined in Banner.

1. Access the Student Course Registration Form (SFAREGS).
2. Enter the ID of the student who is registering for the course.
3. Use Next Block to access the Registration Information block, and enter the CRN number in the **CRN** field, (or search for appropriate sections using the **Search** feature for the **CRN** field). You may also enter the subject, course number, and section directly if the CRN is unknown.
4. Save the record, and fix any errors.
5. The Start/End Date Entry window will be displayed for open learning courses. Enter the start or end date selected by the student in the window.
  - If the start date is entered, the expected completion date of the course will be calculated based on the duration defined for the section.
  - If the student has chosen the date they wish to finish the course, the start date will be calculated. The start date, regardless of how derived, will be checked against the start from and to dates on the section record.
6. Save the date information. You will be returned to the Registration Information block where you must save again to trigger the checking for registration restrictions (i.e., prerequisites, time conflicts, etc.).
7. Save the record so that fee assessment processing can take place.
8. An entry is created in the Additional Registration Information Table (SFRAREG) for the start and end dates and the information for the instructor or tutor assigned to the student for the section. The number of extensions field will be populated with a zero to signify the original registration record.

### Note

Entries are created in this table or traditional and open learning course registration records. This information is then available for Financial Aid processing. ■

## Create an Extension for an Open Learning Course

Before creating an extension for an open learning course, make sure all open learning rules and course sections have been defined in Banner.

1. Access the Student Registration History and Extension Information Form (SFARHST), and enter the ID of the student for whom you wish to process the extension.
2. Use Next Block to access the Registration History block, and select the record for the course to be extended.
3. Position the cursor on the desired course and use Next Block, or select the Course Extension item from the Options Menu to access the Registration Extensions Block.

### Note

You will not be allowed to proceed if: a final grade has already been processed for the course, the selected course has not been defined as open learning (evidenced by lack of part-of-term and start/end date information), the class has been dropped or withdrawn, or the section has not been set up to allow extensions. ■

4. Insert a record in the Registration Extension block. The contents of the extension rule defined for the section in SSARULE will be interpreted and used to populate the fields in this record. The transaction amount will be calculated and represents the charge that will be applied to the student's account.

### Note

Extension processing will not be possible if: the student has passed their expected completion date, the student will exceed the maximum number of extensions allowed for the section, or the student has registration holds. ■

5. If the section requires pre-approval, use the **Approval Override** checkbox to signify that special approval requirement has been granted.
6. If, in the case of an administrative extension, the charge amount should be waived, check the **Waived** checkbox, and the **Amount** field will be set to zero.
7. Save the record when you are satisfied that the correct information exists. A new entry will be entered in the Additional Registration Information Table (SFRAREG).
8. If online fee assessment is turned on in SOATERM, the fee assessment processing can take place for the extension fees (evidenced by the assess date). If online fee assessment has not been turned on, you will need to run the Batch Fee Assessment Process (SFRFASC) to update the student's account.



## Drop or Withdraw from an Open Learning Course

Before dropping out of or withdrawing from an open learning course, make sure all open learning rules and course sections have been defined in Banner.

1. Access the Student Course Registration Form (SFAREGS).
2. Enter the required term and student ID.
3. Use Next Block to access the Registration Information block, and enter the appropriate drop or withdrawal code in the **Status** field. (The status code *must* be defined in STVRSTS with the **Withdrawal Indicator** checkbox checked and have a **Status Type** of *W* for withdrawals or *D* for drops.)

### Note

If extensions have been processed for the registration, they will also be dropped. ■

4. Save your changes. This updates the existing registration record and the most current and future records in the Additional Registration Information Table (SFRAREG). The status code of withdrawn extensions will not be affected.
5. Save again. (Your cursor will now be in the **Fees** field.) This generates the appropriate refunds based on the open learning refunding rules, if online fee assessment has been turned on in SOATERM. Otherwise, you will need to run the Batch Fee Assessment Process (SFRFASC) to update the student's account.

## Drop or Withdraw from an Extension

Before dropping out of or withdrawing from an extension, make sure all open learning rules and course sections have been defined in Banner.

1. Access the Student Registration History and Extension Information Form (SFARHST), and enter the ID for the required student.
2. Use Next Block to access the Registration History block, and select the course to be dropped or withdrawn from.
3. Position the cursor on the required course, then use Next Block or select the Course Extension item in the Options Menu.
4. Use Next Record to locate the extension to be dropped or withdrawn from.

5. Enter an appropriate registration status code.(The status code *must* be defined in STVRSTS with both the **Withdrawal Indicator** and **Extension Indicator** checkboxes checked and have a **Status Type** of *W* for withdrawals or *D* for drops.)

 **Note**

Only active, future-dated extensions may be dropped or withdrawn from. This process does not drop or withdraw the student entirely from the course. *Extension records may not be removed.* ■

6. Save your changes. Only the dropped or withdrawn from entry in the Additional Registration Information Table (SFRAREG) will be affected. If online fee assessment is turned on in SOATERM, fee assessment processing will perform the necessary calculations to determine the student's indebtedness to your institution. If online fee assessment has not been turned on, you will need to run the Batch Fee Assessment Process (SFRFASC) to update the student's account.

## Using Usage Cutoffs

Open learning processing in scheduling (SSARULE) and registration (SOAORUL) allows usage cutoffs on the *DD* course registration status code. This affords open learning courses the same functionality that exists for traditional courses when usage cutoff rules are used. (In open learning, usage cutoff rules are based on each learner's chosen start date for the course.) Only the *RE* course registration status code is restricted from usage cutoff. The *DD* course registration status code is processed like any other STVRSTS code.

Open learning processing in scheduling (SSARULE) and registration (SOAORUL) also allows negative usage cutoffs on course registration status codes, so that registration status codes can be limited to a period of time before the learner has actually started class. Negative numbers can be entered in the various usage cutoff fields. The usage cutoff percentage range is -100 to 100. The usage cutoff duration range allows positive and negative values for the length of the course. (For example, for a 16-week course, the range will be -16 to 16. For a two-month course, the range will be -2 to 2.) Completion calculations convert all durations to days, as defined on GTVDUNT.

One thing to keep in mind when working with negative percentages or durations, is that a calculated completion rate may be meaningless.

### **Example:**

A learner registers on January 1 for a one-week course, which he elects to start on June 1. On January 5, he drops the course. The duration complete is -21 units, and the percentage complete is -2100%. Assume the same scenario exists with a one-day course. On January 5, the duration complete would be -147 units, and the percentage complete would be -14700%.

These large negative numbers are not useful and can vary greatly from one section to another, based on registration dates and learner start dates. Therefore, if an institution wants a course registration status code to be available “from the day the student registers

until...”, the “from” part of the usage cutoff range *must* be set to *NULL*. The system will then allow any completion rate to satisfy the “from” part of the range, as long as the completion rate is less than or equal to the specified “to” value.

## Processing Examples

Here are some examples that show how to set up registration status usage cutoff ranges. Each code is valid if the learner's completion rate for the course falls within the usage cutoff range specified for the course registration status code. If the usage cutoff “from” and “to” values are both left *NULL*, the course registration status code is available for use at any time.

### Calculating the Learner’s Completion Rate

In order to calculate the learner's completion rate, you need to determine how many days of class have been completed. This is done by subtracting the learner's start date from the registration status date.

- If the learner's start date has not yet been realized, it is not counted in the number of days completed. (See Examples 1 and 2 below.)
- If the learner's start date has been realized, one day is added to the number of days completed, making the completion rate inclusive of both the learner's start date and the registration status date. (See Examples 3 and 4 below.)

#### **Example 1:**

The learner is registered for Course A and has elected to start the course on 15-NOV-2006. On 01-NOV-2006, he decides to drop the course.

Number of days complete = (registration status date - learner start date)

Number of days complete = (01-NOV-2006 - 15-NOV-2006)

Number of days complete = -14

#### **Example 2:**

The learner is registered for Course A and has elected to start the course on 15-NOV-2006. The day before his start date, he decides to drop the course.

Number of days complete = (registration status date - learner start date)

Number of days complete = (14-NOV-2006 - 15-NOV-2006)

Number of days complete = -1

### Example 3:

The learner is registered for Course A and has elected to start the course on 15-NOV-2006. On 18-NOV-2006, he decides to drop the course. (Because the start date has been realized, it is included in the number of days completed.)

$$\text{Number of days complete} = (\text{registration status date} - \text{learner start date}) + 1$$

$$\text{Number of days complete} = (18\text{-NOV-2006} - 15\text{-NOV-2006}) + 1$$

$$\text{Number of days complete} = (3) + 1$$

$$\text{Number of days complete} = 4$$

### Example 4:

The learner is registered for Course A and has elected to start the course on 15-NOV-2006. On the first day of class, he decides to drop the course. (Because the start date has been realized, it is included in the number of days completed.)

$$\text{Number of days complete} = (\text{registration status date} - \text{learner start date}) + 1$$

$$\text{Number of days complete} = (15\text{-NOV-2006} - 15\text{-NOV-2006}) + 1$$

$$\text{Number of days complete} = (0) + 1$$

$$\text{Number of days complete} = 1$$

From the above examples, it is clear that number of days completed can never equal zero (0). Therefore, the student's percentage complete or duration complete will never equal zero (0). However, this does not restrict zero (0) from being used on SSARULE or SOAORUL.

- Using zero (0) for the usage cutoff “from” value specifies “from the day the learner starts class until...”, and can only be followed by a positive number for the usage cutoff “to” value.
- Using zero (0) for the usage cutoff “to” value specifies “until the day before the learner starts class” and can only be preceded by a *NULL* value or a negative number for the usage cutoff “from” value.

## Calculating the Usage Cutoff Percentage

Here are examples of course registration status code usage cutoffs for a 10-week course.

### Example 1:

Status Code	From	To
DD	NULL	0

*DD* is available from the day the learner registers until the day before he starts class.

**Example 2:**

Status Code	From	To
DD	NULL	-10
DW	-9	0
DC	0	10

*DD* is available from the day the learner registers until one week before he starts class.

*DW* is available only for the six days prior to the learner starting class.

*DC* is available from the day the learner starts class through the first week of class.

**Example 3:**

Status Code	From	To
DD	NULL	-10
DW	-10	0

*DD* is available from the day the learner registers until one week before he starts class.

*DW* is available for the entire week before the learner starts class.

### Calculating the Usage Cutoff Duration

**Example 4:**

Status Code	From	To
DD	NULL	0

*DD* is available from the day the learner registers until the day before he starts class.

**Example 5:**

Status Code	From	To
DD	NULL	-1
DW	-99	0
DC	0	1

*DD* is available from the day the learner registers until one week before he starts class.

*DW* is available only for the six days prior to the learner starting class.

*DC* is available from the day the learner starts class through the first week of class.

**Example 6:**

Status Code	From	To
<i>DD</i>	<i>NULL</i>	<i>-1</i>
<i>DW</i>	<i>-1</i>	<i>0</i>

*DD* is available from the day the learner registers until one week before he starts class.

*DW* is available for the entire week before the learner starts class.

 **Note**

In Examples 3 and 6 above, both registration status codes (*DD* and *DW*) are available on the same day, exactly one week before the learner starts class. To avoid having multiple codes available on the same day, usage cutoff values in the “from” and “to” fields cannot overlap. The only exception to this is zero (0), as explained above. ■

## Report and Update Scripts

Optional scripts are provided to be run by institutions who have used usage cutoff values of zero (0) to indicate that a registration status code was to be available prior to the learner starting class. As discussed above, if a status code is to be available “from the day the learner registers until...”, the usage cutoff “from” field must be set to *NULL*.

- The report scripts identify records in SSRRSTS and SORRSTS that have zeroes (0) in the usage cutoff “from” fields.
- The update scripts update these zeros (0) to *NULL* values.

Table	Script	Result
SSRRSTS	srsrrsts1.sql	Reports all SSRRSTS rows where usage cutoff from is 0 (either percentage or duration)
SORRSTS	srsorrsts.sql	Reports all SORRSTS rows where usage cutoff from is 0

Table	Script	Result
SSRRSTS	suprrsts.sql	Updates all SSRRSTS rows identified by the report script, changing usage cutoff from values from 0 to NULL (either percentage or duration)
SORRSTS	suporrsts.sql	Updates all SORRSTS rows identified by the report script, changing usage cutoff from values from 0 to NULL

## Enrollment Verification Processing

The Enrollment Verification Request Form (SFARQST) allows the user to request retrieval of the most commonly requested data such as registration information, academic standing, GPA, etc., for enrolled students. The student must have at least one general student record created via the Admissions process. Curriculum summary information can also be viewed. This form will not process verifications for students with verification holds on their records unless password-authorized overrides are entered by the requester. Select Term Summary (SHQTERM) from the Option List or perform a Duplicate Record function from the **Term** field in the Key Information to return the Term Summary Form (SHQTERM). This query form displays the valid history terms associated with the student.

The Enrollment Verification Request Rules Form (SFAEPRT) allows the user to generate the types of information to be printed on the Enrollment Verification Document. Print options include self-service options, service types, and payment options. An unlimited number of enrollment verification document types may be created and maintained by the user. SFAEPRT has a **Messages** checkbox which controls the printing of messages on enrollment verification documents.

The Enrollment Verification Message Form (SFAMESG) is used to enter specific enrollment verification type codes, term codes, or student identification numbers and the messages related to them.

The Enrollment Verification Report (SFRENRL) produces the enrollment verification reports which were processed using the Enrollment Verification Request Form (SFARQST) or selected using the population selection parameters. You can specify the number of copies of the enrollment verification that are to be printed on SFARQST. Term, registration date, or academic year information from SFARQST is used to determine the term information that is included in the report. The report also processes information based on terms that are part of student centric periods. Enrollment dates, attendance information, enrollment history, and course summary information are printed as student centric period data.

Specify the Enrollment Verification Distribution printer parameter on the Banner Student System Distribution Initialization Form (SOADEST) in the **Enrollments** field when requesting enrollment verification. This same printer parameter should be specified when

running the Enrollment Verification Report (SFRENRL), so that the output is routed to the correct printer. The Student Distribution Initialization Form (SOADEST) will be returned prior to the Enrollment Verification Request Form (SFARQST) being displayed, if it has not been processed prior to SFARQST being accessed. Once SOADEST has been processed by a user during a session, any printer changes or additions will need to be made by accessing the form through a menu **Go To... (Direct Access)** field.

You can perform enrollment verification requests from the baseline or in self-service at any time and for any term. You can also prevent requests from being printed by using a specific cutoff term. If registration drops and/or adds are still in progress, those enrollment verification requests will not be processed, thereby preventing the printing of verifications for IDs whose statuses may be altered as a result of ongoing registration changes.

## Selection of Concurrent Curricula Enrollment Verification Data

You can select the curriculum data to be printed on the Enrollment Verification Report (SFRENRL) and the Self-Service View Term Data Page (BWSKRSTA.P\_RegsStatusDisp, and BWSKGSTU.P\_StuInfo). SFRENRL will print all parts of the primary and secondary curriculum, and the self-service pages and the Enrollment Verification Request Form (SFARQST) will display a summary of all current and active curriculum and field of study records.

The maximum number of fields of study that can be printed on the enrollment verification is based on the allowable current maximum established for the module and type. This includes field of study types that are outside of the major, minor, or concentration.

Concentrations for enrollment verification are printed as follows:

- Concentrations attached to the major are printed under the major with a label of “Maj/Concentration”.
- Concentrations attached to the base curriculum are printed after the minors and have a label of “Concentration”.

The following items from the base curriculum are included in the enrollment verification output:

- program
- level
- degree
- campus
- college



The fields of study will always print in the priority order within the field of study grouping:

- majors/departments
- concentrations attached to majors will follow the major
- minors
- concentrations attached to the base curriculum
- other field of study types

## Execution of Curriculum Conversions

Curriculum conversions can be executed from enrollment verification requests (SFARQST and SFRENRL) and self-service view pages where curriculum data can be printed before any processing occurs, so that all curriculum data appears on the hardcopy output or online. All objects in which concurrent curriculum processing is implemented will attempt to convert the learner and outcome curriculum data from the original host tables to the concurrent curricula tables. The concurrent curricula conversion will automatically be executed when SFRENRL begins to process enrollment verification for a student. If the curriculum data has already been converted, the conversion process will end without completing any activity.

## Time Status and Enrollment Verification

Use the Time Status Rules Form (SFATMST) to print the enrollment summary information on the enrollment verification document and list the student's actual time status based on their course work for the term. This form allows the user to specify the rules associated with the calculation of the time status information. These rules include effective term, student level, campus, college, degree, major, and student type. A course level is also used to determine which courses should be used in calculating the time status.

Using these rules criteria, the user may specify the minimum and maximum credit hours which the student must have for a term to obtain the time code specified in the rule.

*The following are some examples of time status rules:*

For effective term 199301, level 01 students (undergraduates), the minimum credits to be classified as a full time student are 12.00, and the maximum credits are 17.99. (No campus, college, degree, major, or student type are specified in the rule.) Only undergraduate credits are to be included in the calculation. If an undergraduate student has 9.00 credits of graduate work (level 02) and 6.00 credits of undergraduate work, then they do not meet the rule specified, and another rule must be found. If no rule can be found for the student, then the user-entered time status that exists on the student's record will display on the report, and an asterisk "\*" will display to indicate that the time status does not reflect the student's actual course work.

The Enrollment Verification Report (SFRENRL) uses population selection parameters to produce the enrollment verification requests which were processed on the Enrollment Verification Request Form (SFARQST). Students must have had an enrollment verification request processed on the Enrollment Verification Request Form (SFARQST), or they will not be processed. There is a message area on the report where messages which are user defined by person, term, and/or enrollment request type on the Enrollment Verification Message Form (SFAMESG) will appear. The enrollment history portion of the report includes the student's calculated full-time/part-time status information on a term-by-term basis. Graduation term and year are also shown on the report.

The enrollment verification process first checks to determine if a manual override time status history record exists for the appropriate term on SFAREGS. If it does exist, the manual override time status will be reported. If no manual time status exists, then the existing time status calculation within SFRENRL will be used to calculate and report the student's time status, based on the value entered for the Time Status Calc Credit Type parameter (either *E* for Earned Hours or *A* for Attempted Hours as recorded in Academic History).

## SSN/SIN/TIN, ID, and Birth Date Format Masks

You have the option to select the birth date, SSN/SIN/TIN, Banner ID, or none of those to be printed on the enrollment verification requests. Use the checkboxes in the Print Options block on SFAEPRT to choose the data you wish to include. You can change how the SSN/SIN/TIN or Banner ID appear on the enrollment verification. You can also change the birth date format for the paper or self-service enrollment verification to any valid date format using the pulldown list.

### SSN/SIN/TIN and ID

The rules for adding in a character mask to the SSN/ID values are as follows:

- Use the character X to display data and the character \* to conceal data.
- This can be used only for display-only columns.
- This cannot be used when there is data entry involved on the column.

The following describes valid format masks for character strings such as the SSN or ID number:

Element	Example	Description
*	*****	Characters are displayed as asterisks.
X	XXXXXX	Characters are displayed as normal value.

Two examples of format masks and the SSN would be:

- Value 123456789 and mask \*\*\*\*\*XXX will print as \*\*\*\*\*789.
- Value 123456789 and mask \*\*\*XXX\*\*\* will print as \*\*\*456\*\*\*.

### Dates/Birth Dates and Times

The following describes valid format masks for dates, such as the birth date, and times, and can be used to change how the date appears on the enrollment verification:

Element	Example	Description
YYYY	2003	four-digit year
YYY	003	three-digit year
YY	03	two-digit year
Y	3	one-digit year
SYYYY	-2003	S adds a prefix of a - to a BC date.
Y,YYY	2,003	Year with comma in this position
BC or AD	2003AD	BC/AD indicator
B.C. or A.D.	2003A.D.	BC/AD indicator with periods
RR		Defaults to correct century. Calculates the century from a date entered by comparing the two -digit year entered with the year and century to which the computer's internal clock is set. Years 00 - 49 will be given the 21st century (the year 2000), and years from 50 - 99 will be given the 20th century (the year 1900).
MM	January = 01	two-digit month
MONTH	JANUARY	Name of month, padded with blanks to a length of nine characters
MON	JAN	Name of month, three letter abbreviation
DDD		Day of year (1 - 366)
DD		Day of month (1 - 31)
D		Day of week (1 - 7; Sunday = 1)
DAY	SUNDAY	Name of day, padded with blanks to a length of nine characters
DY	SUN	Name of day, three letter abbreviation

Element	Example	Description
J		Julian day, the number of days since January 1, 4712 BC
AM or PM		Meridian indicator
A.M. or P.M.		Meridian indicator with periods
HH or HH12	1100	Hour of the day (1 - 12)
HH24	2300	Hour of the day (0 - 23)
MI		Minute (0 - 59)
SS		Second (0 - 59)
SSSSS		Seconds past midnight (0 - 86399)
/.		Punctuation is produced in the result.
"..."		Quoted string is produced in the result.
FM		Fill mode: assumes implied characters such as O or space, displays significant characters left justified. Allows end user's input to be shorter than the format mask. (Use in conjunction with FX to require specific delimiters.)
FX		All date literals must match the format mask exactly, including delimiters.

Two examples of format masks and for dates and times would be:

- Birth date value 01-JAN-1980 and mask 'DD-MON' will display as 01-JAN.
- Birth date value 01-JAN-1980 and mask 'Month DD' will display as January 01.

## Self-Service Request and Payment Options

Records are inserted into Accounts Receivable when charge amounts exist that are greater than \$0.00. When an available payment option has been set up in STVWPYO that requires a self-service credit card charge and/or payment, both the charge and the credit will be inserted into the appropriate Accounts Receivable table when the self-service request has been completed. That insert can occur whether the charge type is *M* (record is inserted into TBRMISD) or *S* (record is inserted into TBRACCD).

- If the charge type is *M*, then the payment option must be a credit card type, because that is the only way to ensure that payment has been collected. By definition, TBRMISD requires a payment at the same time it posts a charge.

- If the charge type is *S*, and the payment option is not a credit card type, then any charges set up for the services are not inserted into the student's account from self-service. An example of this could be "Bill My Account."
- Charges of type *S* (that are not credit card charges) are inserted into TBRACCD when you run SFRENRL for enrollment verification requests.

The following four conditions affect the information that is displayed on self-service request pages, based on the settings in the Print Options window for SFAEPRT.

Conditions in Self-Service Print Options Window	Data/Message Displayed to the Student in Banner Self-Service Request Pages
1 <ul style="list-style-type: none"> <li>• Service level type is <i>M</i></li> <li>• Charge is greater than \$0.00</li> <li>• Payment options exist, both credit card and non-credit card types</li> </ul>	Display only those payment options where the <b>Credit Card Indicator</b> is <i>Y</i> in STVWPYO.
2 <ul style="list-style-type: none"> <li>• Service level type is <i>M</i></li> <li>• Charge is greater than \$0.00</li> <li>• Payment options exist, but none is a credit card type</li> </ul>	Display Infotext error message:  <i>There is no credit card payment option available, so we cannot complete your request. Please contact the Bursar or Registrar for assistance.</i>
3 <ul style="list-style-type: none"> <li>• Service level type is <i>S</i></li> <li>• Charge is greater than \$0.00</li> <li>• Payment options exist that are credit card and/or non-credit card types</li> </ul>	Display all payment options.
4 <ul style="list-style-type: none"> <li>• Service level type is <i>S</i> or <i>M</i></li> <li>• Charge is greater than \$0.00</li> <li>• No payment options exist</li> </ul>	Display Infotext error message:  <i>There are no payment options available, so we cannot complete your request. Please contact the Bursar or Registrar for assistance.</i>

## Enrollment Verifications Submissions in Banner Self-Service

A self-service Web page is available for enrollment verification submissions processing that allows a student to request a copy of their enrollment verification for a term. This page resides in the secure login off the Student Record menu so a learner can request an enrollment verification report at any time. The page populates the same table that is behind SFARQST.

The data the learner enters includes:

- term and/or academic year
- type of request
- number of copies
- issue to name and address or fax number (A pulldown list is used to select the learner's address.)
- confirmation page for student to view their request

Controls in the Self-Service Print Options window on SFAEPRT are used to indicate the types and special handling/payment options that are available for self-service requests.

Use the *MAXEVREQNO* rule on the Crosswalk Validation Form (GTVSDAX) to limit the number of self-service enrollment verification requests the student is allowed to make per term. The default is 999 (essentially, unlimited). You must change this value if you want to restrict the number of requests allowed per term.

External Code	Internal Code	Internal Code Sequence Number	Internal Code Group	Description	Activity Date
999	MAXEVREQNO		STUWEB	Max Enrl Ver Requests per Term	Sysdate

Use the *WEBCCEPRTREQ* process name on the Process Name Validation Form (GTVPROC) for credit card processing for self-service enrollment verification requests. If your institution charges for self-service enrollment verification requests and wants to allow students to make credit card payments, you must create a corresponding record in GORMERC (using the GOAMERC form).

Process Name Code	Description	System Required
WEBCCEPRTREQ	Web Credit Card Enrollment Verification Charge Process	Y

## Schedule/Invoice/Statement Options

On the Student Course Registration Form (SFAREGS) there are options to request an individual student's bill and/or schedule. The bill refers to the printing of a student bill in "INVOICING" mode via the Student Invoice/Billing Statement (TSRCBIL), and the schedule refers to the printing of a Student Schedule Report (SFRSCHD).

The printing of either or both of these documents can occur in any of the following ways:

- Requested online and printed by the Sleep/Wake process.
- Requested online and printed when the batch process is run.
- Requested when the batch process is run using the parameters which include population selection.

To request either or both documents to print online via TSRCBIL and SFRSCHD, the Sleep/Wake process must have been defined. The request may be entered online and the batch process(es) run without defining the Sleep/Wake process.

The first set of options which follows describes the choices regarding the printing of bills, and the second set describes the choices for the printing of schedules. Any combination may be used to print one or both documents. For example, the Student Schedule Report (SFRSCHD) can be defined to the Sleep/Wake process and requested online and printed, while the Student Invoice/Billing Statement (TSRCBIL) can be requested online without the Sleep/Wake process defined and then be printed later through the batch process.

Reference	Name	Description
Collector Tables Used	SFRCBRQ	Registration Student Schedule Collector Table
	TBRCBRQ	Invoice/Statement Collector Table
Form Used	SFAREGS	Student Course Registration Form
Reports Used	SFRSCHD	Student Schedule Report
	TSRCBIL	Student Invoice/Billing Statement
Process Used	Sleep/Wake	N/A

## Printing of Bills

The **Print Bill** box on the Student Course Registration Form (SFAREGS) automatically defaults to checked when the **Registration Fee Assessment On-line** box is checked on the Term Control Form (SOATERM) and defaults to unchecked when the **Registration Fee Assessment On-line** box is unchecked on SOATERM. Whichever value defaults, the opposite value may be entered and saved.

### Option 1:

Form/Process	Field/Parameter	Value
SFAREGS	Print Bill box	Checked
Sleep/Wake	Set up and executed	Yes for TSRCBIL
TSRCBIL	ID	COLLECTOR
	Printer	% or value from SOADEST
	Run Mode	INVOICING

If a Save function is performed when this field is checked, a record is written to the Invoice/Statement Collector Table (TBRCBRQ). If the Sleep/Wake process is set up to process these requests, the student invoice is printed, and the system automatically clears out the Invoice/Statement Collector Table (TBRCBRQ).

The report process that needs to be set up with the Sleep/Wake process is the Student Invoice/Billing Statement (TSRCBIL). This report should have the Run Mode parameter set to "INVOICING".

### Option 2:

Form/Process	Field/Parameter	Value
SFAREGS	Print Bill box	Checked
Sleep/Wake	Set up and executed	No for TSRCBIL
TSRCBIL	ID	COLLECTOR
	Printer	% or value from SOADEST
	Run Mode	INVOICING

If a Save function is performed when this field is checked, a record is written to the Invoice/Statement Collector Table (TBRCBRQ). If the Sleep/Wake process is not set up to process these requests, the student invoice can be printed when the Student Invoice/Billing Statement (TSRCBIL) is run from the host or through job submission. This report should have the Run Mode parameter set to "INVOICING". When the process is run, the system automatically clears out the Invoice/Statement Collector Table (TBRCBRQ).



### Option 3:

Form/Process	Field/Parameter	Value
SFAREGS	Print Bill box	Unchecked
Sleep/Wake	Set up and executed	Yes or No for TSRCBIL
TSRCBIL	ID	N/A*
	Printer	N/A
	Run Mode	INVOICING or STATEMENT

\* (COLLECTOR would not be used for this scenario)

If the operator unchecks this field, or the **Registration Fee Assessment On-line** box is unchecked on the Term Control Form (SOATERM), nothing happens when a Save function is performed. No record is written to the Invoice/Statement Collector Table (TBRCBRQ).

The student invoice or bill statement can be printed when the Student Invoice/Billing Statement (TSRCBIL) is run from the host or through job submission.

#### Note

TSRCBIL can also be run in “STATEMENT” mode. When the Run Mode parameter is set to *STATEMENT*, the TSRCBIL process generates a .lis file of statements for students who owe a balance to the school. Users can parse the output and store the individual statements, or use third-party software to perform the parse, enhance and brand the statement, convert each file into PDF format, and store the PDF file. These files can be displayed in Banner or Self-Service. For more information, please refer to the *Banner Accounts Receivable User Guide*. ■

## Printing of Student Schedule

The **Print Schedule** box on the Student Course Registration Form (SFAREGS) automatically defaults to checked. It may be manually unchecked.

### Option 1:

Form/Process	Field/Parameter	Value
SFAREGS	Print Schedule box	Checked (default)
Sleep/Wake	Set up and executed	Yes for SFRSCHD
SFRSCHD	ID	COLLECTOR
	Printer	% or value from SOADEST

If a Save function is performed when this field is checked, a record is written to the Registration Student Schedule Collector Table (SFRCBRQ). If the Sleep/Wake process is set up to process these requests, the student schedule is printed, and the system automatically clears out the Registration Student Schedule Collector Table (SFRCBRQ).

The Student Schedule Report (SFRSCHD) needs to be set up with the Sleep/Wake process.

### Option 2:

Form/Process	Field/Parameter	Value
SFAREGS	Print Schedule box	Checked (default)
Sleep/Wake	Set up and executed	No for SFRSCHD
SFRSCHD	ID	COLLECTOR
	Printer	% or value from SOADEST

If a Save function is performed when this field is checked, a record is written to the Registration Student Schedule Collector Table (SFRCBRQ). If the Sleep/Wake process is not set up to process these requests, the Student Schedule Report (SFRSCHD) can be run from the host or through job submission. This report can have the Printer parameter designated for the collector printer set in the Sleep/Wake process. When the process is run, the system automatically clears out the Registration Student Schedule Collector Table (SFRCBRQ).

### Option 3:

Form/Process	Field/Parameter	Value
SFAREGS	Print Bill box	Unchecked
Sleep/Wake	Set up and executed	Yes or No for SFRSCHD
SFRSCHD	ID	N/A *
	Printer	N/A
		* (COLLECTOR would not be used for this scenario)

The **Print Schedule** field on the Student Course Registration Form (SFAREGS) is manually unchecked. If a Save function is performed when this field is unchecked, nothing happens. No record is written to the Registration Student Schedule Collector Table (SFRCBRQ).

The Student Schedule Report (SFRSCHD) can be printed when the Student Schedule Report (SFRSCHD) is run from the host or through job submission.

 **Note**

Requests to print bills or schedules always add records to the collector tables. These tables should be monitored, and SQL scripts can be used to delete records that are no longer needed. ■

## Produce Student's Schedule

A student's schedule of classes listing meeting times, places, instructors, and campuses may be produced immediately from the Student Course Registration Form (SFAREGS). It may also be produced through a batch process, SFRSCHD, for all students.

## Unsatisfied Links

The Unsatisfied Links Report (SFRLINK) lists students and CRNs for which they have registered, which have unsatisfied links for the term. The only parameter for this report is a single term. The report will produce unsatisfied link results regardless of whether link section security is a fatal registration error on the Term Control Form (SOATERM).

When No Check is selected for the Links radio group in the Registration Error Checking window of the Term Control Form (SOATERM), the Unsatisfied Links Report (SRFLINK) can be run after registration is completed to produce a list of students who have unsatisfied or missing section links for the term. The report is a post-registration batch alternative to an online fatal check for unsatisfied or missing links during registration processing.

## Produce Student's Bill

Student bills listing all their charges for the term, any past due amount, any future charges, and any current payment may be produced immediately from the Student Course Registration Form (SFAREGS) if fees are assessed. It may also be produced for all students through a batch process (TSRCBIL).

## View Student's Registration

The Registration Query Form (SFAREGQ) is used to view a student's registration. It lists all the classes for which a student is registered, the meeting times, the building and room of each class, and the course campus code. If the student is not registered for the term, the user will not be able to leave the Key Information of SFAREGQ.

## Produce Course Request Edit

The Course Request Edit Report (SFPCREQ) lists all course request transactions that contain an error along with an appropriate error message. This process updates the valid transactions so they can be used in course request. Please see the *Course Request and Scheduling Handbook* for more information on using this report.

## Produce Course Request Update

The Course Request Update (SFPFREQ) is used to list all course request transactions that contain errors (i.e., ID not on database, invalid CRN, etc.) along with an appropriate error message. This process updates the database to ready the transactions for processing. Time status history records may also be inserted, if requested.

The billing hours associated with a course when Course Request and Scheduling is run will default when the Course Request Update (SFPFREQ) is run. These hours will be defaulted from the section information or from overrides entered on the student's Course Request Form (SFACREQ).

Please see the “Time Status Calculations” section of the “National Student Clearinghouse (NSC) Reporting Procedures” later in this chapter for more information on using this report.

## Produce Class Roster

The Class Roster Report (SFRSLST) produces an alphabetical list of all students within a section and may be requested for all sections or one particular section.

## Produce Headcount

The Unduplicated Headcount Report (SFRHCNT) is used to produce an actual headcount for a term.

## View Class Roster/Enter Grades

The Class Roster Form (SFASLST) displays the section information and the students enrolled for a particular section. It may be used during registration to monitor a section. This form is also used to enter both mid-term and final grades. The section override values, specified on the Schedule Override Form (SSAOVRR), are used when rolling the courses to academic history. The Class Attendance Roster Form (SFAALST), the Class Roster Form (SFASLST), and the Grade Roll to Academic History (SHRROLL) support this functionality.

The SFAALST and SFASLST forms have an optional **Degree Award Status** in their Key Information sections. The system will look at the **Outcome Status** for the student's degree status on the Degrees and Other Formal Awards Form (SHADEGR). The **Awarded Indicator** is validated on the Degree Status Code Validation Form (STVDEGS).

Setting the **Awarded Indicator** to *P* (Pending) in the Key Information will display only those students in the class with an **Awarded Indicator** of "Pending". Setting the **Awarded Indicator** to *A* (Awarded) in the Key Information will display only those students in the class with an **Awarded Indicator** of "Awarded". If this indicator is *Null*, all students are returned.

By using these fields, the user may query and grade only those students which are selected. This will allow instructors to grade only those students in the class who are eligible to graduate.

## Last Date of Attendance

This section discusses the required entry of the last date of attendance in for specified grade codes. You can specify which grades and student levels require the entry of the last date of attendance. Users will be prohibited from entering a grade for a student without also entering the student's last date of attendance.

You can set up rules on SHAGRDE for specific grades where the entry of the last date of attendance is required for students who are receiving those grades using the **Last Attendance Date Ind(icator)**. When the specified final grades are entered in the Class Attendance Roster Form (SFAALST), the Class Roster Form (SFASLST), or in Faculty and Advisor Self-Service (Final Grades page), those rules will require instructors to use the appropriate form and enter the last date of attendance for students.

- When an administrator enters a grade in SFASLST that requires a last date of attendance based on the rule on SHAGRDE, an error message is displayed that the student's last date of attendance must be entered for the grade, and that the grade and date must be entered using SFAALST.
- When an administrator enters a grade in SFAALST that requires a last date of attendance based on the rule on SHAGRDE, and does not enter the student's last date of attendance, a message is displayed that a last date of attendance must be entered for the grade.

The last date of attendance can also be viewed or entered for a CRN in the Course Detail window of SFAWDRL for use with the withdrawal information for the student ID in the Key Block.

## Handle Student's Registered, Not Paid

The Registered, Not Paid Process (SFRRNOP) is executed in batch to produce a report of all students who have registered but who have not had their charges accepted in the

Accounts Receivable module. This process also has an option to delete the registration of the students selected. This process also maintains census two enrollment based on the user-supplied parameter date.

The Registered, Not Paid Process (SFRRNOP) supports Third Party Processing. The T/P Exempt Indicator parameter is used to indicate whether or not a student may be exempt from deletion when a potential third party payment exists. If the parameter is set to Y, and third party contract memos exist for the student, the student would be bypassed in the registration deletion process.

## Process Canceled Classes

The Registration Mass Entry Form (SFAMREG) can be used to delete registration records for students registered in a canceled section.

## Waitlisting

Prior to adding a student to a waitlist, the waitlist seating information must be specified on the Schedule Form (SSASECT). The waitlist maximum number of seats must be entered or a waitlist cannot be created.

A student can be placed on the waitlist by using a waitlist registration status code which is created on the Course Registration Status Code Validation Form (STVRSTS).

### Note

Caution should be used when setting the **Count in Enrollment** and **Count in Assessment** flags for the Waitlist status. If checked, they will update the section enrollment counts as well as the waitlist counts and assess the student for any waitlisted sections. It is recommended that these values are set to unchecked. ■

You must specify, on the Course Registration Status Control Form (SFARSTS), the period in which the waitlist status code may be used.

Students are placed on the waitlist via the Student Course Registration Form (SFAREGS) by entering the waitlist course status specified on STVRSTS in the **Status Type** field for the course for which the student is being waitlisted. Students can be placed on the waitlist prior to or after the section capacity is filled. However, if a student is to be waitlisted for a course prior to it being filled, it may be necessary to first register the student (RE), and then change the course status to waitlist after saving the changes on the Student Course Registration Form (SFAREGS). Once the number of students enrolled plus the number on the waitlist exceeds the capacity, error messages will inform the user that a waitlist exists.

Consider the following waitlisting example steps:

1. Section 10010, Senior Thesis in Economics, has a section maximum of 7 and a waitlist maximum of 3. There are six students registered. John has asked for special

permission to take the section. The professor will only let John into the section if no other eligible student wants the seat. So John is placed on the waitlist. The section now shows 6 actually enrolled and 1 on the waitlist.

2. When the next student enrolls for the section, the message *OPEN - n WAITLISTED* (where *n* equals the number of students waitlisted) will be displayed to indicate that a waitlist exists and to show the number of students on the waitlist. The section is now filled, and there are two available seats on the waitlist. An override must be used to place the student into the "closed" section. The section is closed, because the number of students already enrolled plus the number on the waitlist is greater than the capacity.
3. The next student to register for the section will get the message *CLOSED - n WAITLIST* (where *n* equals the number of students waitlisted). This indicates that the number of available seats is zero and that one person already exists on the waitlist. The entry operator can choose to override the section capacity by entering a *Y* in the **Override** field. Or, the Course Registration Status can be changed to a waitlist status. Using the waitlist status will increase the waitlist enrollment to two.
4. If a student enrolled in the section drops, then the user can go to the Class Roster Form (SFASLST) to see who is on the waitlist and determine which student is to be registered. Then, using the Student Course Registration Form (SFAREGS), the student's course status can be changed from waitlist to registered. However, a new student attempting to register may do so.

 **Note**

No automatic movement of students from the waitlist to a registered status occurs in the Student Course Registration Form (SFAREGS) when seats become available. ■

5. Once the maximum number of seats and the waitlist maximum have been reached, any student attempting to register will be prohibited from registering or being placed on the waitlist.

So, using the same course outlined above, if the number of students registered is 7 and the number of students on the waitlist is 3, the next student attempting to register will receive the following message: *Closed—Waitlist Full*.

6. If a seat becomes available in a section which has a waitlist, then the *OPEN - WAITLIST* message will be displayed when a student tries to register for the section. This indicates to the operator that a waitlisted student may be eligible for the seat before the student trying to register.

The waitlist enrollment can also be overridden if the user enters a waitlist status code in the **Status Type** field and a *Y* in the **Override** field.

7. To process a Remove function on a waitlisted course on the Student Course Registration Form (SFAREGS), the system requires that a DD (Drop/Delete) function from the Course Registration Status Code Validation Form (STVRSTS) be performed

on a waitlisted course, which will remove the student from the waitlist enrollment count. A Remove function may be performed after the DD function.

Waitlisted courses are checked for time conflicts with registered courses using the Include Waitlisted Courses in Student Options Error Checking section on SOAWLTC. When the **Time** radio group is set to *No*, you to specify when a course can be waitlisted if a registered course already exists in that time slot.

- If this radio group is set to *No*, a course can be waitlisted, even if a registered class already exists for that time slot.
- If this radio group is set to *Yes*, a course may not be waitlisted if a registered class already exists for that time slot.

The Registration Course Query Form (SFQSECT) and the Registration Section Query Form (SFQSECM) allow the user to query all sections which have students on the waitlist where seats are currently available.

The Registered, Not Paid Process (SFRRNOP) removes all students on the waitlist and modifies the waitlist counters.

The Waitlist Enrollment Purge (SFPWAIT) removes all waitlist enrollment information for those students who could not be placed in a specific class section.

## Reserved Seating & Waitlist Processing

Waitlisting can also be used with reserved seating. Waitlist maximums can be established on the Enrollment Data window on SSASECT. If waitlist maximums are established for reserved seats during registration, then the error messages will indicate that reserved seating is being used for the section.

For example, the message *RESERVE CLOSED - WL FILLED* indicates that the reserved seating is filled, and the reserved seating waitlist is filled for the section. An override of the registration status will over-enroll the reserved seating and leave the waitlist alone. Entering a waitlist status and a *Y* in the **Override** field of SFAREGS will over-enroll the waitlist.

The reserved seating check for a student's major examines only the Major 1 (highest priority major) of the student's primary curriculum (highest priority curriculum). The reserved seating check for a student's level examines only the level of the student's primary curriculum (highest priority curriculum).

## Automated Waitlisting

Waitlisting assists in maximizing enrollment numbers in individual course sections. It allows institutions to track excess demand for seats in courses where enrollment limits have been met and then create priority queues to assign seats as they become available due to drops and withdrawals. Students use waitlists to get in line for courses they need to



fulfill their requirements. Automated waitlist processing assists in managing the movement of students from waitlists to active registration statuses through rule and control forms and job submission processes. This processing is also used in self-service registration.

## Processing

Waitlist and registration functionality are used to help students move from waitlisted status to registered status, to help institutions configure rules to control waitlist priorities, and to support self-service waitlist functions. Waitlist notification is term-based and can be turned on and off by term as needed on the Automated Waitlist Term Control Form (SOAWLTC). This form provides verification checking and severity warnings for waitlist processing, similar to the registration error checking on SOATERM. Additionally, SOAWLTC includes rules to prioritize student waitlists beyond the first-come, first-served ordering that is needed for certain situations. Waitlist processing can also be controlled for an individual CRN using the Waitlist Automation Section Control Form (SSAWLSC). Additional waitlist review forms and processes allow you to review waitlisted students, manually adjust a student's waitlist priority, and resort the priority order.

### Note

Automated waitlist processing is not used with open learning courses. ■

When a seat becomes available for registration, an email notification is sent to designated individuals. These can include the student, primary instructor, primary advisor, and registrar. The notification email content is configured on SOAELTR for the letter code defined on GTVLETR and uses the module code of *F* (Registration) from STVELMT. Notification emails are sent when available seats exist. The time period in which the student must register before the next student is notified is defined on SOAWLTC. This automatic notification is performed either online as seats become available or through the Batch Waitlist Notification Process (SFRBWLP).

When the time period has expired and the student has not registered for the course, the student is removed from the waitlist. Before the student is removed, the student's registration status is checked to see if it has changed from “waitlisted” to “registered”. If it has not, the SFRBWLP batch process will update the student's registration status to *DD* (dropped/deleted), remove the registration record, and then notify the next student on the waitlist. If no more waitlisted students exist, the notification processing stops. The dropped student is not notified of the status change.

### Note

The SFRBWLP batch process must be used to update the expired waitlist notices, even if the **On-line Waitlist Notification** checkbox is checked on SOAWLTC. SFRBWLP should be set up and run in sleep/wake mode. ■

Seats become available for notification when the following occurs:

- Another registered student is dropped, and the resulting number of remaining available seats recorded on SSASECT minus the number of unexpired notifications is greater than zero.

- The maximum enrollment is increased on SSASECT, and the resulting number of remaining available seats recorded minus the number of unexpired notifications is greater than zero.
- The SFRBWLP process finds a notification that has expired, the entry is removed from the student's list of registered courses, and the resulting number of remaining available seats on SSASECT minus the number of unexpired notifications is greater than zero.

When automated waitlist processing is no longer valid for a term, the Waitlist Enrollment Purge Process (SFPWAIT) is used to clear the waitlists and purge term, CRN, and PIDM information for available seats (SFRCOLW table) and waitlist notification (SFRWLNT table).

The Available Seats to Zero Process (SSRASTZ) can also be used to change the remaining available seats for all CRNs to zero.

## Configure Waitlist Processing

You can define how automated waitlist processing will work at your institution. Use the Automated Waitlist Term Control Form (SOAWLTC) to configure general waitlisting by term for general controls, error checking, course selection, priority reordering rules, and exclusion reordering rules.

SOAWLTC allows you to:

- activate the automatic waitlist notification process as needed,
- specify whether waitlist notification is performed online or in batch,
- specify the time period in which students must register before the notification expires,
- specify whether students are allowed to see their positions in the waitlist queue in self-service,
- define who will be notified regarding available seats (student, instructor, advisor, registrar),
- define the host email address for automatic notification,
- define letter codes for the various recipients of the notification emails,
- define waitlist priority rules and waitlist reordering,
- specify section options error checking levels for waitlisting,
- specify whether waitlisted coursework should be included when performing student options error checking,
- define priority rules which give student populations preferential treatment when waitlisted,

- specify course characteristics (college, subject, course number, CRN, section attributes) which must be met before priority rules are applied,
- specify student populations that are not allowed to use the waitlist function,
- define waitlist priority rules and waitlist reordering, and
- copy waitlist configuration controls for an existing term to a new term.

Waitlist registration error checking is set up by term for student and section options. Student Options can be set to *Yes* or *No*. Student Options that are set to *Yes* indicate that waitlisted courses should be included in error checking along with enrolled courses. Section Options can be set to *Fatal*, *Warning*, or *No Check*. When a new record is created, the severity settings for the Section Options are determined by the severity settings on SOATERM for the term. The settings for the Student Options are defaulted in. If no waitlist control records have been defined for the term on SOAWLTC, the error checking process will use the settings on SOATERM.

 **Note**

Corequisites, prerequisites, and links for waitlisted coursework can be met by enrolled coursework, but waitlisted coursework cannot meet enrolled coursework requirements. ■

If a CRN has special requirements for automated waitlist processing, the waitlist setup defined at the institutional level can be changed at the CRN level for that course. Use the Waitlist Automation Section Control Form (SSAWLSC) to configure waitlisting by CRN and term.

SSAWLSC allows you to:

- activate registration error checking as defined on SOAWLTC,
- activate the automatic student waitlist notification process as needed,
- specify whether students are allowed to see their positions in the waitlist queue in self-service,
- specify the deadline time period for students to move from waitlisted status to registered status when seats become available, and
- copy the waitlist control settings to a new term.

Records must exist on SOAWLTC in order for section term controls to be defined on SSAWLSC. If no records exist in the SSBWLSC table, values from the SOBWLTC table will be defaulted in.

When the **Automatic Waitlist Notification** checkbox is unchecked, automated waitlist notification processing will not be used for the CRN. When the **Use Waitlist Registration Error Checking** checkbox is unchecked, waitlist registration checking from SOAWLTC will not be used, and no checking will take place for the CRN.

 **Note**

CRNs that are defined as open learning courses cannot be used with SSAWLSC. ■

Letters formats can be configured for specific information types depending on the recipients. You can:

- configure letter codes on GTVLETR,
- associate the letter module code of *F* (Registration) on STVELMT to the letter codes from GTVLETR, and
- build letters on SOAELTR using the information available from the AS\_STUDENT\_REGISTRATION\_DETAIL Object:Access view.

 **Note**

If automated waitlist processing is not defined for a term, previous waitlist rules will be used, and the system will assume that waitlist notification is turned off (inactivated). ■

## Processing Order

Banner Student automated waitlisting controls the queue of students (with waitlist registration statuses) that are registered for the CRN and allows a waitlisted student to enroll in the course as soon as a seat becomes available. When a student attempts to register as waitlisted for a CRN, automated waitlist processing performs as follows:

1. The process considers the setting of the **Automatic Waitlist Notification** checkbox on SOAWLTC and SSAWLSC to see if automated waitlisting is active. When the **Automatic Waitlist Notification** indicator is checked (set to *Y*) on SSAWLSC, this takes precedence over the setting of the indicator on SOAWLTC.

When no record exists on SOAWLTC, automatic waitlist processing is not performed. Error checking performed for courses with waitlisted students is controlled by the settings on SOATERM, including time conflict checking.

When a record exists on SSAWLSC or SOAWLTC and the **Automatic Waitlist Notification** checkbox is unchecked (set to *N*), automatic waitlist processing is not performed. Error checking performed for courses with waitlisted students is controlled by the settings on SOAWLTC.

Assuming that the **Automatic Waitlist Notification** indicator is checked (set to *Y*), the processing continues as follows:

2. When waitlist exclusion rules have been defined on SOAWLTC, the student's characteristics are compared to the characteristics defined in the rules. If all of the student's characteristics match all the characteristics defined for any of the rules, then the student is not allowed to waitlist the course.

3. The Student Options and Section Options error checking is performed based on the settings defined on the Waitlist Error Checking window of SOAWLTC. If an entry exists on SSAWLSC for the CRN and the **Use Waitlist Registration Error Checking** checkbox is unchecked (set to *N*), no error checking is performed.
4. When no fatal errors are found, an evaluation is performed to match the characteristics of the waitlisted CRN against the characteristics of the entries in the Waitlist Course Selection window on SOAWLTC.

When a match is found or when no entries exist, the student's characteristics are compared to the characteristics defined in the Waitlist Priority Rules window on SOAWLTC. The student's waitlist priority is assigned based on the results of this evaluation.

When no match is found, the student is assigned a priority on a first-come, first-served basis.

5. When seat becomes available, two options exist for notification:

When the **On-line Waitlist Notification** checkbox on SOAWLTC is checked, a notification email is sent to the designated individuals.

When the **On-line Waitlist Notification** checkbox is not checked, the notification is sent the next time the SFRBWLP process is run.

 **Note**

At the time the notification is sent, the expiration date and time are calculated based on the value of the **Waitlist Notification Deadline** field. ■

6. Prior to the expiration date and time, the student is eligible to enroll in the CRN for which the notification was sent. The Student Options and Section Options registration error checking (as defined on SOAWLTC) are enforced at the time that the student tries to register.

If the student does not use the available seat, and the notification deadline expires, that student is removed from the waitlist queue by the SFRBWLP process, and the next student in the waitlist is notified to use the available seat.

Unless there are more seats available than there are students on the waitlist, no students, other than those who have been notified, are allowed to enroll in the course.

Other students are only allowed to register as waitlisted if remaining waitlist seats exist.

## Waitlist Registration Verification Checking

Normal registration eligibility checking occurs before a student can be added to a waitlist. When a fatal error is received, the student cannot register as “waitlisted” for the course. If

SOAWLTC is not used for a term rule, registration error checking is controlled by the settings on SOATERM. Optional controls can be used as well.

SOAWLTC is used for waitlist registration verification checking and error severity warnings. Section options for severity checking on waitlisted courses include: approvals, capacity, field of study, department, college, level, class, campus, degree, program, student attributes, and cohort. Student options for verification on waitlisted courses include: time conflicts, prerequisites, corequisites, duplicates, and links. The student options functionality on SOAWLTC differs from that on SOATERM. For the student options, SOATERM controls the severity level of the error, and SOAWLTC controls whether or not to include waitlisted CRNs in error checking.

- When the **Duplicates** radio group is set to *Fatal* on SOATERM, a student can be enrolled in a course and also be waitlisted for a more desirable section of the same course. In addition, a student can be waitlisted for multiple sections of the same course.
- When the **Duplicates** radio group is set to *No Check* on SOATERM, waitlisted courses are not included in the duplicate error checking, and the student can waitlist multiple sections of the same course. In addition, the student can also be enrolled in a section of the same course but cannot be enrolled in two sections of the same course.
- When the **Duplicates** radio group is set to *Yes* (in the Include Waitlisted Courses in Student Options Error Checking section) on SOAWLTC, a student can only be waitlisted for one section of a course.

Waitlisted courses are included with registered courses in time conflict error checking based on the setting of the **Time** radio group (in the Include Waitlisted Courses in Student Options Error Checking section) on SOAWLTC. Assuming that the **Time** radio group on SOATERM is set to *Fatal*, the following occurs.

- If this radio group is set to *No*, a course can be waitlisted, even if a registered class already exists for that time slot.
- If this radio group is set to *Yes*, a course may not be waitlisted if a registered class already exists for that time slot.

#### **Note**

Time Conflict checking is controlled at the term level. If rules are not set up on SOAWLTC, error checking for time conflicts is based on the setting on SOATERM. ■

The **Links**, **Corequisites**, and **Prerequisites** radio groups (in the Include Waitlisted Courses in Student Options Error Checking section) on SOAWLTC perform error checking as follows.

- When these options are set to *No*, verification is not performed.
- When these options are set to *Yes*, verification that all related coursework requirements are met is performed according to the setting on SOATERM.

Requirements that apply to waitlisted coursework can be met by either another waitlisted course or a by a registered course. Requirements that apply to registered coursework must be met by other registered coursework.

The *Fatal*, *Warning*, and *No Check* settings for the Section Options radio groups perform independently of the respective settings on SOATERM. Courses will allow waitlisting if it is appropriate, based on the SOAWLTC settings and the relevant data that is validated for the settings.

The **Use Waitlist Registration Error Checking** checkbox on SSAWLSC is used to turn the Student Options and Section Options error checking criteria on and off for individual CRNs.

- When the field is checked, error checking is performed for the CRN based on the settings on SOAWLTC.
- When the field is unchecked, error checking is not performed.

 **Note**

For Banner Student Self-Service registration, when the SOATERM setting for an option is *Fatal*, setting the respective section option to a lesser error checking level on SOAWLTC does not apply.

For example, if the **Department** option on SOATERM is *Fatal* and the same option on SOAWLTC is *No Check*, the error checking will only apply to registration records processed on SFAREGS. Since the default processing in self-service is to check the registration status before checking the waitlist status, the fatal registration error from SOATERM will be displayed and will prevent waitlisting. ■

## Registration Verification Checking

When a student is registered as waitlisted, a position on the waitlist is assigned using the waitlist priority rules in first-come, first-served order unless priorities are customized using priority rules or manual adjustments. If the waitlisted student receives an available seat notification, that student can register for the course until the notification deadline has expired. In order to register for the course, the registration status (STVRSTS) must be changed from “waitlisted” to “registered”. This can be processed on SFAREGS or in Banner Student Self-Service. If the waitlisted student tries to register for the course during the notification deadline, and a registration error occurs (such as time conflict, prerequisite, corequisite, and so on, as defined on SOATERM), the student's priority on the waitlist is maintained until the defined deadline. This gives students the opportunity to rearrange their schedules or resolve erroneous errors in order to enroll for the waitlisted course.

 **Note**

If a waitlisted student who has not been notified tries to register for the course, an error is displayed, and registration is not allowed. This will also be true for any student who is not yet registered and is not already on the waitlist. ■

## Manage Waitlist Priorities

You can configure waitlist priorities and exclusions based on rules by term using SOAWLTC. If no rules have been defined, the default priority for the waitlist queue is first-come, first-served. The timestamp of the registration status code on the SFRSTCR table determines the order of the queue.

Waitlist priority rules apply to all sections that meet the institution section selection criteria. These selection criteria include: college, subject, course number, CRN, and section attributes. If no section selection criteria have been defined in the Waitlist Course Selection window on SOAWLTC, the waitlist priority rules apply to all sections.

You can define waitlist priority rules in the Waitlist Priority Rules window on SOAWLTC to alter how priorities are controlled and define groups of students that comply with selection criteria. Rule priorities control which group of students takes precedence, and students within a group are ordered on a first-come, first-served basis. The selection criteria for waitlist priority rules within groups include: class, campus, level, college, program, field of study, department, primary/secondary curriculum, student attributes, student GPA range (minimum/maximum), academic standing, and cohort.

You can also exclude groups of students from waitlist processing in the Waitlist Exclusion Rules window on SOAWLTC. The selection criteria for waitlist exclusion rules within groups include: class, campus, level, college, program, field of study, department, primary/secondary curriculum, student attributes, student GPA range (minimum/maximum), academic standing, and cohort.

## Reorder Waitlist Priorities

When a student is registered as waitlisted, the registration process assigns a waitlist priority to the student for the CRN. Waitlists can be reordered based on priority. Processing events can necessitate a change to the order of an existing waitlist, such as the need to reposition an individual on a waitlist, adjust the priority rules as defined on SOAWLTC, or add/remove CRNs from a cross-listed group. Waitlist priority can be recalculated as described below using forms and a batch process.

Three forms allow you to manually manage the waitlist priority of the students for a CRN or apply the waitlist priority rules to automatically reorder the list.

- The Waitlist Priority Management Form (SFAWLPR) is used to view and manage the priorities of waitlisted students by term and CRN who have not yet been notified of available seats in individual courses.
- The Cross List Waitlist Priority Management Form (SFAXWLP) is used to process CRNs that are part of a cross-listed group.
- The Reserved Seats Waitlist Priority Management Form (SFARWLP) is used to process CRNs with reserved seats.



The Waitlist Priority Reorder Process (SFPWLRO) is used to reorder waitlists in batch for all sections that meet institutionally configured selection criteria and specified rules that have been defined on SOAWLTC. You can use the Automatic Reorder item in the Options Menu from SFAWLPR, SFARWLP, and SFAXWLP to launch SFPWLRO for the CRN. Manual changes must be recorded so that SFPWLRO does not reassign a new priority.

The SFPWLRO process applies the priority rules, reorders the waitlist for the term and CRN or for the term and cross-listed group, and assigns a new waitlist priority number to each student registered on the waitlist. Waitlists are sorted by waitlist priority order and the timestamp for the course registration status code (STVRSTS). By default, manually modified waitlist priorities are left unprocessed. But optionally, when run in batch, this process can override the manual assignments.

Reordering is only applied to sections that fit the selection criteria and is done on a first-come, first-served basis within each rule. Waitlists for cross-listed courses are consolidated and reordered as a single waitlist for the group. Waitlists for courses with reserved seats and overflow allowances are consolidated and reordered as a single waitlist. Waitlists for courses with reserved seats but without overflow allowances are treated as a single waitlist.

Banner Student Self-Service and Banner Faculty and Advisor Self-Service display the student's current position on the waitlist for all waitlisted sections. You can choose which waitlists are displayed in self-service.

## Review Student Waitlist Status and Priority

Students can view their current waitlist positions and notification deadlines on the Student Detail Schedule page in self-service when the settings on SOAWLTC or SSAWLCS allow this for specific CRNs. The waitlist position and notification deadline information is printed on the Class Roster Report (SFRSLST) and is listed for the instructor in self-service. Instructors can also view the student's waitlist position on the Summary Waitlist page and the Detail Waitlist page in self-service. SFAWLPR, SFARWLP and SFAXWLP are used to view student waitlist rosters for those students who have not been notified.

The Class Roster Report (SFRSLST) displays waitlist priority position and expiration date information for students who are waitlisted, based on the course registration status code (STVRSTS). Waitlisted students are displayed separately for each CRN. The expiration date will only be displayed if the student has been notified that a seat is available, and the student has not registered for the course. The printed order of the waitlist is determined by the student's position, which is based on the waitlist priority. A position of zero (0) appears for waitlisted students who have been notified of an available seat.

The Waitlist Notification Query Form (SFIWLNT) is used to query waitlisted students by term and CRN to check on notification of an available seat, assignment of registration deadline, registration date and time, waitlist status, and waitlist priority.

## Reserved Seats Overflow

The **(Reserved Seats) Overflow** checkbox in the Reserved Seats window on SSASECT is used for each reserved seats rule, to allow a specific rule to overflow reserved seating to unreserved, available seats. This indicator allows students who meet the reserved rule to successfully register when the reserved rule is full, and available seats exist in the non-reserved rule. The **(Reserved Seats) Overflow** checkbox is not used to waitlist students in the non-reserved rule. Its sole purpose is to find an available seat for immediate registration.

If the student's reserved rule is full, whether or not it has available seats on the waitlist, if the **(Reserved Seats) Overflow** checkbox is checked (set to *Y*), the non-reserved rule will be checked for seat availability. The non-reserved rule will only be used for overflow seating if available seats exist, and there are no students on the non-reserved rule waitlist. Otherwise, registration processing will use the reserved rule and issue capacity messages, as usual.

## Capacity Verification

When the number of available seats does not exceed the number of students on the waitlist for the course, no other students can enroll in the course. When a seat becomes available and a waitlisted student is notified, this position is reserved for the notified student, and no other students can register for this seat. When a waitlisted student has received notification, the seat remains reserved for the student until the expiration date and time have passed. Prior to the deadline being reached, the student can change the registration status from “waitlisted” to “enrolled” or from “waitlisted” to “dropped” to “enrolled”.

For cross-listed CRNs, capacity verification for enrollment considers the actual enrollment for all the CRNs and the waitlists for the CRNs. The waitlists are consolidated into a single queue. In order for a student to enroll in a cross-listed CRN, there must be at least one available seat for the CRN and the cross-listed group.

- When no available seats exist in the cross-listed group, the student is not allowed to enroll in a cross-listed CRN, even though the CRN may still have available seats. If the CRN allows waitlisting, the student may register for the waitlist.
- When there are available seats in the cross-listed group, but no available seats exist for the cross-listed CRN, the student is not allowed to enroll in the CRN. If the CRN allows waitlisting, the student may register for the waitlist.
- Enrollment in cross-listed CRNs with available seats can take place, even though other CRNs in the cross-listed group are closed and have waitlists.

For reserved seats, capacity verification for enrollment considers the waitlist capacity for each reserved seat rule. If at least one student is registered as waitlisted for the course for a specific reserved seat rule, no other students can enroll in the course using the same rule. The exception to this is where at least one student is registered as waitlisted for an unreserved seats rule or any other rule where the **Overflow (Indicator)** is checked on the

SFARWLP form. In this case, no student is allowed to enroll for the course using the unreserved seats rule. Only waitlisted registration is allowed.

A student who is waitlisted and has been notified of an available seat can enroll in the course before the notification deadline expires. This applies to a student with a dropped status or one who has been dropped due to an error such as a time conflict or a prerequisite and who wishes to resolve the situation.

The following error messages are displayed when a student attempts to register for a course that has waitlisted students.

<b>Error</b>	<b>Description</b>	<b>Result</b>
<i>CLOSED - ### WAITLISTED</i>	No regular seats available, ### student waitlisted	Student registers as waitlisted
<i>OPEN - ### WAITLISTED</i>	Regular seats available, but ### students waitlisted	Student registers as waitlisted
<i>CLOSED - WAITLIST FULL</i>	No seats available neither regular nor in waitlist	Not allowed to register
<i>OPEN - WAITLIST FULL</i>	Regular seats available but no seats on waitlist	Not allowed to register
<i>OPEN - RESERVED FOR WAITLIST</i>	Regular seats available but notified students exist	Not allowed to register

## Notify Students of Available Seats

A seat can become available for a waitlisted student when: a student drops the course, the maximum seat capacity for a CRN is modified on SSASECT, or the maximum seat capacity is modified for a cross-listed CRN on SSAXLST. When any of these events occurs, the automated waitlist process is triggered. The process identifies whether the notification should be performed online or through the batch process. When the batch process is used, a record is inserted into a collector table for later processing. When online notification is used, the waitlist notification process is triggered. This process notifies the next student in the waitlist queue that a seat is available and assigns the student a deadline by which registration must occur. This notification takes place using email. If the student does not enroll in the course by the time the waitlist notification expires, the next student in the queue is notified.

The SFRBWLP batch process is used to notify waitlisted students of new, available seats in CRNs by term. The process also removes students from the waitlist when notifications have expired (SFRWLNT), processes all CRNs in the SFRCOLW collector table with a pending status, and calls the waitlist notification procedure. The waitlist enrollment count will then be updated for the CRN. When SFRBWLP removes registration entries which

have expired, no notification email is sent, but a registration audit record is generated with the message *Waitlist Notification Expired On (date)*.

A notification is considered to be expired when a seat becomes available for a CRN, the list of notified students is examined, and any notifications which have reached the deadline are marked as expired. Then the next student notification is sent. SFRBWLP is used to identify notifications which have expired but have not yet been evaluated, because no new seats have become available for that CRN. SFRBWLP can be run in sleep/wake mode or run on a regular basis to assist in promptly identifying expired notifications.

#### **Note**

Even though some students may remain on the waitlist, a notification does not remain active after it has expired. The student must re-enter the waitlist and receive a new notification. ■

When the waitlist record is removed by the Waitlist Enrollment Purge Process (SFPWAIT) or using mass drop functionality from the Registration Mass Entry Form (SFAMREG) , no automatic notification will be sent to the student regarding the removal from the waitlist.

To use email notification to contact waitlisted students about available seats, the appropriate email letter needs to be defined on SOAELTR. The letter module code of *F* (Registration) must be defined on STVELMT as a system-required value. This code is associated with the AS\_STUDENT\_REGISTRATION\_DETAIL Object:Access view, which contains the necessary data related to waitlist notification. The letter module code can then be associated with the appropriate letter code rules on SOAELTL.

## Modify Available Seats

The Available Seats to Zero Process (SSRASTZ) sets the available seats for a CRN to zero as of a specific date, to force all additional registration records to be processed through the waitlist. This process can be run in Audit or Update Mode for a term or part-of-term and can specify CRNs by campus, subject, and course number. Audit Mode can be used to check which course would be affected without actually changing the available seat count. When run in Update Mode, the maximum enrollment for a section (SSBSECT) will be changed to the same value as the number of students that are registered in the section. If reserved seats exist (SSRRESV), that capacity is also reduced for each rule.

## Courses with Reserved Seats

Reserved seats waitlists are viewed and managed on the Reserved Seats Waitlist Priority Management Form (SFARWLP) for students that have not yet been notified of available seats for CRNs with reserved seats. Waitlisted students are displayed based on the reserved seats rules.

Waitlists for courses with reserved seats are treated as independent waitlists based on the reserved seat rules that have been set up. If a student drops a course, which creates an available seat for the reserved rule that corresponds to this student, and this rule allows for waitlisting, then the next student is selected from the list of waitlisted students on that

specific rule. An exception exists in the case of a NULL rule. If a seat becomes available for the NULL rule, all waitlisted students with rules where the **Overflow (Indicator)** is checked on SFARWLP are treated as a single waitlist, along with students that are specifically waitlisted for the default rule. This allows all eligible students to be considered, and the student with higher priority is notified of the available seat.

Priorities can be manually changed, or you can use the Automatic Reorder item in the Options Menu to launch the Waitlist Priority Reorder Process (SFPWLRO) for the CRN.

## Cross-listed Courses

The Cross List Waitlist Priority Management Form (SFAXWLP) is used to review and manage priorities of waitlisted students who have not yet been notified of available seats in cross-listed courses. Waitlists for cross-listed courses are treated as a single waitlist. When a seat becomes available for a cross-listed course, the processing looks for the next waitlisted student, considering all waitlisted students for the cross-listed CRNs. A seat becomes available when a student drops a cross-listed CRN or when the maximum enrollment of the cross-listed courses has been modified using SSAXLST.

In order to determine which student is next on the waitlist, all waitlists (from all cross-listed CRNs with waitlisted students where remaining seats are greater than zero) must be checked. The student with the highest priority is chosen first. If a waitlist exists for the CRN, but remaining seats are available, it is likely that the maximum enrollment for the cross-listed courses was reached before the maximum enrollment for the CRN was reached. In this case, the next student in the waitlist might not necessarily be the first in line. A student waitlisted for another CRN in the cross-listed group could have a higher priority.

Use the Automatic Reorder item in the Options Menu to launch the Waitlist Priority Reorder Process (SFPWLRO) for the cross-listed group of CRNs.

## Drop Processing

Two GTVSDAX rules are used with automated waitlist processing.

- The *ADMINDROP* rule uses verification checking for connected courses that are waitlisted.
- The *AUTODROP* rule considers a waitlist status to be an active registration status for verification checking.

## Waitlist Students in Self-Service

Waitlist queue positions for students are displayed in Banner Student Self-Service and Banner Faculty and Advisor Self-Service. Students can check their positions on the waitlist on the Student Detail Schedule page. Faculty can also view see the position of the students on the waitlist. Waitlist notification expiration dates can be viewed in self-service.

The following Web pages in Banner Student Self-Service are used with automated waitlisting:

- Student Detail Schedule page
- Registration History page

The following Web pages in Faculty and Advisor Self-Service are used with automated waitlisting:

- View Student Schedule page
- Detail Wait List page
- Summary Wait List page
- Add or Drop Classes page

## Waitlist Examples

These examples assume that the **Automatic Waitlist Notification** and the **On-line Waitlist Notification** checkboxes are both checked (set to *Y*).

### Example for Standard Course

For the following course:

CRN	Subject	Course	Sequence	Title	
10010	BIO	101	01	Biology I	
Enrollment			Waitlist		
Maximum	Actual	Remaining	Maximum	Actual	Remaining
20	20	0	5	4	1

### *Capacity Verification and Waitlist Notification*

When a student tries to enroll for this course, the following message is displayed: *CLOSED - 004 WAITLISTED*. The student can select a waitlist registration status. If no verification error occurs, the student is waitlisted, the waitlist count is updated to 5, and the number of remaining waitlist positions becomes 0.

Enrollment			Waitlist		
Maximum	Actual	Remaining	Maximum	Actual	Remaining
20	20	0	5	5	0

The next student who attempts to enroll in this course receives the following message: *CLOSED - WAITLIST FULL*, and that student is not allowed to register for the course.

If two students drop the course, the enrollment count is updated, showing 2 new available seats and 5 waitlisted students.

Enrollment			Waitlist		
Maximum	Actual	Remaining	Maximum	Actual	Remaining
20	18	2	5	4	0

As each of the two students drops the course, the waitlist automation process is triggered. For each student who drops the course, this process identifies that a seat has become available and notifies the next student in the waitlist queue that an available seat exists.

The waitlist queue is ordered by a waitlist priority. This waitlist priority reflects the position of the student in the waitlist. By default, students are ordered in a first-come first-served basis, unless other waitlist priority rules have been defined.

When a new student or a waitlisted student who has not yet been notified attempts to enroll in this course, the following message is displayed, *OPEN - WAITLIST FULL*, and that student is not allowed to enroll because waitlisted students exist.

#### **Waitlist Queue for CRN 1001, Term 200810**

CRN	ID	Registration Status	Registration Timestamp	Waitlist Priority
10010	210009300	WL	Sept. 30, 2007 09:10	1
10010	210009401	WL	Sept. 30, 2007 09:27	2
10010	210009430	WL	Sept. 30, 2007 11:32	3
10010	210009301	WL	Sept. 30, 2007 11:32	4
10010	210009000	WL	Oct. 2, 2007 20:10	5

In this case, email notifications of available seats are sent out to the first two students in the waitlist queue. This waitlist notification includes a deadline (expiration date and time). The students are allowed to register as enrolled for the course until the notification expires.

#### **Examples for Cross-Listed Courses**

For the courses in the following cross-list group 01:

CRN	Subject	Course	Sequence	Title
10011	BIO	101	01	Biology I
10012	BIO	001	01	Nature I
10013	SCI	010	01	Intro to Natural Sciences
10014	MED	001	01	Intro to Medicine

*Cross-list Enrollment:*

<b>Maximum</b>	<b>Actual</b>	<b>Remaining</b>
37	37	0

<b>CRN</b>	<b>Enrollment</b>			<b>Waitlist</b>		
	<b>Maximum</b>	<b>Actual</b>	<b>Remaining</b>	<b>Maximum</b>	<b>Actual</b>	<b>Remaining</b>
10011	10	10	0	4	4	0
10012	10	10	0	4	2	2
10013	10	8	2	4	3	1
10014	10	9	1	0	0	0

All of the available seats in the cross-listed group are taken. No seats are available, and students are already waitlisted for the first three CRNs.

**Example 1 - Capacity Verification**

When the **Capacity** error checking is set to *Fatal* on SOAWLTC, and a student attempts to enroll in a CRN in the cross-listed group, the following error messages will be displayed, depending on the chosen CRN.

<b>CRN</b>	<b>Enrollment</b>			<b>Waitlist</b>			<b>Error Message</b>
	<b>Max</b>	<b>Actual</b>	<b>Remaining</b>	<b>Max</b>	<b>Actual</b>	<b>Remaining</b>	
10011	10	10	0	4	4	0	<i>CLOSED - WAITLIST FULL</i>
10012	10	10	0	4	2	2	<i>CLOSED - 002 WAITLISTED</i>
10013	10	8	2	4	3	1	<i>CLOSED - 003 WAITLISTED</i>
10014	10	9	1	0	0	0	<i>CLOSED</i>

The student can choose a waitlisted registration status for CRNs 10012 and 10013. The last two CRNs (10013 and 10014) have remaining seats. However, the cross-listed group is full; therefore, no student is allowed to enroll for those courses.

**Example 2 - Capacity Verification and Waitlist Notification**

Using the same cross-list group as in Example 1, one student drops CRN 10012, and one student drops CRN 10014.



*Cross-list Enrollment:*

<b>Maximum</b>	<b>Actual</b>	<b>Remaining</b>
37	35	2

<b>CRN</b>	<b>Enrollment</b>			<b>Waitlist</b>		
	<b>Maximum</b>	<b>Actual</b>	<b>Remaining</b>	<b>Maximum</b>	<b>Actual</b>	<b>Remaining</b>
10011	10	10	0	4	4	0
10012	10	9	1	4	2	2
10013	10	8	2	4	3	1
10014	10	8	2	0	0	0

Two seats are now available at the cross-listed level. One seat is available for CRN 10012. Another seat is now available for CRN 10014.

**Capacity Verification**

When a student attempts to enroll in a CRN in the cross-listed group, the following error messages will be displayed, depending on the chosen CRN.

<b>CRN</b>	<b>Enrollment</b>			<b>Waitlist</b>			<b>Error Message</b>
	<b>Max</b>	<b>Actual</b>	<b>Remaining</b>	<b>Max</b>	<b>Actual</b>	<b>Remaining</b>	
10011	10	10	0	4	4	0	<i>CLOSED - WAITLIST FULL</i>
10012	10	9	1	4	2	2	<i>OPEN - 002 WAITLISTED</i>
10013	10	8	2	4	3	1	<i>OPEN - 003 WAITLISTED</i>
10014	10	8	2	0	0	0	<i>CLOSED</i>

Even when available seats exist at the cross-listed level, no student is allowed to enroll for any course, because of the cross-listed capacity verification condition. (When one CRN in a cross-listed group has waitlisted students and available seats, no other student may enroll for the course.)

**Waitlist Notification**

When the **On-line Waitlist Notification** checkbox is checked (set to *Y*), as each of the two students drops the course, the waitlist automation process is triggered. This process identifies that an available seat exists and notifies each of the two students in the waitlist queue. In this case, the waitlist queue includes all waitlisted students for *any* courses in the cross-list group that are eligible for waitlist notification. Available seats must exist for the cross-listed courses, as well as the CRN, in order for notification to take place.

Using the same scenario, the waitlist notification process identifies CRNs with eligible waitlisted students.

*Cross-list Enrollment:*

Maximum	Actual	Remaining
37	35	2

CRN	Enrollment			Waitlist			Eligibility
	Max	Actual	Remaining	Max	Actual	Remaining	
10011	10	10	0	4	4	0	Not eligible, no seats available for enrollment
10012	10	9	1	4	2	2	Eligible
10013	10	8	2	4	3	1	Eligible
10014	10	8	2	0	0	0	N/A

Only students waitlisted for CRNs 10012 and 10013 are eligible, because there are waitlisted students and remaining enrollment seats for the CRN. Students waitlisted for CRN 1011 are not eligible, because even if available seats exist at the cross-listed level, no available seats exist at the CRN level.

The waitlist queue includes waitlisted students for these two CRNs and is ordered by waitlist priority rules. (The waitlist priority determines the position of the student in the waitlist.) By default, students are ordered in a first-come, first-served basis, unless other waitlist priority rules have been defined or the priority has been manually adjusted.

***Waitlist Queue for Cross-List Group 01, Term 200810***

CRN	ID	Registration Status	Registration Timestamp	Waitlist Priority	Eligibility
1012	210009300	WL	Sept. 30, 2007 09:10	1	Eligible
1011	210012304	WL	Sept. 30, 2007 09:12	2	Not eligible
1013	210009401	WL	Sept. 30, 2007 09:27	3	Eligible
1011	210010034	WL	Sept. 30, 2007 09:34	4	Not eligible
1012	210009430	WL	Sept. 30, 2007 11:32	5	Eligible
1011	200000213	WL	Sept. 30, 2007 12:15	6	Not eligible
1011	230459731	WL	Oct. 1, 2007 09:10	7	Not eligible
1013	210009301	WL	Oct. 1, 2007 09:15	8	Eligible
1013	210009000	WL	Oct. 2, 2007 20:10	9	Eligible

In this case, the first two eligible students in the waitlist queue are notified of the available seats. This notification includes a deadline with an expiration date and time. The students can register for the CRN as enrolled in the course until the notification expires.

- The student with ID #210009300 can enroll in CRN 1012.
- The student with ID #210009401 can enroll in CRN 1013
- All other students in the waitlist queue remain waitlisted.
- A new student who attempts to enroll in a course in the cross-listed group is not allowed to do so. However, that student can register as waitlisted if remaining seats exist for the waitlist for that CRN. Similarly, a student on the waitlist who has not been notified will not be allowed to enroll in the course.

### Examples for Reserved Seats

For the following course with reserved seats, CRN 1010:

- Rules have been numbered for this example.
- Rules do not show all possible elements, just level, program, major, and class.
- Rule 0 is the system-generated rule for unreserved seats.
- Rule 0 is used when a student can enroll in a course where remaining unreserved seats exist, if the rule that matches the student is full, but the **Overflow (Indicator)** is checked (set to Y).

Rule No	Reserved Seats Rule				Enrolled			Waitlisted			Ovr Ind
	Lvl	Prgm	Major	Class	Max	Act	Rem	Max	Act	Rem	
0	##	####	#####	##	7	4	3	5	0	5	
1			BIO		10	10	0	5	4	1	
2				FR	5	5	0	0	0	0	Yes
3	UG				5	5	0	5	0	5	Yes
4	GR		ANTH		2	2	0	5	0	5	
5	GR		ARCH	SP	5	5	0	5	0	5	
	<i>CRN Total</i>				34	31	3	25	4	21	

Rule 1 has four waitlisted students (A, B, C, and D). Students 1 through 6 are also considered. When three students attempt to enroll in the course, rules 2, 3, and 4 are matches.

*Student 1 matches rule 2.*

Rule 2 is full and has no remaining seats. Because the **Overflow (Indicator)** is checked (set to Y), the student is allowed to enroll using an available seat from the unreserved seats rule (rule 0).

Student 2 matches rule 3.

Rule 3 is full and has no remaining seats. Because the **Overflow (Indicator)** is checked (set to Y), the student is allowed to enroll using an available seat from the unreserved seats rule (rule 0).

Student 3 matches rule 4.

Rule 4 is full and has no remaining seats. The **Overflow (Indicator)** is unchecked (set to N). The student receives the *CLOSED - 000 WAITLISTED* message and is only allowed to register as waitlisted, using reserved seats rule 4.

After these changes have taken place, the reserved seats scenario looks like this:

Rule No	Reserved Seats Rule				Enrolled			Waitlisted			Ovr Ind
	Lvl	Prgm	Major	Class	Max	Act	Rem	Max	Act	Rem	
0	##	####	#####	##	7	6	1	5	0	5	
1			BIO		10	10	0	5	4	1	
2				FR	5	5	0	0	0	0	Yes
3	UG				5	5	0	5	0	5	Yes
4	GR		ANTH		2	2	0	5	1	4	
5	GR		ARCH	SP	5	5	0	5	0	5	
	<i>CRN Total</i>				34	33	1	25	5	20	

Three additional students (4, 5, and 6) that match rule 3 attempt to enroll in the course.

Student 4 and rule 3.

Rule 3 is full and has no remaining seats. Because the **Overflow (Indicator)** is checked (set to Y), the student is allowed to enroll using the last available seat from the unreserved seats rule (rule 0).

Students 5 and 6 and rule 3.

Rule 3 is full and has no remaining seats. The **Overflow (Indicator)** is checked (set to Y) for rule 3. This allows the student to enroll using rule 0. However, rule 0 is full, as the last remaining seat was used by student 4, and no more available seats can be used.

Students 5 and 6 receive the *CLOSED - 000 WAITLISTED* message and are allowed to register as waitlisted on rule 3.

After these changes have taken place, the reserved seats scenario looks like this:

Rule No	Reserved Seats Rule				Enrolled			Waitlisted			Ovr Ind
	Lvl	Prgm	Major	Class	Max	Act	Rem	Max	Act	Rem	
0	##	####	#####	##	7	7	0	5	0	5	
1			BIO		10	10	0	5	4	1	
2				FR	5	5	0	0	0	0	Yes
3	UG				5	5	0	5	2	3	Yes
4	GR		ANTH		2	2	0	5	1	4	
5	GR		ARCH	SP	5	5	0	5	0	5	
	<i>CRN Total</i>				34	34	0	25	7	18	

Two additional students (7 and 8), that match the unreserved seats rule (rule 0), attempt to register for the course. The rule is full, so they are registered as waitlisted using rule 0. But this rule is also full, so they are registered as waitlisted on rule 0.

A student who matches rule 2 attempts to enroll and is not allowed because the rule is full. Even though the **Overflow (Indicator)** is checked and waitlist positions are available for rule 0, this student is not allowed to waitlist the CRN. The **Overflow (Indicator)** is strictly for enrollment use and does not apply to students attempting to use a waitlist.

After these changes have taken place, the reserved seats scenario looks like this:

Rule No	Reserved Seats Rule				Enrolled			Waitlisted			Ovr Ind
	Lvl	Prgm	Major	Class	Max	Act	Rem	Max	Act	Rem	
0	##	####	#####	##	7	7	0	5	2	3	
1			BIO		10	10	0	5	4	1	
2				FR	5	5	0	0	0	0	Yes
3	UG				5	5	0	5	2	3	Yes
4	GR		ANTH		2	2	0	5	1	4	
5	GR		ARCH	SP	5	5	0	5	0	5	
	<i>CRN Total</i>				34	34	0	25	9	16	

### **Waitlist Notification**

Three students drop the course in the above scenario.

- One student was enrolled using rule 2.
- One student was enrolled using rule 3.
- One student was enrolled using the unreserved seat rule (rule 0).

Rule No	Reserved Seats Rule				Enrolled			Waitlisted			Ovr Ind
	Lvl	Prgm	Major	Class	Max	Act	Rem	Max	Act	Rem	
0	##	#####	#####	##	7	6	1	5	2	3	
1			BIO		10	10	0	5	4	1	
2				FR	5	4	1	0	0	0	Yes
3	UG				5	4	1	5	2	3	Yes
4	GR		ANTH		2	2	0	5	1	4	
5	GR		ARCH	SP	5	5	0	5	0	5	
	<i>CRN Total</i>				34	31	3	25	9	16	

The waitlist notification process works as follows:

- A new seat is available for reserved rule 2. There are no waitlisted students for that rule, and no action is required.
- A new seat is available for reserved rule 3. There are two waitlisted students using this rule.
- The next waitlisted student, who is using rule 3, would be notified that a seat is available.
- Only students waitlisted for rule 3 are eligible.
- The first eligible waitlisted student for rule 3 is student 5.

**Waitlist Queue for CRN 1010, Term 200810, use reserved seats**

		Reserved Seats Rule				Enrolled			Wtl		
CRN	ID	Rule	Lvl	Prgm	Mjr	Cl	Ovr Ind	Reg Stat	Registration Timestamp	Pri	Eligibility
1010	Student A	1			BIO			WL	Oct. 1, 2007 09:10	1	Not eligible
1010	Student B	1			BIO			WL	Oct. 1, 2007 09:20	2	Not eligible
1010	Student C	1			BIO			WL	Oct. 1, 2007 10:30	3	Not eligible
1010	Student D	1			BIO			WL	Oct. 1, 2007 11:15	4	Not eligible
1010	Student 3	4	GR		ANTH			WL	Oct. 2, 2007 09:00	5	Not eligible
1010	Student 5	3	UG				Yes	WL	Oct. 3, 2007 08:00	6	Eligible
1010	Student 6	3	UG				Yes	WL	Oct. 3, 2007 08:10	7	Eligible
1010	Student 7	0	##	#####	#####	##		WL	Oct. 4, 2007 10:00	8	Not eligible
1010	Student 8	0	##	#####	#####	##		WL	Oct. 2, 2007 10:01	9	Not eligible

A new seat is available for unreserved rule 0. The unreserved seats rule (rule 0) is treated as an exception. The process will look for the next waitlisted student using rule 0, or any other rule where the **Overflow (Indicator)** is checked (set to Y). The next waitlisted

student is notified that a seat is available. Only students waitlisted in rule 0 or in rules where the **Overflow (Indicator)** is checked (set to Y) are eligible.

The first eligible (next available) waitlisted student is number 6. Student 5 has already been notified.

**Waitlist Queue for CRN 1010, Term 200810, use reserved seats**

CRN	ID	Reserved Seats Rule					Enrolled		Registration Timestamp	Wtlt Pri	Eligibility
		Rule	Lvl	Prgm	Mjr	Cl	Ovr Ind	Reg Stat			
1010	Student A	1			BIO			WL	Oct. 1, 2007 09:10	1	Not eligible
1010	Student B	1			BIO			WL	Oct. 1, 2007 09:20	2	Not eligible
1010	Student C	1			BIO			WL	Oct. 1, 2007 10:30	3	Not eligible
1010	Student D	1			BIO			WL	Oct. 1, 2007 11:15	4	Not eligible
1010	Student 3	4	GR		ANTH			WL	Oct. 2, 2007 09:00	5	Not eligible
1010	Student 5	3	UG				Yes	WL	Oct. 3, 2007 08:00	0	Eligible, but notified
1010	Student 6	3	UG				Yes	WL	Oct. 3, 2007 08:10	7	Eligible
1010	Student 7	0	##	####	#####	##		WL	Oct. 4, 2007 10:00	8	Eligible
1010	Student 8	0	##	####	#####	##		WL	Oct. 2, 2007 10:01	9	Eligible

When seats become available for the course, rule 0 is the last rule that is evaluated by the process.

**Examples for Connected Courses**

Two types of dependencies exist for connected courses that are waitlisted.

- Course A requires that the student is enrolled in course B.  
Course B does not require that the student is enrolled in course A.
- Course A requires that the student is enrolled in course B.  
Course B requires that the student is enrolled in course A.

Linked courses also have the same relationships at CRN level.

Banner Student does not allow a student to be enrolled in a course that does not comply with a dependency restriction for a waitlisted course, because the waitlisted course may eventually be dropped.

When the Student Options for **Links**, **Corequisites**, and **Prerequisites** are set to *Yes* on SOAWLTC, and the same options are set to *Fatal* on SOATERM, the results are shown in the example below with the allowed combinations for each case.

### Example 1 - Course A requires course B

Course	-----Allowed-----				-----Not Allowed-----			
Course A	Enrolled	Waitlisted	Waitlisted	Dropped	Dropped	Enrolled	Enrolled	Waitlisted
Course B	Enrolled	Waitlisted	Enrolled	Enrolled	Waitlisted	Waitlisted	Dropped	Dropped

### Example 2 - Course A requires course B, and course B requires course A

Course	-----Allowed-----				-----Not Allowed-----			
Course A	Enrolled	Waitlisted	Waitlisted	Enrolled	Enrolled	Waitlisted	Dropped	Dropped
Course B	Enrolled	Waitlisted	Enrolled	Waitlisted	Dropped	Dropped	Enrolled	Waitlisted

A student wants to register for the lecture course BIO 101, which requires the lab course BIO 102.

- If the lab is full, the student is not allowed to enroll for the lecture course BIO 101, even if the student has already registered as waitlisted for the lab course BIO 102.
- If the lecture is full, the student is allowed to register as waitlisted for the lecture course BIO 101 and as enrolled for the lab course BIO 102.
- If both the lab and lecture are full, the student is allowed to register for both courses as waitlisted.

However, for the last two options, if the student drops the waitlisted lab course (BIO 102), an invalid combination is generated, and the autodrop functionality will drop both courses or ask for confirmation based on the *AUTODROP* rule on GTVSDAX.

## Drop Last Class

Students can be dropped from the last class for which they registered or from all classes.

If a student is registered for a single class, use one of the drop codes defined on the Course Registration Status Code Validation Form (STVRSTS) or on the Course Registration Status Form (SFARSTS) (for traditional courses) or the Schedule Processing Rules Form (SSARULE) (for open learning courses) to drop the last class. If there are no registration errors, the last class should be dropped.

If the student is registered for multiple classes, use one or more of the drop codes defined on STVRSTS or SFARSTS and/or SSARULE to drop all classes. If there are no registration errors, all classes (which would include the last class) should be dropped.

Please review the information that follows for *Drop/Withdrawal Processing for Connected Courses* for specific details regarding dropping or withdrawing from associated courses.



## Drop/Withdrawal Processing for Connected Courses

When a student is registered in two associated or “connected” courses (corequisites, prerequisites, or linked courses), and you request that one of the courses be dropped, the course is allowed to be dropped under certain conditions.

Courses cannot be dropped and refunded at 100% unless the drop meets criteria specified in two rules on the Crosswalk Validation Form (GTVSDAX) and has been assigned the appropriate setup code (allowing a course to be dropped and refunded at 100%) on the Course Registration Status Form (SFARSTS) (for traditional courses) or the Schedule Processing Rules Form (SSARULE) (for open learning courses). Connected courses are included in this processing.

Errors are tracked as the following:

- *Registration add* (displayed on the Add or Drop Classes page in Self-Service when a class is added), which reports errors that are encountered when a student is trying unsuccessfully to register for a class, for example a time conflict.
- *Registration update* (displayed on the Add or Drop Classes page in Self-Service), which appears when a connected course is dropped or withdrawn from and either has no drop code assigned or has multiple drop codes assigned, and can also appear when a student tries to change the status of a course that has a connection.
- *Administrative* (not displayed to the student), which can be reviewed on the Registration Admin Messages Report (SFRRGAM).

### Status Types

The **Status Type** field on STVRSTS is used to assign a status type to describe the course registration status code for baseline, self-service, and telephone applications. Valid values are *R* (Registered), *D* (Dropped), *L* (Waitlisted), or *W* (Withdrawn).

Web registration uses the **Status Type** field on the Course Registration Status Code Validation Form (STVRSTS) to determine the type of code that can be placed on the course and the processing that is affected based on this code. This type code determines what is displayed in the **Action** pulldown list on the Add or Drop Classes page.

#### Note

The **Status Type** field *must* be filled in for every status code that is in use. If the **Status Type** field is left blank, unexpected results can occur. ■

The following conditions apply when using status type codes:

- If the course status is marked as an *R* (Registered) type code, then all other type codes can be displayed (depending on their availability).
- If the course status is marked as a *D* (Drop) or *W* (Withdrawal) type code, then only *R* type actions will be displayed.

- The *RE* (Registered) type code or other *R* type codes (with the exception of the *WEBREGRSTS* code) will be included in the pulldown list if the **Web Indicator** checkbox is selected on *STVRSTS*.
- The registration code designated on *GTVSDAX* for internal code *WEBREGRSTS* is not displayed in the pulldown list, because it is used only for initial registration via the Web.

The system does not allow a student to drop a course that has already been dropped or withdrawn from.

## Automatic Drops

An automatic drop is one that occurs if certain conditions are met when a user attempts to drop a connected course. When a connected course is dropped, the appropriate drop code and refund (if any) are applied to the student.

A single, active drop code must be available for a successful connected or automatic drop to occur.

- If no drop codes exist for any part of a connection, no courses in the connection are allowed to be dropped.
- If multiple drop codes exist for any part of a connection, no courses in the connection are allowed to be dropped automatically. This is because the system does not choose which drop code to use for the automatic drop. In this case, the user can initiate the drop by selecting one of the multiple drop codes where necessary. The drop is processed with the selected drop code, and the refund (if any) associated with the code is applied.

### *Example:*

Let's say a student is registered for History 308, English 310, and Mathematics 125. History 308 and English 310 are corequisites. History 308 has a single drop code of *DC*, but English 310 has two drop codes available: *DC* and *DW*.

Now let's say that the user chooses to drop History 308 with the *DC* code. The system determines that it is connected to English 310, which has two drop codes. In this case, the drop is rejected because the system does not know which of the two drop codes to assign to English 310.

On the other hand, if the user chooses to drop English 310 with either of the drop codes, the system drops History 308 automatically with the *DC* drop code, because it is the only one available.

Finally, if the user chooses to drop both courses simultaneously and specifies a drop code for each, the drops are allowed.

When a student is dropped or withdraws from a connected course without dropping the entire connection, the system determines which of the following conditions applies and takes the associated action shown in the table that follows.

Condition	Action Taken	GTVSDAX Setting
Connected drops are processed only with approval of the student.	<p>The Connected Course Drop Confirmation page is displayed asking the user whether all connected courses should be dropped.</p> <ul style="list-style-type: none"> <li>• If the user chooses to drop all connected courses, they are all dropped simultaneously.</li> <li>• If the user chooses not to drop all connected courses, the initial request is ignored, and the student continues to be registered in all connected courses.</li> </ul> <p><b>Note:</b> The drops occur only if all courses that are connected have a single, active drop code.</p>	<i>AUTODROP</i> set to <i>C</i>
Connected drops are processed automatically. (All connected courses are dropped when one is.)	<p>The drop is processed, and the student is dropped from all courses with no notification.</p> <p><b>Note:</b> The drops occur only if all courses that are connected have a single, active drop code.</p>	<i>AUTODROP</i> set to <i>Y</i>
Connected drops are not allowed.	<p>The drop is cancelled, and a message is displayed saying that all connected courses must be dropped simultaneously. The user can initiate the drop for all connected courses at the same time, and the drop will be successful.</p>	<i>AUTODROP</i> set to <i>N</i>

 **Note**

In Banner Voice Response, error checking is performed on each CRN as it is entered. Because of this, if you enter *N* for the *AUTODROP* rule, it will not be possible for connected courses to be dropped. Therefore, SunGard Higher Education recommends that you use either *C* or *Y* for the *AUTODROP* rule. ■

The connected course(s) that can be dropped are dropped with the appropriate drop code based on the settings on the following forms:

- Crosswalk Validation Form (GTVSDAX)
- Course Registration Status Form (SFARSTS) (for traditional courses)
- Schedule Processing Rules Form (SSARULE) (for open learning courses)

The code designated in *WEBRSTSDRP* does not work as a “clean up” code for registration errors related to automatic drops and administrative drops. The *WEBRSTSDRP* code works like a regular drop/withdrawal.

For example, if a user tries to register a student for Psychology 200 and the registration results in a *PREQ* or *TEST SCORE* error, the *DW* code is used to remove the course from the schedule and reverse any charges that were associated with it.

If your institution does not allow a student's last class to be dropped via the Web (that is, the external code for *WEBDROPLST* is *N*), then the system will not drop a connection if the student is not registered in any other classes.

The rest of this section provides a variety of scenarios to help illustrate how the system processes requests based on your system setup. These scenarios are not meant to be all-inclusive but rather to show several examples.

### Connected Drops Allowed with User Approval

You want the system to notify the user if one course is dropped, but a course to which it is associated is not, thereby allowing the user to choose to drop both or to drop neither. To accomplish this, you have set the external code to *C* for the *AUTODROP* rule.

Let's say a student has registered in the following courses:

- History 320 (corequisite with Sociology 320)
- Sociology 320 (corequisite with History 320)
- Religious Studies 225
- Mathematics 162

If a user attempts to drop the history course but not the sociology one, the system displays the Connected Course Drop Confirmation page letting the user know that the two courses must be dropped simultaneously and asking whether the user wants to drop or not drop the entire connection. If the user chooses to drop, both courses are dropped. If the user chooses not to drop, neither course is dropped.

If a user attempts to drop the history course and the mathematics class, but not the sociology course, the system displays the Connected Course Drop Confirmation page letting the user know that the history and sociology courses must be dropped simultaneously and asking whether the user wants to drop or not drop them. Regardless of the user's choice regarding dropping the connection, the mathematics course is dropped per the student's original request.

Now let's say a student has registered in the following courses:

- Biology 405 lecture (linked to Biology 405 lab)
- Biology 405 lab (linked to Biology 405 lecture)
- Anthropology 307 (corequisite with Archeology 305)
- Archeology 305 (corequisite with Anthropology 307)
- Latin 150

If a user tries to drop the Biology lecture course and the Anthropology course, the system displays the Connected Course Drop Confirmation page showing both connections and asking whether the user wants to drop or not drop them. The decision the user makes on this page applies to both connections: if the user chooses to drop the courses, all four are dropped; if the user chooses not to drop the courses, none of the four are dropped.

### Connected Drops Processed Automatically

You want the system to automatically drop a linked course if the course to which it is linked is dropped. To accomplish this, you have set the external code to *Y* for the *AUTODROP* rule.

Let's say a student has registered in the following courses:

- Zoology 505 lecture (linked to Zoology 505 lab)
- Zoology 505 lab (linked to Zoology 505 lecture)
- Psychology 410
- Mathematics 380
- German 202

If a user attempts to drop the lecture course but not the lab, the system automatically drops both. The system does not notify the user that the lab was also dropped.

#### Note

The system drops both courses in the connection as long as the connected course has a single, active drop code; otherwise both classes are returned to their original registration status. ■

### Connected Drops Not Allowed

You do not want students to be able to drop a connected course unless all the courses in the connection are dropped simultaneously by the user. To accomplish this, you have set the external code to *N* for the *AUTODROP* rule.

Let's say a student has registered in the following courses:

- Biology 101 lecture (linked to Biology 101 lab)
- Biology 101 lab (linked to Biology 101 lecture)
- English 105
- History 102

If a user attempts to drop the lecture course but not the lab, the system displays a message that the course cannot be dropped unless the course to which it is linked (in this case, the lab) is dropped at the same time. The student remains registered in both courses.

To drop both classes, the user must select both in the same transaction.

 **Note**

In Banner Voice Response, error checking is performed on each CRN as it is entered. Because of this, if you enter *N* for the *AUTODROP* rule, it will not be possible for connected courses to be dropped. Therefore, SunGard Higher Education recommends that you use either *C* or *Y* for the *AUTODROP* rule. ■

## Drop Last Class Not Allowed

You do not want a student to be able to drop his or her last class via the Web. To accomplish this, you have set the external code to *N* for the *WEBDROPLST* rule.

Let's say a student has registered in the following courses:

- English 260 (corequisite with English 260W)
- English 260W (corequisite with English 260)

If a user attempts to drop one course but not the other (or if the student attempts to drop both simultaneously), the system does not drop either course because of the setting on the *WEBDROPLST* rule, regardless of the setting for the *AUTODROP* rule.

## Administrative Drops

An administrative drop is one that occurs automatically when a user accesses a student's registration record after certain changes that affect registration records occur within the system, after registration has opened and enrollment for a course exists. These changes can include:

- A CRN's prerequisites are changed.
- A CRN's corequisites are changed.
- A CRN is linked to another CRN.
- An approval requirement is added to a CRN.
- The meeting day or time of a CRN is changed (which can cause a time conflict in a student's schedule).
- An equivalent course is added (which can cause a duplicate course error on the student's schedule).

When a student has registered and later their registration record is accessed via Banner self-service or Banner Voice Response, the system determines whether any of the above kinds of changes occurred. If so, the system determines which of the following conditions applies and takes the associated action shown in the table below.

Condition	Action Taken	GTVSDAX Setting
Administrative drops are allowed.	The drop is automatically processed, and a message is written to the SFTRGAM table, but the user is not notified of the action.  <b>Note:</b> The drop occurs only if <i>all</i> courses with administrative errors or classes that are connected to them have a single, active drop code.	<i>ADMINDROP</i> set to <i>Y</i>
Administrative drops are not allowed.	A message is written to the Student Course Registration Audit Form (SFASTCA), but the drop is not processed, and the student continues to be registered in the course.	<i>ADMINDROP</i> set to <i>N</i>

 **Note**

The system does not perform an administrative drop if a student fails an in-progress prerequisite after registering for a CRN, although the Registration Admin Messages Report (SFRRGAM) captures the error.

Also, if registration is accessed via the Student Course Registration Form (SFAREGS), the *ADMINDROP* rule is not invoked, because the types of errors that the *ADMINDROP* rule addresses would be encountered and dealt with by the administrator. ■

If the student's record is accessed and changed in the Student Course Registration Form (SFAREGS), any administrative errors encountered must be resolved. You can run the Registration Admin Messages Report (SFRRGAM) to review administrative drop errors that need to be resolved.

The rest of this section provides a variety of scenarios to help illustrate how the system processes requests based on your system setup. These scenarios are not meant to be all-inclusive, but rather to show several examples.

### Administrative Drop if an Approval is Added to a CRN

You want the system to perform administrative drops. To accomplish this, you have to set the external code to *Y* for the *ADMINDROP* rule. You have also included a single, active drop code (*DC* for Drop Course) for Linguistics 318 on these forms:

- Schedule Processing Rules Form (SSARULE) (for open learning courses)
- Course Registration Status Form (SFARSTS) (for traditional courses)

Let's say a student has registered in the following courses:

- Linguistics 318
- English 350

- Comparative Lit 302
- Geology 220

After the student has registered in the course, an instructor approval code is added to Linguistics 318.

If a user accesses the student's registration record via Banner self-service or Banner Voice Response, the system checks for administrative errors and finds one for this student: in this case, that the student no longer meets the requirements of Linguistics 318. That is, that the student does not have the required instructor approval. The system then checks SSARULE or SFARSTS (as applicable) and finds the *DC* drop code, so it changes the student's registration status to *DC*. This occurs before the Add or Drop Classes page is displayed on the Web, and the change is reflected when the page is displayed. No additional information is provided to the student.

Only those students whose records are accessed will have this drop performed. For example, if 30 students were registered in this class and only three of these students' records were accessed, they would be the only ones dropped from the course.

The Registration Admin Messages Report (SFRRGAM) identifies the students who might have had classes dropped after a change has been made. You can use this report to identify and resolve the errors in Banner (for example, enter an override) before the students' records are accessed.

### **Administrative Drop if a Corequisite is Added to a CRN**

You want the system to perform administrative drops. To accomplish this, you have set the external code to *Y* for the *ADMINDROP* rule. You have included a single, active drop code (*DC* for Drop Course) on the Schedule Processing Rules Form (SSARULE) for Astronomy 105 and for Astronomy 106.

Let's say a student has registered in the following courses:

- Astronomy 105 (corequisite with Astronomy 106)
- Astronomy 106 (corequisite with Astronomy 105)
- Mathematics 130
- Physical Education 154
- Computer Science 205

After the student has registered in the course, an Astronomy 107 seminar is added as a corequisite of Astronomy 105.

If a user accesses the student's registration record via Banner self-service or Banner Voice Response, the system checks for administrative errors and finds one for this student: in this case, that the student has not registered in a corequisite. The system then checks



SSARULE and finds the *DC* drop code for both courses, so it drops the courses and changes the registration status for both courses to *DC*. This occurs before the Add or Drop Classes page is displayed on the Web, and the change is reflected when the page is displayed.

### **Administrative Drops if Active Drop Codes are Not Defined**

You want the system to perform administrative drops. To accomplish this, you have set the external code to *Y* for the *ADMINDROP* rule. You have included a single, active drop code (*DC* for Drop Course) for Anthropology 215 on the Schedule Processing Rules Form (SSARULE), but you have not defined an active drop code for Sociology 215 on SSARULE (for open learning courses) or the Course Registration Status Form (SFARSTS) (for traditional courses).

Let's say a student has registered in the following courses:

- Anthropology 215 (corequisite with Sociology 215)
- Sociology 215 (corequisite with Anthropology 215)
- Economics 105
- French 201

After the student has registered in the course, a seminar is added as a corequisite of Anthropology 215.

If a user accesses the student's registration record via Banner self-service or Banner Voice Response, the system checks for administrative errors and finds one for this student: in this case, that the student has not registered in a corequisite. Processing continues, and the system finds that Sociology 215 is a corequisite of Anthropology 215, and therefore must also be dropped. There is no active drop code, however, for Sociology 215. Because both courses cannot be dropped appropriately, neither are dropped, and both are returned to their previous registration statuses. This occurs before the Add or Drop Classes page is displayed on the Web.

### **Administrative Drops if Other Errors are Found during Processing**

You want the system to perform administrative drops. To accomplish this, you have set the external code to *Y* for the *ADMINDROP* rule. You have also included a single, active drop code (*DC* for Drop Course) on the Schedule Processing Rules Form (SSARULE) and the Course Registration Status Form (SFARSTS) for Music 118 and Music 250, but you have not defined an active drop code for Physics 105.

Let's say a student has registered in the following courses:

- Music 118 (corequisite with Music 250)
- Music 250 (corequisite with Music 118)

- Political Science 101
- Physics 105

After the student has registered in the course, a seminar is added as a corequisite of Music 118.

If a user accesses the student’s registration record via Banner self-service or Banner Voice Response, the system checks for administrative errors and finds one for this student: in this case, that the student has not registered in a corequisite. Processing continues, and the system finds that Music 250 is a corequisite of Music 118, and therefore must also be dropped. There is an active drop code for both music courses.

Processing continues further, and the system finds that the meeting day of Physics 105 has been changed and now conflicts with Political Science 101. There is no active drop code, however, for Physics 105. Because Physics 105 cannot be dropped appropriately, *none* of the courses are dropped, and all are returned to their previous registration statuses. This occurs before the Add or Drop Classes page is displayed on the Web.

## Rules on GTVSDAX

Two rules are used on the Crosswalk Validation Form (GTVSDAX) with the improved drop/withdrawal processing. These rules are delivered via scripts.

### AUTODROP Rule

The *AUTODROP* rule is used to determine whether connected courses that are in error can be dropped using Banner self-service or Banner Voice Response.

External Code	Internal Code	Internal Code Sequence Number	Internal Code Group	Description	Activity Date
C	AUTODROP	N/A	REGISTRATION	Drop connected courses	Sysdate

This rule can be set to process the dropping of connected courses in three ways:

- *C (Confirm)* - Automatic drops are allowed for connected courses, *after* input is received from the user. This is the default value.
- *Y (Yes)* - Automatic drops are allowed for connected courses. A single, active drop code must exist for all connected courses that would be dropped. No input is needed from the user.

- *N (No)* - No automatic drops are allowed for connected courses. The user *must* initiate dropping the connected courses. All connected courses *must* be dropped at the same time.

 **Note**

In Banner Voice Response, error checking is performed on each CRN as it is entered. Because of this, if you enter *N* for the *AUTODROP* rule, it will not be possible for connected courses to be dropped. Therefore, SunGard Higher Education recommends that you use either *C* or *Y* for the *AUTODROP* rule. ■

If *multiple* drop codes exist or *no* drop codes exist, no connected course drops are allowed to occur.

### ADMINDROP Rule

The *ADMINDROP* rule is used to drop courses where schedule or restriction changes have occurred *after* enrollment exists.

External Code	Internal Code	Internal Code Sequence Number	Internal Code Group	Description	Activity Date
Y	ADMINDROP	N/A	REGISTRATION	Drop courses in admin error	Sysdate

This rule can be set to process the dropping of courses in two ways:

- *Y (Yes)* - Courses with administrative errors are allowed to be dropped if a single, active drop code is available for the section or the part-of-term. This is the default value.
- *N (No)* - Courses that have administrative errors are not dropped. Run the Registration Admin Messages Report (SFRRGAM) to see errors in the student's schedule. Registration leaves the courses with administrative errors in their registered status on the schedule.

You can run the Registration Admin Messages Report (SFRRGAM) report to review any errors in the student's schedule regardless of how the *ADMINDROP* rule is set up.

The Registration Administrative Message Temporary Table (SFTRGAM) stores the error messages that result from the use of the *ADMINDROP* rule to drop courses during the registration session.

## Rules and Use of the Term Control Form (SOATERM) in Repeat Processing

Repeat processing in registration uses the schedule type, level, title, and transfer courses when checking for a repeat condition. Registration repeat checking functions in the same way as academic history repeat checking and considers all academic history (courses graded and rolled to history), as well as in-progress courses that are either graded or unrolled and ungraded.

Please review the settings of the Key Block fields on SHARPTR in the “Academic History” chapter for more information on how to set up registration repeat checking limits by schedule type, level, title, and transfer courses.

When a student's record is assessed for registration repeat instances, the process will specifically count the following:

- The total number of times the course has been taken (in rolled and unrolled registration records).
- The total credits taken by the student (in rolled and unrolled registration records).
- Both transfer and history records, including the current registration attempt.

### Repeat Limit

#### Note

The **(Repeat) Limit** and **(Repeat) Maximum Hours** fields referred to in this section are set up on the Basic Course Information Form (SCACRSE) for use on SOATERM in repeat processing. ■

### Using Repeat Limit only as a fatal error on SOATERM

#### Note

Use these rules if your institution checks Repeat Limit but not Repeat Maximum Hours. ■

When the user designates via the **Repeat Limit** flag on SOATERM that the Repeat Limit is to be checked as a fatal error, the following rules apply:

- If the **(Repeat) Limit** is null or zero, regardless of the value in the **(Repeat) Maximum Hours** field, the course may not be repeated.
- If the **(Repeat) Limit** has a value, regardless of the value in the **(Repeat) Maximum Hours** field, then the course may be repeated as follows:

Repeat Limit = 2

Repeat Maximum Hours = any value

The course may be taken three times for an unlimited number of credits; that is, after the course has been taken the first time, it may be repeated twice.

## Using Repeat Maximum Hours only as a fatal error on SOATERM

### Note

Use these rules if your institution checks Repeat Maximum Hours but not Repeat Limit. ■

When the user designates via the **Repeat Hours** flag on SOATERM that the Repeat Hours are to be checked as a fatal error, the following rules apply:

- Regardless of the value in the **(Repeat) Limit**, if the **(Repeat) Maximum Hours** is null, the course can be repeated for an unlimited number of credits.
- Regardless of the value in the **(Repeat) Limit**, if the **(Repeat) Maximum Hours** is zero, the course cannot be taken at all.
- Regardless of the value in the **(Repeat) Limit**, if the **(Repeat) Maximum Hours** has a value, the course may be taken as many times as desired, as long as the credit hours do not exceed those specified in the **(Repeat) Maximum Hours** field.

Repeat Limit = any value

Repeat Maximum Hours = 10

If a three credit course is attempted to be taken four times, the fourth will not be allowed, because it exceeds the Repeat Maximum Hours.

## Using both Repeat Limit and Repeat Maximum Hours as fatal errors on SOATERM

### Note

Use these rules if your institution checks both Repeat Maximum Hours and Repeat Limit. ■

- If both the **(Repeat) Limit** and **(Repeat) Maximum Hours** are null, the course cannot be repeated.
- If the **(Repeat) Limit** is zero and the **(Repeat) Maximum Hours** is zero, the course cannot be repeated because of the Repeat Maximum Hours rules.
- If the **(Repeat) Limit** has a value and **(Repeat) Maximum Hours** is zero, the course cannot be repeated because of the Repeat Maximum Hours rules.
- If the **(Repeat) Limit** is zero and **(Repeat) Maximum Hours** has a value, the course cannot be repeated because of the Repeat Limit rules.
- If the **(Repeat) Limit** is null and **(Repeat) Maximum Hours** has a value, the rules for Repeat Maximum Hours are used:

Repeat Limit = null

Repeat Maximum Hours = 7

- If a three credit course is taken more than two times, it will exceed the Repeat Maximum Hours rule and may not be repeated.

- If the **(Repeat) Limit** has a value and **(Repeat) Maximum Hours** is null, the Repeat Limit rules are used:  
Repeat Limit = 1  
Repeat Maximum Hours = null  
A course can only be repeated once here, regardless of credits.
- If the **(Repeat) Limit** and **(Repeat) Maximum Hours** each have values, and if either rule fails the test, repeat checking will prevent registration.  
Repeat Limit = 3  
Repeat Maximum Hours = 10
- Taking a three credit course for the fourth time, as allowed by the Repeat Limit, would exceed the Repeat Maximum Hours of ten, and therefore this repeat would not be allowed.
- Taking a two credit course for the fifth time, as allowed by the Repeat Maximum Hours, would exceed the Repeat Limit of three, and therefore this repeat would not be allowed.

All errors received in registration because of Repeat Limit or Repeat Maximum Hour constraints can be overridden, and students are then able to register for those courses.

## Selection Rules

Repeat/equivalent course processing is controlled by the **(Repeat) Limit** and the **(Repeat) Maximum Hours** fields on the Basic Course Information Form (SCACRSE). These fields are used in the Registration Module according to the status of the registration error flags on SOATERM and are calculated in Academic History according to the rules on the Repeat/Multiple Course Rules Form (SHARPTR).

### Note

The **Repeat Status (Code)** field on SCACRSE is informational only and is not used in Repeat Processing. ■

## Repeat Policies

The Repeat/Multiple Course Rules Form (SHARPTR) is used to establish the institution's repeat policy. It allows for repeated courses to be treated in two different ways (repeat limit rule or repeat hours rule) with three different course selections (last, highest, or first passing).

The **Repeat Limit Selection Rule** field is used when the number of times a may student take a course is limited. Repetition of the course will invoke the specified repeat rules. This is defined on the Basic Course Information Form (SCACRSE) in the **(Repeat) Limit** field.

The **Repeat Hours Selection Rule** field is used when there is a maximum number of hours that may be earned before the course is considered to be a repeat.

Each rule has an associated evaluation grade that determines the minimum grade a course must have to be considered for repeat processing evaluation. Registration repeat checking uses the evaluation grade to determine if a course should be considered in repeat checking, based upon whether repeat hours or repeat limit rules are to be used.

The value in the **Repeat Hours Evaluation Grade** field is the minimum grade that will be used for repeat checking, for the term, level, and selection rule. Once this grade is set, courses with a numeric value less than the evaluation grade will not be considered in repeat checking.

## National Student Clearinghouse (NSC) Reporting Procedures

### Overview of Processing for Clearinghouse Reporting

Your institution has the option to report student enrollment information to the National Student Clearinghouse (NSC), which then tracks and reports that information to lenders and guarantors of student loans at no cost to the reporting institution. The following sections outline the processing requirements and procedures for submitting information extracted from the Banner Student System to the Clearinghouse.

Reporting of student enrollment information is based on calculating and storing a student's time status, where the time status is associated with any online or batch processing, when the processing results in the creation or modification of registration records and the credit hours (non-CEU hours) associated with those records. By design, a student is considered for reporting during a given term only if a registration term header record exists for the student.

The calculation of a student's enrollment time status is based on rules established in the existing Time Status Rules Form (SFATMST). Each time status code defined by an institution in the Time Status Code Validation Form (STVTMST) must include an NSC equivalent for Clearinghouse reporting purposes.

Specific data elements are required in the extract file that is transmitted to the Clearinghouse. To assist end users in identifying any missing or invalid data prior to processing the file that will be transmitted to the Clearinghouse, an option is provided in the Clearinghouse Extract Report (SFRNSLC) that will produce a listing of invalid or missing data. In addition, the Time Status Calculation Update Process (SFRTMST) includes comments in the output which will assist in identifying potentially invalid data. No invalid or missing data should exist prior to processing and producing the extract output file, or some of the data that is transmitted to the Clearinghouse will be inaccurate or misrepresented.

## Sources of Data for Clearinghouse Reporting

The validity of the data reported by the Clearinghouse Extract Report (SFRNSLC) depends on specific data entry requirements and procedural consistencies. A registration term header record *must* exist for a student to be included in the reporting for a term.

### Note

The record is represented by the enrollment status data in the Enrollment Information block of the Student Course Registration Form (SFAREGS). This record is created when a Save function is performed for the first time in the form, even if no registration for CRNs exists.

Students who are considered to be “enrolled” by an institution, but who have not been officially registered in courses in the Student Course Registration Form (SFAREGS), are still included in the group of students reported to the Clearinghouse. A student can have an SFBETRM record and an SFRSTCR record and be included in the report, but all that is needed is the SFBETRM record.

Students who are enrolled in courses, but for institutionally specific reasons should not be reported to the Clearinghouse, should be assigned a student attribute which will be input as a value to the Student Attributes to Exclude parameter when processing the report. ■

For all students enrolled for the term, an enrollment status is determined. For all enrollment statuses, with the exception of a withdrawn student, the **Third Party Withdrawal Indicator** on the Enrollment Status Code Validation Form (STVESTS) must have a value of *N* or unchecked for the enrollment status code that exists in the Enrollment Information block of the Student Course Registration Form (SFAREGS). In some specific cases, start dates for enrollment statuses must be reported. The statuses are checked for in the order listed below, and the data requirements (form field, source of status date, if required) for each status are indicated:

#### 1. *D* - Deceased (requires status date)

A value of *Y* or checked must exist in the General Person Form (SPAPERS) **Deceased (Indicator)**. The status date is selected from the **Deceased Date** field on the same form.

#### 2. *G* - Graduated (requires status date)

A degree with a status code that has an **Awarded Indicator** of *A* on the Degree Status Code Validation Form (STVDEGS) must exist in the Degrees and Other Formal Awards Form (SHADEGR). In addition, the level of the degree code must match the level of the current general student record (the maximum term that is less than or equal to the reporting term). The level check is included so that a student who is currently enrolled in a graduate program, but previously has been awarded an undergraduate degree from the same institution, will not be erroneously reported as graduated. The status date is selected from the **Graduation Date** field on the same form.



3. *A* - Approved Leave of Absence (status date *not* required)

A leave code exists in the General Student Form (SGASTDN) for the current effective term (the maximum term that is less than or equal to the reporting term) which includes the reporting date between the leave from and to dates on the same form. For example, a student is on a medical leave of absence from February 1 through March 15, 1995. The Clearinghouse Extract report date of March 1, 1995 will identify this student as on an approved leave of absence.

4. *W* - Withdrawn (requires status date)

A student enrollment status code exists for the term where the **Third Party Withdrawal Indicator** is *Y* or checked on the Enrollment Status Code Validation Form (STVESTS). The status date is selected from the **(Enrollment) Status Date** on the Student Course Registration Form (SFAREGS).

 **Note**

SFRNSLC uses the **Third Party Withdrawal Indicator** on STVESTS to determine whether a student is counted as withdrawn when reporting to the Clearinghouse. When the **Third Party Withdrawal Indicator** is checked for an enrollment status code, and that enrollment status code is assigned to a student on SFAREGS, the student will be reported as withdrawn.

When the Effective Withdrawal Date parameter is set to *Y*, the date used for the effective withdrawal date is selected from the student's withdrawal record (SFRWDRL\_EFF\_WDRL\_DATE). When no SFRWDRL record exists or when the Effective Withdrawal Date parameter is set to *N*, the date used for the effective withdrawal date is selected from the student's enrollment record (SFBETRM\_ESTS\_DATE). ■

5. *F* - Full-time; *H* - Half-time; or *L* - Less than Half-time (conditionally requires status date)

A student who has a registration term header record, but is not deceased, graduated, on an approved leave of absence, or withdrawn, is considered to be actively enrolled, and their maximum time status history record that is less than or equal to the reporting date will be examined to determine the enrollment status. A status date is reported when a student drops from a "higher" status to a "lower" status in a subsequent report to the Clearinghouse during the same term.

A drop from a higher to a lower status would include: from full-time to half-time; from full-time to less than half-time; and from half-time to less than half-time. When a drop in enrollment is determined, the status date is selected from the **(Time Status) Date** in the Time Status History window in SFAREGS for the maximum time status history record that is less than or equal to the date of the report currently being submitted to the Clearinghouse. A status date is *not* reported if a student increases from a lower status to a higher status in a subsequent report to the Clearinghouse during the same term.

## Overall Data Requirements

The following are set-up requirements which only need to be completed once.

### Establish Time Status Codes

Codes and descriptions for institutionally defined student time statuses should be established on the Time Status Code Validation Form (STVTMST). For each code, a National Student Clearinghouse (NSC) equivalent value must be designated.

#### Note

An exception to this is a code and a rule which must be built for 0.00 minimum and 0.00 maximum credit hours applicable to each student level and a system-required code of 99 - Error Calculating Time Status - refer to the section on establishing Time Status Rules below for more detailed information. ■

The NSC equivalents are limited to three specific values: *F* for full-time, *H* for half-time, and *L* for less than half-time. It is possible that an institution may have multiple time status codes that would equate to the same NSC equivalent. For example, an institution may wish to distinguish between three-quarters and half-time enrollment with separate codes. For purposes of reporting to the Clearinghouse, both of these codes would be equivalent to *H* - half-time.

### Establish Time Status Rules

Institutionally specific student enrollment time status rules should be defined on the Time Status Rules Form (SFATMST). When establishing rules, the following guidelines are recommended.

1. Include rules for all valid student levels for time status calculations.

#### Note

**(Student) Level** is not a required field on the form. If a rule does not include a specific student level, it will apply to all student levels that may exist. ■

2. For each rule, at least one course level is required in the Time Status Level section. Enter the course level(s) that should be included in calculating time status for each individual rule.
3. Build rules so no gaps exist between hour ranges.

For example, if half-time enrollment is at least 6 but not more than 12 credit hours, and full-time enrollment is 12 credit hours or more, do not specify the half-time rule minimum and maximum credits as 6 and 11, and the full-time rule minimum and maximum credits as 12 and 99. If a student can take a combination of courses that will total to a fractional amount between 11 and 12 (such as 11.5 credits), then the student will not match a rule. To avoid such a problem, designate the half-time rule

minimum and maximum credits as 6 and 11.99. Equate each rule to an NSC equivalent of either *F* - full-time, *H* - half-time, or *L* - less than half-time, with the exception noted in item 4) below.

4. Build a rule that designates both the minimum and maximum credits as 0.00 for every student level. *Do not equate the time status code for this rule to an NSC equivalent.*

This rule is needed to accurately reflect a withdrawal from all courses in the Time Status History window in SFAREGS. A system-required value is not dictated so that a meaningful institution specific code and description can be built. If such a rule does not exist, and a student withdraws from all courses, the first record in the display in the Time Status History window will be the system-required code 99 - Error Calculating Time Status. (Suggestion: Build one rule, and do not specify a student level, so that the rule will be selected for all students, regardless of their level, if credit hours drop to zero (0).)

5. Do *not* build a rule for the system-required 99 (Error Calculating Time Status) time status code.

This code is reserved for the purpose of updating and inserting time status records with the value of 99 when the system is unable to calculate time status. A current time status code of 99 will alert the user that a problem was encountered when the system attempted to calculate time status. Please refer to error messages in the Time Status Calculations section below.

6. If necessary, time status rules may be updated in subsequent terms if student enrollment rules change, by adding rules with a new effective term code.

For example, in term 199301, a student is considered to be half-time if enrolled for at least 6 but less than 9 credits hours. In term 199601, new rules take effect so that to be considered half-time, a student must be enrolled in less than 12 credit hours. To accommodate the change effective in 199601, a new rule should be added with an effective term of 199601 with the new minimum and maximum credits.

## Establish Institution FICE Code for Reporting

Enter the correct FICE code for your institution in the **Institution FICE Code** field on the the Academic History Control Form (SHACTRL). The FICE code entered is reported in the extract file that is sent to the Clearinghouse. This field is not currently used for any other purpose in the Banner Student System.

## Establish Term Control for Time Status Calculation

The following is a set-up requirement which needs to be completed on a term-by-term basis.

For each term that student enrollment information should be reported to the Clearinghouse, set the **Calculate Time Status (Indicator)** on the Term Control Form (SOATERM) to *Y* or checked if dynamic time status calculations should be performed in

online forms that add or update credit hour (non-CEU hour) enrollment. As an alternative to performing time status calculations dynamically, time status records can be created in batch with the Time Status Calculation Update Process (SFRTMST). (See additional information about the SFRTMST process in the “Time Status Calculations” section below.) This indicator defaults to *N* or unchecked when controls are initially created for a new term.

### Establish Time Status Hours

You can retain previous hours on a course before a dropped/withdrawn status is recorded for use in the time status calculations as defined in the time status rules. The **Count in Time Status (Indicator)** on STVRSTS is used to provide control of the hours to be used in time status calculations. When the **Count in Time Status (Indicator)** is checked, the time status hours are set to the last credit hour value that was counted in enrollment for the course. When the indicator is unchecked, the time status hours are set to zero for the course. This allows an institution to set the **Count in Enrollment (Indicator)** to unchecked for institutional processing without impacting the time status calculation. The time status calculation process will produce a sum of the time status hours values that is displayed on SFAREGS.

### Establish Attempted Hours

You can retain hours that existed on a course before a dropped or withdrawn status was recorded so they are counted in the attempted hours for GPA data in academic history. The **Count in Attempted (Hours Indicator)** on STVRSTS is to control attempted hours that will be rolled to academic history. When the **Count in Attempted (Hours Indicator)** is checked, attempted hours are set to the last credit hour value that was counted in enrollment for the course. When the indicator is unchecked, the attempted hours are set to zero for the course.

#### Note

Attempted hours are displayed on SFAREGS and SFASTCA. SHATCKN also displays the institutional course attempted hours that have been rolled after grading. ■

The **Count in Enrollment (Indicator)** on STVRSTS can be unchecked, and credit hours will be *0.000*, but the Financial Aid Satisfactory Academic Progress processing will report the hours in academic history that existed prior to the withdrawal or drop. This allows an institution to set the **Count in Enrollment (Indicator)** to unchecked for other institutional processing without impacting the attempted hours that are rolled to history.

### Establish Withdrawn Enrollment Status

The **Third Party Withdrawal Indicator** on STVESTS is used to determine the withdrawn status of a student for NSC/NSLDS reporting. It also provides reporting that will not affect the return of financial aid funds, due to a mismatch in reporting based on a student’s withdrawal from a course.

If the **Third Party Withdrawal Indicator** is checked for the student's enrollment status code, the student will be reported as withdrawn to the NSLDS or NSC through the Clearinghouse Extract Report (SFRNSLC) and the NSLDS SSCR Process (SFRSSCR). If the **Third Party Withdrawal Indicator** is unchecked for an enrollment status code that is assigned to a student on SFAREGS, even if the **Affect Headcount (Indicator)** is also unchecked, the report processes will not consider the student as withdrawn and will report the last time status for the student.

The **Third Party Withdrawal Indicator** allows institutions to report a student as withdrawn for NSC/SSCR reporting purposes, even though the student may still be enrolled at the institution. For example, a student may drop all regular credit courses but may still be enrolled in CEU (Continuing Education Unit) courses. This permits the **Affect Headcount (Indicator)** to be set as needed for other processing and reporting, such as unduplicated headcounts.

### Establish Leave of Absence for Reporting

The **Third Party Report Indicator** on STVLEAV indicates whether a leave of absence is to be selected from the general student record and reported as a leave by the Clearinghouse Extract Report (SFRNSLC) and the NSLDS SSCR Process (SFRSSCR). This allows institutions to define leave of absence codes that should not be reported to the Clearinghouse or NSLDS by setting the **Third Party Report Indicator** to *N* or unchecked.

## Time Status Calculations

### Update and Insert Time Status Records

As mentioned above, the value of *Y* or checked for the **Calculate Time Status (Indicator)** on the Term Control Form (SOATERM) results in dynamic time status calculations and update and insert of time status records on the Student Course Registration Form (SFAREGS), the Registration Mass Entry Form (SFAMREG), and in the Telephone Registration processing. These time status calculations write a time status history record when a time status is calculated for the first time in the term, and also when a change in time status has been calculated. The history of status changes is stored in the time status history table.

In addition, the most recently calculated time status is updated and stored on the registration term header record. User overrides to calculated time statuses are permitted in the Student Course Registration Form (SFAREGS). Detailed time status processing information on the individual forms is described below.

### Dynamic Calculation of Time Status and Update/Insert of Records

#### Note

Time status calculations occur in SFAREGS, SFAMREG, telephone registration, and Web registration only when the **Calculate Time Status (Indicator)** on SOATERM has been set to *Y* or checked. No messages

are included in those forms to inform the user that the indicator is set either to *Y* (checked) or *N* (unchecked) on SOATERM. ■

In SFAREGS, SFAMREG, telephone registration, and Web registration, where processing can affect a student's total credit hours enrollment (*CEU credit hours are not included in Clearinghouse processing and reporting*), the existing time status code is “remembered” in the form prior to the occurrence of any processing. After processing has been completed in each form and you perform either an Exit or Rollback function, the total credit hours as a result of processing are read from the database, and the current/new time status is retrieved from the database.

Within each form, the previously existing (“remembered”) and the current/new time status codes are compared, and if they are different, a time status history record is inserted, and the registration term header record is updated. The calculation uses the time status rules on the Time Status Rules Form (SFATMST) and determines the time status code that matches the qualifying credit hours enrollment.

### **SFAREGS - System Time Status Calculations, Functionality, and Error Messages**

During student course registration processing, a student's enrollment time status is calculated after additions and/or changes have been completed and saved in the form, and you perform an Exit or Rollback function. Changes in student information, such as college, campus, degree, major, or student type, may or may not result in a change to a previously calculated time status, depending on whether institution-specific rules exist for differences in any one or more of those characteristics. Changes in course registration and/or student information may or may not cause a new time status to be calculated, depending on the rules that have been established.

The autohelp message *\*WARNING\* Unable to calculate time status. Check rules on SFATMST* displays if time status calculations have been enabled on the Term Control Form (SFATMST), but no time status rule can be found which matches the range of hours, student characteristics, and course levels that exist in the student's registration record. When this message displays, the system inserts a time status history record with the system-required code of 99 - Error Calculating Time Status, and also updates the registration term header record with the code of 99. The error should be investigated by examining the rules on SFATMST.

After the problem has been found and corrected, the student registration where the error occurred should be accessed again on SFAREGS. Performing two Next Block functions (cursor will be in the Course Registration section), Save, then a Rollback or Exit function will update the time status calculation, if appropriate. Correcting the problem will not delete the time status history record of 99. That record remains as an historical record, and the new record will be inserted.

#### **Note**

Refer to the Time Status Calculation Update Process (SFRTMST) in the “Reports” section of this chapter for an alternative to online reprocessing

when problems with the time status rules have been found and corrected. ■

To view the history of student enrollment time statuses that have been calculated, select View Time Status Information from the Options Menu or perform a Duplicate Item function from the **ID** or **Date** fields when you are in the Key Information of the form. This displays the Time Status History window. The time status records are displayed in reverse chronological order (most recent changes first). An Edit function can be performed on the (**Time Status**) **Date** field in the window to display the full date and time that the time status calculation was performed, in the format DD-MON-YYYY HH24:MI:SS. No fields in the display are updateable, and existing records cannot be deleted.

The Time Status History window cannot be accessed unless registration exists for the term (at minimum a registration term header record). If you attempt to access the Time Status History window when no registration exists, the message *\*ERROR\* Registration MUST exist for term before updating time status history* displays. The source of the calculation, either SYSTEM or USER will display. The Banner user ID (Oracle ID) of the user associated with both SYSTEM and USER calculations is stored in the time status history table, but is not currently displayed online. For auditing purposes, access to that information is available by authorized personnel through SQL\*Plus.

When a time status history record is added, the registration term header record is also updated with the new/current time status code, time status date, time status maintenance indicator (either “S” -SYSTEM or “U” - USER), and the Banner user ID (Oracle ID) responsible for the update to the record. The Banner user ID field from the time status history record, as well as from the registration term header record, is not displayed from any existing form in the Student System, but for auditing purposes, access to that information is available by authorized personnel through SQL\*Plus. The other fields are displayed in the Time Status History window on SFAREGS. (The values actually displayed are from the time status history table, and not from the registration term header table, but they would be the same.)

## Overriding System Time Status Calculations

Time statuses that have been calculated by the SYSTEM can be overridden by the USER. To override a previously calculated time status, first access the Time Status History window in the Key Information of SFAREGS. Next, perform an Insert Record function, and add the override time status code that is appropriate. If desired, the List function can be performed from the **Time Status (Code)** field to display the valid time status codes from the Time Status Code Validation Form (STVTMST). The time status date on the added record will default to the current date, but may be overridden. The Source will default to USER.

After the USER record has been added and saved, it cannot be modified or deleted. If an incorrect time status was entered, either a new record should immediately be added with

the correct time status, or the existing record should be updated in the time status history table by authorized personnel through SQL\*Plus.

 **Note**

*Once a USER override time status history record exists, subsequent SYSTEM time status calculations will not occur for the student for that particular term.* ■

If registration changes after a USER time status history record exists, the message *\*WARNING\* Time status information MUST be updated manually* is displayed on autohelp line of the Student Course Registration Form (SFAREGS).

Users who have access to add and/or update registration information on SFAREGS also have access to add manual (USER) time status history records in the Time Status History window. There is no separate form level security access for the window. Users can selectively be prevented from being able to add manual (USER) time status history records by controlling grants to the time status history table.

### Back Dating Registration

If you back date the date in the Key Information of SFAREGS, be aware that the time status history record that may be calculated and inserted will be date stamped with the current date (Time Status Date). If desired, a user-added time status record may be added with the back-date. Also note that if a user time status record is added with a time status date that is chronologically earlier than the system calculated record, no future system calculations will occur, because an indicator has been set on the registration term header record.

### SFAMREG - System Time Status Calculations, Functionality, and Error Messages

A time status calculation is performed for each student added or dropped from a section, and a new time status history record is created if appropriate. If an appropriate rule cannot be found to calculate a new time status for a student the message *\*WARNING\* Unable to calculate time status for ID <student ID>. Check SFATMST rules* is displayed in the **Message** field in the Results window.

When this message displays, the system inserts a time status history record with the system-required code of 99 - Error Calculating Time Status, and also updates the registration term header record with the code of 99. Each problem should be investigated and resolved by examining the rules on the Time Status Rules Form (SFATMST). After each problem has been corrected, the student(s) with the error(s) should have their time statuses updated properly. Correcting the problem and recalculating time status will not delete the time status history record of 99. The 99 record remains as an historical record, and the new record will be inserted. How this is done depends on whether the course that was dropped was also deleted, and also on the user's preference for updating dynamically



online or in batch at a later date. If desired, updates in batch can be performed by the Time Status Calculation Process (SFRTMST) at an appropriate time.

 **Note**

Refer to the Time Status Calculation Update Process (SFRTMST) in the “Reports” section of this chapter for detailed information about batch time status processing. ■

If a manual (USER) time status history record exists for a student being processed on SFAMREG, the message *\*WARNING\* Time status history for ID <student ID> MUST be updated manually* is displayed in the **Message** field in the Results window. When this warning message displays, institutional policies and procedures will determine if the user should update the time status history manually in the Time Status History window in the Student Course Registration Form (SFAREGS).

 **Note**

The warnings that are detected by the Student Course Registration Form (SFAREGS) and the Registration Mass Entry Form (SFAMREG) are not considered to be fatal errors, and do not stop or interfere with processing of course registrations. ■

### **Telephone Registration Processing - System Time Status Calculations, Functionality, and Error Messages**

Please refer to the Banner Voice Response user documentation for more information on telephone registration processing.

Because of technical and procedural issues, checks for the warning conditions in SFAREGS and SFAMREG are performed in telephone registration processing for either a rule that cannot be found, or a time status that must be updated manually, but the display of the warning messages has been inactivated. These messages are not displayed in the form processing, because the calculations and error checking cannot be performed until the user either Exits or performs a Rollback after Saving. You may hang up the phone after receiving confirmation of registration and are not technically required to perform an Exit or a Rollback. Therefore, there is no guarantee that a warning message would be consistently conveyed and appropriate follow-up would occur.

As with SFAREGS and SFAMREG, if an error is encountered in attempting to calculate time status, a time status history record with the system-required value of 99 - Error Calculating Time Status is inserted into the time status history table, and the registration term header is updated with the 99 code. These errors will be identified later by either the Time Status Calculation Update Process (SFRTMST) and/or the Clearinghouse Extract Report (SFRNSLC). As is the same case with SFAREGS and SFAMREG, the warnings are not considered to be fatal errors, and do not stop or interfere with the processing of course registrations.

## SFPFREQ - System Time Status Calculations, Functionality, and Error Messages

The Course Request Update Process (SFPFREQ) inserts course registration records via a parameter which optionally calculates and adds a time status history record for the processing term. If this process was run without calculating and adding time status history records initially, the Time Status Calculation Update Process (SFRTMST) could be run at a later time to create and update the time status records.

### Batch Calculation and Update/Insert of Time Status Records

The Time Status Calculation Update Process (SFRTMST) calculates time status and updates/inserts time status records if appropriate in a batch mode. If dynamic time status calculations have not been enabled for the term by setting the **Calculate Time Status (Indicator)** on SOATERM to *Y* or checked, or if the indicator has been turned on and off one or more times during the term, this process must be executed to calculate students' time statuses and update/insert time status records that are needed for the Clearinghouse Extract Report (SFRNSLC).

This process uses the **Count in Time Status (Indicator)** on STVRSTS for each course registration status code on each CRN to determine which sections are included in the time status calculation. The time status calculation will use the sum of the credit hour hold values (SFRSTCR\_CREDIT\_HR\_HOLD) where the **Count in Time Status (Indicator)** is set to *Y*. Therefore, if the **Count in Time Status (Indicator)** is checked for a course registration status code on STVRSTS, the SFRSTCR\_CREDIT\_HR\_HOLD value will be used. Otherwise, time status hours will default to zero for the course. This allows an institution to set the **Count in Enrollment (Indicator)** to any value needed for institutional processing and without creating any processing issues for the time status calculation.

The SFRTMST process should be run in audit mode first to review any error conditions that may need to be resolved before making permanent changes to the database in update mode. The process can be run in audit mode as many times as desired without any adverse effects on the data. For example, the process can be run multiple times in audit mode for different combinations of campus and/or level so that individual outputs can be directed to appropriate offices, departments, or individuals for review. After necessary corrections have been made, it is recommended that update mode be processed for all levels and campuses, so that all students are updated simultaneously.

The process selects all students registered for the term, and determines if the existing time status in the database is the same as the time status that is calculated when the process is run. If the calculated time status would be different, the student is selected for printing on the report. For each selected student, the existing time status code (if one exists), the revised time status code (what the current calculated time status would be), and an appropriate comment are printed on the report. The following is a list of all of the possible comments which could be included in the output, and a description of what each indicates. The comments fall in two groups: 1) comments indicating that the status of a student is different from one of the “enrolled” statuses (either *F* - full-time, *H* - half-time, or *L* - less

than half-time) and that they do not have a time status reported; and 2) comments pertinent to enrolled students who require a time status to be reported.

The process also calculates the student centric period time status in addition to the existing term time status when the student has a cycle designator in effect for the registration term and CRNs being processed. A new student centric period time status history record is inserted in SFRSTSH if the time status for the student centric period has changed since the last update. If the time status has not changed, no additional record is created. When a student has a manually inserted time status record, no additional time status record is inserted.

Comments for students with statuses that do not have a time status reported:

1. Deceased - Student is deceased
2. Withdrawn - Student has withdrawn
3. Graduated - Student has graduated
4. Leave of Absence - Student is on a leave of absence

Comments for enrolled students who require a time status to be reported:

**1. *MUST be updated manually***

This indicates that the most recent time status history record for the student is a USER-entered override time status. These students should be reviewed to determine if the USER time status code is still appropriate. If any student with a USER time status should be updated, the update could be performed by adding another USER (manual) time status in the Time Status window in SFAREGS, or the existing registration term header record could be updated in SQL\*Plus by authorized personnel. If the registration term header record is updated to allow SYSTEM time status calculations to resume, the existing USER time status history record remains as a historical record, but subsequent changes, if any, to the student's enrollment may result in additional (future) SYSTEM time status records.

**2. *ERROR - Must be resolved***

This message appears when an error is encountered when the process attempts to calculate the student's current time status. The system-required 99 (Error Calculating Time Status) displays as the revised code on the printed output. You must diagnose and resolve the problem. It is likely that a problem exists in the Time Status rules. You should investigate the student's current registration, and compare the student's characteristics and levels of the registered courses against the existing Time Status Rules to determine the problem. After correcting any problems with the Time Status Rules, the SFRTMST process can be run again. If the changes have successfully resolved the problems that caused the 99 codes to display on the report, the 99 codes should now be replaced by other "real" calculated time status codes.

### 3. \*\*

A legend centered at the beginning of the report output indicates that the students will have their time status updated if the process is run in update mode. The number of students in this group may be significantly large if dynamic time status calculations have not been enabled for all or part of the term. When the **Calculate Time Status (Indicator)** on SOATERM has been set to *N* prior to running this process, there will be no value in the column displaying the existing time status on the report output.

If all enrolled students for the term have time status records that are current, and there are no students who are deceased, graduated, withdrawn, or on leave of absence, and if there are no enrolled students with USER (manual) time status records, the output of SFRTMST will print the statement *No Time Status Records to be Updated*.

The process can be used to serve several purposes. First, it can be used to update/insert time status records after certain errors, such as gaps or other types of errors in Time Status Rules, have been corrected. If the process does update/insert time status records, the value of “SFRTMST” will be inserted in the USER field in both the registration term header record and the time status history record. Second, it can be used to verify that students with USER (manual) time statuses are valid. Third, it can be used to detect procedural inconsistencies. An example of a procedural inconsistency would be when a student has a time status that equates to the institution rule where minimum and maximum credit hours are zero (0), and has actually withdrawn from the institution, but displays on the output. This would be an indication that the student's enrollment status had not been changed to a status (SFAESTS for the registration term) where the **Third Party Withdrawal Indicator** was set to *Y* or checked (STVESTS).

#### **Warning**

The timing of the execution of this batch process is critical. ■

Time statuses are calculated and time status history records updated/inserted with an activity date that is equal to the day the process is executed. If, for example, your institution determines time statuses will always be processed in batch, careful consideration must be given to the dates when the batch process should be executed so that the information that is reported to the Clearinghouse is accurate as of the intended reporting dates. It is not possible to calculate time status and insert time status history records as of a point in time in the past, because a complete historical audit of course registration changes is not available in the database. If a report needs to be submitted to the Clearinghouse on September 10, the batch process would need to be executed prior to September 10.

The batch process allows you to control the frequency of the calculation of time status and update/insert of time status history records. Depending on the frequency of execution, some historical changes may not be reflected when reviewing a student's time status history online in SFAREGS. For example, consider the following registration history for a student, and assume that the **Calculate Time Status (Indicator)** on SOATERM has been set to *N* or unchecked:

*Example registration changes:*

September 1	13 credit hours	Full-time status
September 6	8 credit hours	Half-time status
September 15	12 credit hours	Full-time status

*Example batch processing and update of time status history:*

September 2	Full-time status
September 10	Half-time status

If the batch process was run for the first time on September 2nd, this student would have a time status history record indicating full-time status inserted for that date. If the next batch process was run on September 10th, this student would now have a new time status history record inserted, because their current time status is half-time. The batch process provides point-in-time updates to time status history, but would not reflect changes that may have occurred between the distinct points in time of batch updates.

If the date of the first report to the Clearinghouse was September 20, the student would be reported as half-time. This would not be correct, because the student had actually added additional courses on the 15th of September which returned them to full-time status. Because the batch time status update was not run after September 15th, the time status was not updated/inserted properly.

 **Warning**

Time status cannot be calculated for a point in time in the past, because a complete history of all registration changes is not available in the database. The Clearinghouse report depends on timely and accurate information in the time status history table. It is critical that batch time status calculations are planned, so that time status history data is current and accurate for Clearinghouse reporting. ■

## Reporting to the Clearinghouse (SFRNSLC)

Your institution should contact the Clearinghouse directly to arrange for transmission of EDI or EDI.Smart™ extract files. The Clearinghouse can accept files that are sent using FTP, as well as files sent on diskette. The Clearinghouse can be contacted as follows:

National Student Clearinghouse  
13100 Worldgate Drive, Suite 245  
Herndon, VA 22070  
Phone number: (703) 742-7791  
Fax number: (703) 742-7792

## Report Processing Overview

The Clearinghouse Extract Report (SFRNSLC) includes three run mode options:

1. report of missing or invalid data,
2. EDI output, and
3. EDI.Smart output.

Prior to extracting and submitting the extract file to the Clearinghouse, the report should be run in the missing or invalid data mode as many times as needed to detect and then correct certain types of errors, as described in the next section. In addition, if the **Calculate Time Status (Indicator)** on SOATERM has been set to *Y* or checked, the Time Status Calculation Update Process (SFRTMST) should be run to update/insert time history records prior to creating the extract file so that students' time statuses are current. Either the EDI or EDI.Smart output run mode options will produce the extract file of student enrollment information which is submitted to the Clearinghouse.

## Identifying and Correcting Missing or Invalid Data

The report of missing or invalid data detects the following problems with data, which must be fixed by users or authorized technical personnel either online or through updating the database through SQL\*Plus, or other programmatic means.

The following are the error messages that may print on the report, the source of the error, and what is required to fix the error:

- *No Institution FICE code on SHACTRL*

This message indicates that the **Institution FICE Code** field on the Academic History Control Form (SHACTRL) is blank. The correct institution FICE code should be entered online in the form.

- *No SSN Number on SPAPERS*

This message indicates that the **SSN/SIN/TIN (Social Security Number, Social Insurance Number, Tax Identification Number)** field on the General Person Form (SPAPERS) is blank. The social security number is required for all students that are reported to the Clearinghouse. A social security number must be entered in this field, even if it is used as the student's ID number.

- *No Date of Birth on SPAPERS*

This message indicates that the **Birth Date** field on the General Person Form (SPAPERS) is blank. The date of birth is *not* required for all students that are reported to the Clearinghouse, but it is recommended. When a record is submitted with a blank birth date, zeroes are inserted in place of the birthdate.

A DMG segment exists in the records after the IN2 segment with 7 segments, where only the second segment needs to be populated with the date of birth from SPAPERS (SPBPERS\_BIRTH\_DATE).

For example, for Daniel Earp ( ID is @00000976), with birthdate of Feb. 27, 1934, with format CCYYMMDD:

```
ST|190|000000126
BGN|11|000000126|000228|1350|ES
ENR|EB4|UN|||||Y|Y|D8|20000228
DTP|382|RD8|19970901-19971215
DTP|007|D8|19981219
ENT|01|S2|34|
IN2|02|Daniel
IN2|05|Earp
DMG||19340227|||||<-----here
N3|123 Easy Street
N4|Malvern||193554209
ENT|02|M8|DS|999900||||U2|Fall 1997
SE|12|000000126
```

- *No Address on SPAIDEN*

This message indicates that address information could not be found for the address hierarchy that was entered. For example, if 1MA and 2 PR were the address types selected for the report, this message would indicate that neither an MA or PR address type could be found for the student. If it appears that the student does have an address that matches the hierarchy that was entered, the error message is probably caused by the effective date of the address not being valid for the report date. (The effective date of the address needs to be prior to the report date; addresses effective the same date as the report date are not selected.)

Address information is required for all students that are reported to the Clearinghouse. An address with an effective date prior to the report date must be entered that will match the address hierarchy that is used for the report.

- *No Expected Grad Date on SGASTDN*

Students who have been identified as full-time, half-time, or on a leave of absence require the expected graduation date to be reported. This message indicates that the **Expected Graduation Date** on the General Student Form (SGASTDN) is blank. An expected graduation date must be entered in this field. This field is located in the Graduation Data window, which is accessed by selecting Graduation Status from the Options Menu.

 **Note**

The expected graduation date on the general student record will roll to the **(Anticipated) Graduation Date** on the Degrees and Other Formal Awards Form (SHADEGR) during the first grade roll to academic history, (either performed online with the Class Roster Form (SFASLST) or in batch with the Grade Roll to Academic History (SHRROLL)). ■

- *No Graduation Date on SHADEGR*

Students who have been awarded a degree (have a status of graduated) require the (anticipated) graduation date to be reported. This message indicates that the **(Anticipated) Graduation Date** on the Degrees and Other Formal Awards Form (SHADEGR) for a degree with an **Awarded Indicator** of A (from the Degree Status Code Validation Form (STVDEGS)), where the level of the degree matches the level of the current general student record, is blank. An (anticipated) graduation date must be entered in this form.

- *No Time Status on SFAREGS*

Students who are enrolled for the term must have a time status history record that has been created before the reporting date so the time status can be reported. This message indicates that no time status history record exists for the student, because an error described previously in SFAREGS or SFAMREG processing was not resolved, or because an error prevented time status from being calculated in telephone or Web registration, or because the **Calculate Time Status (Indicator)** was not set to Y or checked on SOATERM when registration processing occurred. The Time Status Calculation Update Process (SFRTMST) should be executed to calculate time status and update/insert time status records that are missing. If any errors prevent the batch calculation of time status and/or the update/insert of a time status history record, the specific error will be described on the report output of the SFRTMST. Depending on the error, corrections (such as changes to the Time Status Rules) may be required online.

- *No NSC Equiv for <time status code> on STVTMST*

If this message displays with your institution time status code for 0.00 minimum and 0.00 maximum credit hours, it means that the enrollment status for the student's registration record has a **Third Party Withdrawal Indicator** of N or unchecked on the Student Enrollment Status Validation Code Form (STVESTS). Students who withdraw completely from classes must be updated on SFAREGS with a student status that has the **Third Party Withdrawal Indicator** set to Y or checked on STVESTS. If a student drops all courses (credit hour total would be zero (0) for the term), but the student enrollment status does affect the headcount, the Clearinghouse Extract Report will select the student as enrolled for the term.

- *Time Status Calc Error on SFAREGS*

This messages indicates that either an error exists which prevents the student's time status from being calculated successfully, or the student's time status was not recalculated either online or in batch after appropriate corrections were made following a diagnosis of the cause of the problem. Viewing the time status history record on SFAREGS displays the system-required code of 99 (Error Calculating Time Status) as the most recent time status. The error should be diagnosed and the problem corrected. It is likely that there is a problem with the time status rules. After the problem is corrected, the time status can be recalculated online in SFAREGS or in batch with SFRTMST.



The process should be run in the report of missing or invalid data mode as many times as necessary, and all errors resolved until the message *No invalid or missing data for the <term code> term* prints on the output. When that message displays, it indicates that all the preceding error conditions have been resolved.

The process does *not* check for the following types of conditions or errors:

1. Use of fields for purposes other than that designated for baseline processing.

For example, a different type of number other than social security number is stored in the **SSN/SIN/TIN (Social Security Number, Social Insurance Number, Tax Identification Number)** field on the General Person Form (SPAPERS). Institution-specific use of the leave of absence fields and the student enrollment status fields should be examined for possible problems in reporting to the Clearinghouse (see previous section on Identifying and Correcting Missing Data discussed in the Reporting to the Clearinghouse section).

2. User updates to time status codes and rules during a term.

Changes made to Time Status codes and rules will *not* cause prior existing time status history records to be recalculated and updated. Rules should be tested thoroughly prior to implementing in production to avoid changes after time status history records exist for a term. If rules are modified, the Time Status Batch Calculation process (SFRTMST) could be run to update students' time status records, if applicable, based on changes to the Time Status Rules. This situation should be avoided, because time status cannot be recalculated for a point in time in the past.

## Creating the Extract File for Submitting to the Clearinghouse

After all errors have been resolved, the Clearinghouse Extract Report (SFRNSLC) can be run in either the EDI or EDI.Smart mode to produce the flat file that can be submitted to the Clearinghouse. Only institutions that have licensed EDI.Smart and have contacted the Clearinghouse and made appropriate arrangements for the transmission of an EDI.Smart file should select that run mode.

You can use population selection when creating the extract file, to create the population that is reported based in institutionally defined needs. This also allows you to report time status for students each time the process is run, regardless of the amount of credits they are registered for. The SFRNSLC process will select students in the population selection, and any students that do not have an SFBETRM record will be listed on the output, when the Run Mode parameter is set to *I*.

The report also processes information based on terms that are part of a student centric period. Data comes from the SFASTSR and SFASCPR forms.

The possibility exists, when using population selection, that a student may have multiple time status records, and a change in the status record be reported to the NSC even if the student was never previously reported. In this case, if a student is submitted to the NSC with a change of status, and that student was not previously submitted, the NSC will

continue their current practice of automatically removing the change of status record from the file and will then submit the students' current status when providing the submission to the lending institutions.

*For example:*

On July 1, Student A and Student B both register as full-time students.

On July 15, the institution runs a population selection report for SFRNSLC that includes only Student A, and the report is submitted to the NSC.

On July 30, Student B drops from full-time to half-time status.

On August 1, the institution runs a population selection report for SFRNSLC that includes Student B, and the report is submitted to the NSC.

Student B is reported as having a “drop in status”, because he went from full-time to half-time between the dates of the first and second runs of SFRNSLC, even though he was not transmitted in the first run. The NSC is receiving a status change record for Student B, even though they have no prior status for him. The NSC has always, and will continue to, remove the change of status row for a student who was not previously reported, prior to submitting the data to the lender.

The report uses the **Third Party Withdrawal Indicator** on STVESTS to determine students who have withdrawn. When the **Third Party Withdrawal Indicator** is checked for the student's enrollment status code, the student will be reported as a withdrawn student to the NSLDS or NSC through the SFRNSLC report. When the indicator is unchecked, the SFRNSLC report will not consider the student as withdrawn and will report the last time status for the student that was calculated by the time status rules.

The report uses the **Third Party Report Indicator** on STVLEAV to select the leave of absence codes for the student. When the indicator is checked, the report will only select leave of absence codes from the general student record to report the leaves to third parties.

The Create Summary parameter is used to produce a summary report/overview of the data to be transmitted to the NCS. This summary can be used to easily view student information such as: names, Banner IDs, SSNs, dates of birth, enrollment statuses, term start and end dates, and graduation dates. This file is created in addition to the pipe-delimited files and the missing/invalid data report that are produced by SFRNSLC.

The flat file produced by the SFRNSLC process can be transmitted using an institutionally defined branch code in the Branch Code parameter. Enter the two digit branch number code to be associated with the header record and individual records when transmitted in the file to third party agencies. If left blank, 00 is defaulted in.

- If your institution maintains student records under multiple OE (FICE) numbers or branch codes, you can run a separate report for each OE number or branch code combination. For example, you could run one report for the medical school and one report for all other students.

- If your institution maintains student records under one OE number, but has academic programs with different terms or mandatory attendance periods, you should consult the Clearinghouse as to your reporting expectations. (For example, medical schools often have different attendance periods than undergraduate schools.) You may want to generate separate data for the different academic programs and differentiate between them by using an “alternate” branch code or the official branch code.

The files created by SFRNSLC are handled as follows:

- When SFRNSLC is run through job submission (GJAPCTL), three files are created and stored in the job submission directory:
  - sfrnslc\_oneup#.log
  - sfrnslc\_oneup#.lis
  - sfrnslc\_oneup#.txt
- The sfrnslc\_oneup#.log and sfrnslc\_oneup#.lis files are viewable on the GJIREVO form.
- The sfrnslc\_oneup#.txt file can be found in the job submission directory.

When the Run Mode parameter is set to 1 (Report of Missing/Invalid Data), no output is created for the pipe-delimited data file (.txt). Only the error report (.lis) is created with a control page and a .log file.

When the Run Mode parameter is set to 2 (EDI TS190) or 3 (EDI.Smart TS190), and the Create Summary Report parameter is set to Y, (create a summary report for Run Modes 2 (EDI TS190) and 3 (EDI.Smart TS190)), the summary report is created (.lis) with a control page. The pipe-delimited file is created (.txt), and a .log file is created.

When the Run Mode parameter is set to 2 (EDI TS190) or 3 (EDI.Smart TS190), and the Create Summary Report parameter is set to N, (do not create a summary report for Run Modes 2 (EDI TS190) and 3 (EDI.Smart TS190)), the summary report is created (.lis) with the message: *Summary Report Not Requested*, and a control page is printed. The pipe-delimited file is created (.txt), and a .log file is created.

### Initial Reporting Versus Subsequent Reporting for the Same Term

The Clearinghouse Extract Report inserts a row in the SFRTCTL control table each time run mode 2 (EDI) or run mode 3 (EDI.Smart) is selected. The first report for the term is identified by the process by determining that the combination of term code and report flag from the process parameters entered does not currently exist in the control table. As part of the processing, the row is inserted with the term code, report date, report flag, and activity date.

A subsequent report for the same term is identified by determining that the combination of term code and report flag from the process parameters entered does exist in the control table. If more than one row exists, the most recent row historically is used in the process

to find the report date of the previous run, which is then used to determine if changes have occurred in student enrollment since the previous report.

## Using Multiple Branch and FICE Codes

The SFRNSLC report and the SFRTCTL table process Branch and FICE codes. This allows institutions to run SFRNSLC for multiple branch campuses and ensures appropriate time status results.

Four optional scripts are delivered for use by institutions that have already run SFRNSLC for multiple Branch codes. These scripts allow institutions to alter the control file for terms that are still being submitted by creating control records for all Branch and FICE codes that were previously submitted for these terms.

### ***National Student Loan Clearinghouse Data Extract Process Control Table (SFRTCTL)***

The SFRTCTL\_BRANCH\_CDE (Branch code) and SFRTCTL\_INST\_FICE (Institution FICE code) columns on SFRTCTL are used with the Term Code and Report Flag parameters in SFRNSLC, when the process searches the control table for the record from the previous submission.

The SFRTCTL\_BRANCH\_CDE column defaults to 00. The SFRTCTL\_INST\_FICE column defaults from the value that exists on SHACTRL. If no **Institutional FICE Code** value exists on SHACTRL, it will default to 000000.

### ***Using the Institution FICE Code On SHACTRL***

It is strongly recommended that the **Institution FICE Code** value be entered on SHACTRL before the Release 8.2 upgrade scripts are run. For institutions that run SFRNSLC for multiple FICE codes, this would be the FICE code that was last processed for SFRNSLC. If no **Institution FICE Code** value exists on SHACTRL, and the column in the SFRTCTL table is defaulted to 000000, an optional update script (susfrtctl.sql, which is described below) can be used to set the column to the appropriate value.

Institutions that do not run SFRNSLC for multiple branches or multiple FICE codes can ignore the optional scripts. The only exception is, if the **Institution FICE Code** field on SHACTRL is *Null* when the upgrade is performed, the optional update script must be run to set the Institutional FICE Code in the SFRTCTL table to the correct value.

### ***Using the FICE Code Parameter on SFRNSLC***

The FICE Code parameter on SFRNSLC is optional and supports institutions that use different FICE codes for different branch campuses. Enter the FICE code to be reported. If no code is entered, the **Institution FICE Code** value from SHACTRL will be used. If no code exists on SHACTRL, 000000 will default.

The FICE code must exist on SHACTRL, or it must be entered in the FICE Code parameter when the Run Mode parameter is set to 2 (EDI TS190 output) or 3 (EDI.Smart

TS190 output). Submittal .txt files are no longer produced with the FICE code set to 000000. If no FICE code is provided for Run Modes 2 or 3, the value will default to 000000, and the process will terminate with an error.

### **Using the Optional Scripts**

Four optional scripts are delivered that allow users to view, update, insert, and delete records from the SFRTCTL table, after the new columns have been added by the upgrade to Release 8.2.

These scripts only need to be run after the upgrade to Release 8.2. They will not be used on a continuing basis. Those institutions that have already run the SFRNSLC process for multiple Branch or FICE codes in terms that are still active will use these scripts to bring the control table up to date, so that records exist for all the Branch and FICE codes that have already been submitted. After that, SFRNSLC will insert the control records for the correct Branch and FICE codes, whenever the process is run in modes 2 or 3.

Institutions that do not run SFRNSLC for multiple Branch codes or multiple FICE codes do not need to run any of the optional scripts, unless the **Institution FICE Code** value on SHACTRL was *Null* at the time of the upgrade.

No wildcard values (%) may be entered for these scripts. A specific value must be entered for each prompt that is displayed. When a date and/or time is requested, enter the date and time in the format presented, with a single space separating the date and time components.

No commits are performed by the scripts. After running the update, insert, or delete script, you can review the changes by re-running the report script (`srsfrtctl.sql`), to see the effect of the update, insert, or delete process. At that point, you can decide whether you want to save the changes or roll them back.

#### *Report Script - srsfrtctl.sql*

The `srsfrtctl.sql` script is run for the Term and will display SFRTCTL records that exist for the entered term. The `sfrtctl.lis` file is produced, so you can review the output.

#### **Note**

If the report script is run multiple times, the output file will be overwritten each time. If you want to preserve any particular output from the report script, rename the existing `sfrtctl.lis` file before re-running the script. ■

#### *Update script - susfrtctl.sql*

The `susfrtctl.sql` script can be run to update the Branch code and FICE code to the appropriate values on existing SFRTCTL records. (For example, if the institution last submitted a report for the Branch code of 03, they can use this script to update the Branch code on the existing record to 03). Prompts are explanatory as the script is executed.

### *Insert script - sisfrctl.sql*

The `sisfrctl.sql` script can be run to insert records for other Branch codes and FICE codes that were previously run for the term. If an institution last ran SFRNSLC for the Branch code of *03*, they can now insert SFRTCTL records that reflect their previous submissions of Branch codes *01* and *02*.

### *Delete script - sdsfrctl.sql*

The `sdsfrctl.sql` script can be run to delete records from the SFRTCTL table, should there be a need to do so. It contains prompts for Term, Report Date/Time, Standard Indicator, Branch Code, and FICE Code. Only the records that match all entered values will be deleted.

## **Processing Recommendations for Creating the Extract Files**

Time delays should be avoided between obtaining the message of *No invalid or missing data for the <term code> term* when running the Clearinghouse Extract Report in the report of missing or invalid data mode and producing the extract file to send to the Clearinghouse.

Data entry changes even in a short period of time could result in errors being introduced before the data is extracted. Optimally, the processing should be run during off hours to minimize possible additions or updates to data which could introduce new errors.

Subsequent reports to the Clearinghouse for the same term rely on comparing the students' statuses from the previous report to determine any changes in enrollment and reporting of status start dates, if required. A control table is used to store the term, report date, report flag, and activity date each time the EDI or EDI.Smart TS190 output is created by the Clearinghouse Extract Report. For consistency, the user responsible for processing the extract file that is submitted to the Clearinghouse must use the same parameter values for each submission during the same term. It is recommended that the Job Parameter Set Default feature in job submission, which allows a user ID to store more than one set of parameter defaults for the same job, be used to save the parameters that are used each time to process the Clearinghouse Extract file. With this information available online, you can recall the previous set of parameters submitted, update them by changing only the report date, and then save the change to a new job parameter set name.

If an error occurred and was detected in the process of creating the extract file, and the file needed to be created again (either problems with data or incorrect parameters, entered, etc.), it is necessary for authorized personnel to delete the appropriate row or rows from this table in SQL\*Plus. This *must* be done, because subsequent reports for the same combination of term and report flag compare the control table report date from the previous processing date to the time status history table to determine if changes in student enrollment status have occurred.

## Job Stream Processing Alternatives and Recommendations

There are three basic alternatives to job stream processing for reporting to the Clearinghouse. The processing flow is dictated by when, and if, the **Calculate Time Status (Indicator)** on the Term Control Form (SOATERM) is set to *Y*. The options, on a term-by-term basis, for this indicator are:

1. always set to *Y* or checked,
2. always set to *N* or unchecked, or
3. sometimes set to *Y* (checked) and sometimes set to *N* (unchecked).

If processing demands are heavy during peak periods of registration activity, it may be advisable to set the **Calculate Time Status (Indicator)** to *N* or unchecked. If the indicator is set to *N* or unchecked, you should determine, in conjunction with technical personnel, when the Time Status Calculation Update Process (SFRTMST) should be executed. It may be desirable to run this process nightly, possibly in conjunction with registration fee assessment. If it is important to your institution to track all enrollment status changes and the precise dates on which they occur for institutional reporting purposes, it is advisable to run this process daily if the SOATERM indicator is set to *N* or unchecked.

If the **Calculate Time Status (Indicator)** on SOATERM is set to *N* or unchecked during any period of activity that affects registration (online in SFAREGS, SFAMREG, telephone registration, and Web registration), it will be critical to run the Time Status Calculation Batch Process (SFRTMST) *at a minimum of the day before* it is necessary to submit an extract file to the Clearinghouse. It would be advisable to run the batch process to double check for errors that may not have been resolved, even if the indicator had been set to *Y* (checked) and not changed to *N* (unchecked) at any time during processing.

## Additional Information About Clearinghouse Reporting

As the Clearinghouse Extract Report only selects currently registered students, the termination date for previously enrolled students who do not return in a subsequent term reported is handled as follows:

The Clearinghouse maintains the complete history of data that is reported from your institution. Their programs compare current reports with previous reports, and their processing determines that a student has terminated their enrollment if they are not included in the next term reported by your institution. The Clearinghouse will report the termination date as the end date of the previous term. The term start and end dates are data elements that are reported as part of the extract processing.

Students who are enrolled in special programs are considered to be full-time students, and should be reported to the Clearinghouse, but are not registered in any courses, should *not* be enrolled in "dummy" courses for the purpose of reporting to the Clearinghouse. This should be handled as follows:

There are two options, given the current design of Clearinghouse processing.

- First, a registration term header record can be created without actually registering the students in courses (Save in SFAREGS without adding courses). Once this registration term header record exists, a manual (USER) time status record can be entered by accessing the Time Status History window from the Key Information of SFAREGS. Maintaining the information becomes a manual process. Be aware, however, that adding a registration term header record can have many processing consequences in the Banner Student System, including adding to the headcount, causing registration fee assessment to occur if there are “generic” registration fee assessment rules built, affecting IPEDS reporting, etc.
- The second option is to manually edit the extract file.

The process performs an additional check to ensure that the ZIP code length transmitted in the extract file does not exceed the nine positions permitted by the NSC. If a ZIP code longer than nine positions is found, the following message will be printed when the process is run selecting the Report of Missing/Invalid Data run mode option: *Zipcode length exceeds 9 characters*

If this error is found on the report, you should review the ZIP/Postal code for the address record that would have been processed, based on the address hierarchy parameter values. Please note that hyphens (-) are excluded by the process so that a ZIP/Postal code of 12345-1111 will be reported in the extract file correctly as 123451111. Also, any blank spaces that may exist at either the beginning or end of the data are also excluded. Blank spaces contained within the ZIP/Postal code, however, are not automatically removed, because the syntax requirements for the ZIP/Postal code in some cases correctly includes blank spaces (for example, Canada).

## Foreign Addresses

In the N4 segment of the Transaction Set 190 for SFRNSLC, the reference designator N402, data element 156, accommodates foreign addresses. If the student’s selected address does not have a state code, the state code in this data element needs to be populated with a value equal to *FO*. If the value of *FO* is in the State field, then the country code as defined on the SPRADDR record, in reference designator N404, data element 26, needs to be updated with the EDI equivalent country code found in STVNATN\_EDI\_EQUIV.

## Reporting Graduates and Summer Term Enrollment

### Reporting Spring Graduates

The Clearinghouse would like to receive a separate, graduates-only report and will accept a report that includes graduates as well as other students enrolled in the term of graduation. The Clearinghouse has also specified that they prefer the Academic Term data element be in the Header Record of the file reference Spring Graduates, but this is not an



absolute requirement. The SFRNSLC process will print the Term Code Validation Form (STVTERM) description in the Academic Term data element, and this is acceptable.

The most critical part of processing your Clearinghouse file to report Spring Graduates is having the correct response to the SFRNSLC process Report Flag parameter. The Clearinghouse has requested that this report be submitted as a non-standard report. To create a non-standard report for the purpose of identifying Spring Graduates, the response to the Report Flag parameter must be *N*. This identifies that the report is for non-standard term data, and places the proper value in report flag position of the file. For normal term processing, the Report Flag parameter must be set to *Y*.

It is critical that a non-standard report of Spring Graduates be completed and submitted to the Clearinghouse prior to any scheduled file submittal for the next regular term. If your Spring Graduates report is delayed beyond the first submittal for the next regular term (fall, not summer), students who graduated will be assumed by the Clearinghouse to have withdrawn from the institution, because they no longer appear in the file. The Clearinghouse will report these individuals to lenders and guarantors as withdrawn, with the effective date being the last day of the previous term. One consequence is the possibility of having already passed the grace period, leaving little time for lenders to notify the students of repayment obligations and deadlines. This usually is a problem with Fall Graduates, rather than Spring Graduates, because of the limited time between the end of the fall term and the beginning of the winter or spring academic term.

Please be aware that the graduation date that is reported should reasonably reflect the date that the student terminated with the institution. The SFRNSLC process reports the **(Anticipated) Graduation Date** on the Degrees and Other Formal Awards Form (SHADEGR) as the graduation date. This may be an issue if the ceremonial graduation date is recorded in this date, and the actual ceremony is several weeks or months beyond the final day of the semester. Please review your current policy for recording this date, to determine if your procedures are in compliance with this requirement.

## Reporting Summer Enrollment

The Clearinghouse would prefer to receive a report only for summer term students who are enrolled full-time or half-time, but they will accept a submission where other students cannot be excluded. Please be aware that the SFRNSLC process will include all enrolled students for your summer term(s).

As with the Spring Graduates file, the Clearinghouse would like to have the Academic Term data element in the Header Record of the file reference Summer Term. Again, this is not an absolute requirement, and the description for your summer term(s) from the Term Code Validation Form (STVTERM) prints in this data element and is acceptable.

Your Time Status Rules Form (SFATMST) may need to be updated to reflect the correct values for calculating the different enrollment classifications (full-time, half-time, less than half-time) for summer enrollment. Because Banner time status rules are effective-term driven, it may be necessary to add a rule for your summer term(s), and then add

another rule for the upcoming fall term, so that enrollment classifications are calculated correctly.

As with the Spring Graduates report, it is critical that your summer enrollment reports to the Clearinghouse are specified as non-standard reports. To identify the summer report as non-standard, you must set the Report Flag parameter to *N*.

## FERPA and Clearinghouse

The National Student Clearinghouse uses a Data Block Indicator in the Clearing House Extract Report (SFRNSLC) so that schools who participate in the Clearinghouse will remain compliant with The Family Educational Rights and Privacy Act - FERPA. The only items that the block relates to are the name of and dates for the student.

The output of the ENR10 segment record is affected by the Data Block Indicator. The value of the record can be *Y* (Yes, the student requests their name and date information be confidential), or *N* (No, the student does not request their name and date information be confidential).

The **Confidential (Indicator)** on the General Person Form (SPAPERS) must also be set correctly.

- The ENR10 element will be set to *Y* when the **Confidential (Indicator)** on SPAPERS is checked (SPBPERS\_CONFID\_IND = Y).
- The ENR10 element will be set to *N* when the **Confidential (Indicator)** on SPAPERS is unchecked (SPBPERS\_CONFID\_IND = N).

*For example:*

```
ST|190|000000001
BGN|11|000000001|981214|1232|ES
ENR|EB6|UN|D8|20000513|N|Y|D8|19981214
      ^-here the ENR10 element = N
DTP|382|RD8|19970901-19971215
ENT|01|S2|34|5 2443935
IN2|02|Michael
IN2|05|Gates
N3|1640 Yates Avenue
N4|Bronx|NY|10461
ENT|02|M8|DS|999900|U2|Fall 1997
SE|11|000000001
```

## Deletion of Time Status Records

The following processes may be used to delete time status history records.

- The Registered, Not Paid Process (SFRRNOP) can be used to delete any time status history records that may exist for the processing term.

- The Registration Purge (SFPREGS) can also be used to optionally delete any time status history records that may exist for the processing term.

## Troubleshooting - Error Messages

### SFAREGS Error Messages and Resolutions

- *\*ERROR\* Registration MUST exist for term before updating time status history*

This message indicates that the ID for the term in the Key Information is not registered for the term. Time status records cannot be calculated and then viewed and/or updated until registration exists (at a minimum the registration term header record must exist).

- *\*WARNING\* Time status information MUST be updated manually*

This message indicates that a USER (manual) time status currently exists for the ID for the term in the Key Information. This message is not a fatal error. It is an alert to the user that changes in registration will not automatically override a USER (manual) update to time status.

- *\*WARNING\* Unable to calculate time status. Check rules on SFATMST*

This message indicates that a problem was encountered in attempting to calculate a time status for the ID and term in the Key Information. A problem may exist in the construction of the Time Status Rules (SFATMST). Check to make sure there are no gaps in the rules, and that a rule exists for 0.00 minimum and 0.00 maximum credit hours. This message is not a fatal error, but the problem should be investigated and resolved.

- *\*WARNING\* Unable to update SFBETRM*

This message indicates an Oracle grants problem. Contact the DBA for assistance.

- *\*WARNING\* Unable to insert into SFRTHST*

This message indicates an Oracle grants problem. Contact the DBA for assistance.

### SFAMREG Error Messages and Resolutions

- *\*WARNING\* Unable to calculate time status for ID <ID number>. Check rules on SFATMST*

This message indicates that a problem was encountered in attempting to calculate a time status for the student associated with the message in the Results window. A problem may exist in the construction of the Time Status Rules (SFATMST). Check to make sure there are no gaps in the rules, and that a rule exists for 0.00 minimum and 0.00 maximum credit hours. This message is not a fatal error, but the problem should be investigated and resolved.

- *\*WARNING\* Time status for ID <ID number> MUST be updated manually*

This message indicates that a USER (manual) time status currently exists for the ID number displayed in the error message. This message is not a fatal error. It alerts

you that changes in registration will not automatically override a USER (manual) update to time status.

- *\*WARNING\* Unable to update SFBETRM*

This message indicates an Oracle grants problem. Contact the DBA for assistance.

- *\*WARNING\* Unable to insert into SFRTHST*

This message indicates an Oracle grants problem. Contact the DBA for assistance.

## Other Errors and Problems

- No time status displays in the Time Status History window in SFAREGS after registering a student.

The **Calculate Time Status (Indicator)** on SOATERM must be set to *Y* (checked), or if it is set to *N* (unchecked), the Time Status Calculation Update Process (SFRTMST) needs to be run.

- The time status that was calculated seems to be incorrect.

The time status calculation is based on the rules that have been established on the Time Status Rules Form (SFATMST). Those rules should be examined closely. First, determine that there are no gaps in the rules and that a rule exists for 0.00 minimum and 0.00 maximum credit hours for all applicable student levels. Depending on the complexity of the rules, check carefully for the rule that matches all of the characteristics of the student in question -- are there rules for student campus, college, degree, major, etc. Remember that if one of the elements in a rule is blank, it is treated like a wildcard, and all students will match that element, regardless of the value.

For example, if there are two rules for the main campus, and one of those rules is specific to engineering majors, all other majors will be considered by the rule that does not specify engineering majors. Also, examine the course levels included in the rule that you expect the student to meet, and the actual level of the courses on SFAREGS.

- A SYSTEM ("S") calculated time status record was added after a USER ("U") time status record already existed. USER records are not supposed to be treated as overrides, and prevent SYSTEM calculations from adding additional time status history records.

This happened because SYSTEM calculations can be forced to resume if needed for a particular student term if a USER time status history record exists. Either the update to the registration term header record was made by authorized personnel in SQL\*Plus, or the complete time status history record (SFRTHST) was added in SQL\*Plus.

# National Student Loan Data System (NSLDS) Student Status Confirmation Report (SSCR) Roster File Procedures

## Overview of Processing for NSLDS SSCR Reporting

This report is provided for direct lending institutions to process and update, as appropriate, data received for Title IV aid recipients on the Student Status Confirmation Report (SSCR) from the National Student Loan Data System (NSLDS). Any questions about the SSCR process should be directed to the NSLDS Customer Service Center at 1-800-999-8219.

The following sections outline the processing requirements and procedures for processing the SSCR file and creating the updated School Submittal file, and processing the Error Notification File.

### **Note**

Use of these processes requires that both the Banner Financial Aid System and the Banner Student System are installed and are in production to supply the data necessary to comply with federal regulations.

Enrollment status information is dependent on information calculated and stored in the Banner Student System as a result of the reports used for National Student Clearinghouse (NSC) Reporting.

Selection of new Title IV aid recipients is dependent on accepted awards with a Federal Fund ID of “STFD” for the Aid Years identified by the institution. This information is stored in the Banner Financial Aid System. ■

NSLDS places each institution's SSCR File on the Title IV WAN. Your institution must review, update, and return the file within 30 days of receipt. Once your institution has transferred the Roster File from the Title IV WAN to their Banner system, the SFRSSCR process will read that file, match records in the file to Banner, perform updates as appropriate, and write out the updated School Submission flat file which is then submitted to NSLDS. Any issues directly related to obtaining and accessing the SSCR File, and returning the updated file should be reported directly to the Customer Service Center at NSLDS.

## Sources of Data for SSCR Roster File Update

The validity of the updates to student enrollment information depends on the use of the Banner functionality to perform time status calculations (based on student enrollment) for the purpose of reporting to the National Student Clearinghouse (NSC). Please refer to the “Registration Procedures” section of the “Registration” chapter for overall data requirements, term specific data requirements, and a detailed description of how a

student's status (enrollment status, or other status such as deceased, on an approved leave of absence, etc.) is calculated and reported.

 **Note**

The same logic from the Clearinghouse Extract Report (SFRNSLC) is used to determine each student's enrollment status when processing the SSCR Roster File. For efficiency, time status information is retrieved from the registration term header record, rather than from the time status history table, because the most current time status is always reported to NSLDS. The actual values reported and used to update the file, however, are different from the values reported in the SFRNSLC program. In the SFRNSLC process, each enrollment status is translated to the equivalent EDI TS 190 required code for that status. This translation does not occur in the SFRSSCR process.

The following list summarizes both the SSCR and EDI TS 190 codes that are reported with a brief description, to assist users familiar with the SFRNSLC process: ■

<b>Description</b>	<b>NSLDS Code</b>	<b>EDI TS 190 Code</b>
Approved Leave of Absence	A	EB9
Deceased	D	EB1
Full-time	F	EB6
Graduated	G	EB4
Half-time or more, but less than Full-time	H	EB7
Less than Half-time	L	EB8
Withdrawn	W	EB3
Never attended *	X	N/A
No record found **	Z	N/A

 **Note**

\* A status of "Never attended" indicates that an individual on whose behalf a loan was certified or awarded, who was admitted, and may have enrolled (registered), never attended classes at the institution (institution has a record of the person, but no record that they actually attended classes). This status is not used when reporting to the NSC. Although the Class Attendance Roster Form (SFAALST) includes an informational field for entering the total hours that a student attended the class, this does not serve the purpose of identifying registration without attendance.

For SSCR file processing, an individual is reported with a status code of X if they exist in Banner (a match is found), but no registration term header

record exists for the term associated with the SSCR file. It is assumed that if a student pre-registered for a term, but never attended, either one of two actions would be taken procedurally. One action would be to run the Registered, Not Paid Process (SFRNNOP), which would result in the registration records being deleted. The other action would be to update the student enrollment status on the registration record to a code that would indicate that the student was not actively enrolled. The enrollment status code should have the **Third Party Withdrawal Indicator** set to *Y* on STVESTS. In the first situation, the student is reported as Never Attended (*X*), whereas in the second situation the student is reported as Withdrawn (*W*). ■

 **Note**

\*\* A status of “No record found” is reported when no matching person record is found in Banner. ■

## Process Flow for SSCR File Processing

Complete the following procedural steps in the sequence outlined to ensure that up-to-date, valid, and complete data is available for processing the SSCR File. These steps should be verified and/or completed just prior to each scheduled SSCR update.

### Initial receipt of SSCR Roster File

#### *Financial Aid Office*

Verify that data entry for Title IV Awards is current for the Aid Year(s).

#### *Registrar's/Enrollment Office*

1. Verify that registration add/drops are current.
2. Run the Time Status Calculation Update Process (SFRTMST) in Audit mode.
  - 2.1. Review output for messages.
  - 2.2. Review data and complete updates as required to resolve missing or invalid data issues; re-run in Audit mode until all data issues are resolved.
3. Run SFRTMST in Update mode.
  - 3.1. Review output for messages - confirm that no new errors have been introduced between Audit and Update mode runs.

If new errors exist, return to Audit mode and repeat process.

4. Run SFRSSCR for Roster File in Audit mode.
  - 4.1. Review output for messages.
  - 4.2. Review data and complete updates as required to resolve missing or invalid data issues; re-run in Audit mode until all data issues are resolved.
5. Run SFRSSCR for Roster File in Create flat file mode to produce Submittal File.
  - 5.1. Review output for messages - confirm that no new errors have been introduced between Audit and Create flat file mode runs.

If new errors exist, return to Audit mode and repeat process.

### Subsequent receipt of Error Notification File

#### *Registrar's/Enrollment Office*

1. Run SFRSSCR for Error Notification File in Error listing mode.
  - 1.1. Review output for messages indicating success or errors in previously submitted file.
  - 1.2. No Errors exist - no further action required.

- or -
  - 1.3. Errors exist
    - Review data and complete updates as required to resolve NSLDS errors reported in Error listing mode output.
    - Run SFRSSCR for Error Notification File in Audit mode.
    - Review output for messages.
    - Review data and complete updates as required to resolve missing or invalid data issues; re-run in Audit mode until all data issues are resolved.
    - Run SFRSSCR for Error Notification File in Create flat file mode to produce Error Correction File.
    - Review output for messages - confirm that no new errors have been introduced between Audit and Create flat file mode runs. If new errors exist, return to Audit mode and repeat process.

#### **Note**

If an Error Correction File is submitted, NSLDS will return an Error Notification File in response to the Error Correction File. The new Error Notification File must also be processed using the same steps described above. The cycle of Error Notification and Error Correction Files will continue until NSLDS reports that no errors found. ■



## NSLDS SSCR Roster File Update Process (SFRSSCR)

Initially, your institution will upload the SSCR Roster File from NSLDS. That file is to be updated appropriately, and returned to NSLDS as the SSCR School Submittal File. NSLDS analyzes the returned Submittal File, and subsequently returns an SSCR Error Notification File to your institution. The Error Notification File may indicate that all records in the Submittal File were accepted and processed without errors, or it may indicate that errors were encountered in the processing of the Submittal File. If errors were found, the records in error are returned in the Error Notification File, along with specific error codes that identify the problem(s) found. Those errors must be investigated, and an Error Notification Correction File must be returned to NSLDS with changes to resolve the errors that were reported. The SFRSSCR process is designed to accommodate the processing of both the Roster File and the Error Notification File.

The SFRSSCR process allows new students with loans to be selected based on the level, campus, or college associated with the current general student record. Multiple values may be entered for each parameter, or % may be designated for all values. Level, campus, and college values entered as parameter selections are compared only to the student's primary curriculum information. This allows institutions with different schools to identify the appropriate groups of students with new loans if they receive multiple files from NSLDS to process.

Because of great variance in the data supplied by the various lenders and guarantee agencies to NSLDS, the process allows the option to Match on ID/SSN only, rather than on ID/SSN and Last Name. For processing, it is recommended that the Roster File should initially be processed in Audit mode matching on both ID/SSN and Last Name (the default). Depending on the consistency and/or integrity of the data in the SSCR File, it may be desirable to process the Roster File again in Audit mode, but selecting the Match on ID/SSN only option. The two outputs should be compared to determine which option is best for evaluating matched records. If the Match on ID/SSN only option is selected, you should be aware that the possibility could exist that an incorrect SSN in the Roster File could become associated with the wrong person in Banner.

This process uses the **Third Party Withdrawal Indicator** on STVESTS to report students as withdrawn to the NSLDS. When the indicator is not checked, the process will not consider the student as withdrawn and will report the last time status for the student that was calculated by the time status rules.

The process also uses the **Third Party Report Indicator** on STVLEAV to select leave of absence codes for the student. The process will only select leave of absence codes from the general student record to be reported as valid leaves when the indicator is checked.

### Roster File Processing

The Roster File can be processed in either Audit mode or Create Flat File mode. In Audit mode, any records that cannot be identified as a match to an existing Banner record will be reported, and any missing and/or invalid data that would be required for creating the updated flat file will be reported. The Audit mode report should be reviewed, and

corrections and/or adjustments should be made to resolve all data problems. Audit mode can be executed as many times as needed to identify and resolve errors.

 **Note**

If the Create Flat File mode is selected, the potential exists for missing or invalid data to be written to the Submittal File, depending on the amount of time that has elapsed since processing in Audit mode. The report information from Create Flat File processing should also be reviewed for errors. The process can be run in Create Flat File mode multiple times because no database updates in Banner occur. Running the process again in Create Flat File mode creates a new version of the Submittal File. ■

## Resolving Data Errors in the Roster File

The Audit mode report for the Roster File will detect problems with data, which must be fixed by authorized users. The following are the error messages that may print on the report, the source of the error, and what is required to fix the problem:

- *No Address on SPAIDEN*

This message indicates that address information could not be found for the address hierarchy that was entered. For example, if 1MA and 2PR were the address types selected for the report, this message would indicate that neither an MA or PR address type could be found for the student. If it appears that the student does have an address that matches the hierarchy that was entered, the error message is probably caused by the effective date of the address not being valid as of the date of processing. Address information is required for all students that are reported to NSLDS. An address with an effective date prior to the processing date must be entered that will match the address hierarchy that is used for the process. Please note that this processing occurs only for records that have no address in the file.

 **Note**

As of March 1, 1999, the NSLDS no longer requires address information in SSCR files. The NSLDS will obtain this information from other sources. Institutions will not be sent error messages if this information is provided. ■

- *No Expected Grad Date on SGASTDN*

Students who have been identified as full-time, half-time, or on a leave of absence require the expected graduation date to be reported. This message indicates that the **Expected Graduation Date** field on the General Student Form (SGASTDN) is blank. An expected graduation date must be entered. (**Note:** The expected graduation date on the general student record will roll to the **(Anticipated) Graduation Date** on the Degrees and Other Formal Award Form (SHADEGR) during the first grade roll to academic history (either performed online with the Class Roster Form (SFASLST) or in batch with the Grade Roll to Academic History (SHRROLL).

- *SSN must be entered on SPAPERS*

This message will occur only when new students with loans are added to the file and indicates that the **SSN/SIN/TIN** field on the General Person Form (SPAPERS)

is blank. The social security number is required for all new students added to the file, and must be entered.

- *No Deceased Date on SPAPERS*

This message will occur only when a student is identified as deceased and the **Deceased Date** field on the General Person Form (SPAPERS) is blank. This date, if available, is reported as the status effective date for a deceased student; otherwise the date is reported as "00000000".

- *Time Status on SFAREGS is missing or invalid*

Students who are enrolled in classes for the term must have a time status record that has been created before the reporting date, so the time status can be reported. This message indicates that either no time status record exists for the student because online or batch calculation of a time status has not occurred previously for the report term, or an error was encountered when the time status was calculated previously. To resolve this problem, run the batch Time Status Calculation Update Process (SFRTMST) in Audit mode to review more detailed messages about the errors. After resolving any problems that may exist with time status rules, etc., SFRTMST may be run in Update mode to calculate and store time status records, or the time status can be re-calculated and stored online on the Student Course Registration Form (SFAREGS).

- *Expected Grad Date on SGASTDN precedes current date*

This message indicates that the **Expected Graduation Date** on the General Student Form (SGASTDN) is a past date, rather than a future date. If this message occurs, the date in this field should be reviewed and updated as appropriate to a future date.

- *SGASTDN grad date precedes term end*

This message indicates that the **Expected Graduation Date** on the General Student Form (SGASTDN) is not greater than or equal to the end of the processing term. If this message occurs, the date in this field should be reviewed and updated as appropriate to a future date.

- *No Graduation Term on SHADEGR*

Students who have been awarded a degree during the current term (have a status of graduated) require the date of completion of course requirements to be reported. The most recent part of term end date for graded courses for the term is reported for the completion date. If no graded courses exist for the term, the **(Anticipated) Graduation Date** on the Degrees and Other Formal Awards Form (SHADEGR) is reported as the completion date. This date must be entered on this form.

## Matching Students in the SSCR File to Banner Records

Each student record in the SSCR Roster File includes a social security number and last name. These elements are used as the basis for searching for a matching record within Banner. The SFRSSCR process examines the social security number data element in the General Person Form (SPAPERS), as well as all IDs in the General Person Identification

Form (SPAIDEN), both current and previous, to determine a match to the SSN reported in the Roster File. The process also examines all last names, previous and current, to determine a last name match. If a match for any SSN/last name combination cannot be found, a record is written to the control report with the information from the SSCR file - SSN, Last Name, First Name, Middle Name, Date of Birth, Street Address 1, City, State, County, and ZIP/Postal Code.

If in fact the student in the Roster File is unknown to your institution, the SFRSSCR process will report that individual as a status of "Z", indicating no record exists at your institution for that person, without any further user intervention. If, however, you can identify an individual at your institution who should "match" the Roster File record, but was not matched because the SSN and last name reported in the Roster File did not match an existing combination of ID/SSN and any current or previous last name in Banner, it is necessary to add either an Identification record (SPAIDEN) and/or a social security number in Banner to "force" a match so that the individual can be associated with the Roster File record and then be processed, updated, and reported properly.

If the Roster File last name is different from any existing Banner last name, a name change record can be added using SPAIDEN. If the Roster File SSN is different from any existing Banner ID or the SSN on SPAPERS, an ID change record can be added using SPAIDEN, or the SSN can be entered, if this is preferable and appropriate. Please note that the SFRSSCR process will not under any circumstances update SSNs that are transmitted by NSLDS. The SSN reported on the SSCR file will always be the SSN that is returned in the Submittal File and the Error Correction File.

If a match is found on SSN/Last Name combination, the record is updated with the appropriate enrollment status code and effective date for that status, if needed. If any of the name fields (**Last Name**, **First Name**, or **Middle Name**) do not match the corresponding current name fields, then all of the fields provided for reporting a name change in the SSCR file (these fields are referred to as New Student's Last Name, New Student's First Name, and New Student's Middle Name) are updated with the data in the current name record as null. Please note that if a middle name is reported in the Roster file, but no middle name exists in Banner, the middle name is not updated to blank (null) in the returned Submittal File.

### Source of Effective Dates for Statuses

For each student enrollment status, an effective date for that status is reported. The following lists the source of data for each enrollment status reported:

Enrollment Status	Source of Data - Form	Source of Data - Field
Approved Leave of Absence	SGASTDN	<b>Leave of Absence From Date</b>
Deceased	SPAPERS	<b>Deceased Date</b> , if available; otherwise reported as "00000000"
Full-time	SFAREGS	Most recent ( <b>Time Status</b> ) <b>Date</b>

<b>Enrollment Status</b>	<b>Source of Data - Form</b>	<b>Source of Data - Field</b>
Graduated	SSASECT	Most recent <b>Part of Term (End Date)</b> for graded courses for the term
Half-time or more, but less than Full-time	SFAREGS	Most recent <b>(Time Status) Date</b>
Less than Half-time	SFAREGS	Most recent <b>(Time Status) Date</b>
Withdrawn	SFAREGS	(Enrollment) Status Date
Never attended *	N/A	<b>Certification Date **</b>
No record found *	N/A	<b>Certification Date **</b>

\* See explanation under Sources of Data for SSCR Roster File Update.

\*\* Certification Date is the date/time the Roster File is processed and updated to create the Submittal File.

### **Updating Existing Records With New/Changed Information**

Fields exist to report changes in date of birth and address information. The SFRSSCR process compares the birth date supplied in the Roster File to the birth date on the General Person Form (SPAPERS). If no birth date is reported in the Roster File, or if the birth date is different from the birth date in Banner, the Banner birth date is written to the Submittal File. Address information, if supplied in the Roster File, is not compared to Banner address information, and no updates will be proposed for address information in the Submittal File.

Date of Anticipated Completion is reported in the SSCR file, if applicable. The Banner process will compare the reported anticipated completion date to the current Banner expected graduation date in the General Student Form (SGASTDN). If the dates are different, the SSCR file is updated with the Banner date. A check is performed to ensure that the expected graduation date is greater than the certification date for the file. If this date is earlier than the certification date, the error message *Expected Grad Date on SGASTDN precedes current date* is written to the report information.

### **Identifying New Title IV Recipients and Adding Them to the SSCR File**

As records in the SSCR File are matched to Banner records, the PIDM for each matched Banner record is saved internally in the program. In a subsequent processing step, the program will determine if there are additional individuals in Banner Financial Aid who have accepted awards with a Federal Fund ID of "STFD" for Aid Years specified by the institution (via a response to a parameter in the process which allows multiple aid years) who were not included on the SSCR file. If an individual found in this selection has not already been processed, then the record is added to the end of the SSCR file output, populating the following fields in the Detail Record as specified:

**1. Record Sequence Number**

Students added to the roster file are identified by the sequence number 9999998.

**2. Student's Social Security Number**

The social security number data element as found on the General Person Form (SPAPERS) is reported if it is not null; otherwise an error message will indicate *SSN must be entered on SPAPERS*.

**3. Student's Social Security Number Indicator**

An *R* (for real) must be reported in this field for new students added to the file.

**4. New Student's Last Name**

The current last name is reported.

**5. New Student's First Name**

The current first name is reported. If no first name exists, the hard-coded value *NFN* (no first name) is reported.

**6. New Student's Middle Name**

A two-character substring of the current middle name is reported, if it exists.

**7. Date of Student's Birth**

The date of birth data element as found on the General Person Form (SPAPERS) is reported if it is not null; otherwise the value is reported as *19000101*.

**8. Date of Anticipated Completion**

The expected graduation date as found on the current term effective general student record (SGASTDN) is reported, with the exception of students who are classified as graduated, deceased, or withdrawn. If no value exists in this field, an error is written to the control report. This field must be updated online with the date that is the institution's most current estimate. In addition, a check is performed to make sure this date is greater than the create date (Certification Date) of the Submittal File.

**9. Street Address 1**

The Street Line 1 Address that matches the address record, selected from the address information retrieved, based on the response(s) to the Address Hierarchy parameter in the process, is reported. If no address record was retrieved, an error is written to the control report. An address must be reported. Either different responses to the Address Hierarchy parameter may be needed or address information may need to be updated or added online.

**10. Street Address 2**

The Street Line 2 Address that matches the address record selected as described in item #9.

**11. City**

The City that matches the address record selected as described in item #9.

**12. State**

The State Code that matches the address record selected as described in item #9.

**13. Country**

The description of the Nation that matches the Nation Code in the address record selected as described in item #9. Please note that if a value exists in the **Nation** field, the **State or Province** field is reported as *FC* (Foreign Country). US clients are advised not to populate the nation code with a code for USA for this reason.

**14. ZIP/Postal Code**

The ZIP/Postal Code that matches the address record selected as described in item #9.

**15. Address Effective Date**

The address From Date data element for the address selected based on the Address Hierarchy as found on the General Person Identification Form (SPAIDEN), is reported if it is not null; otherwise the start date for the report term is reported.

**Error Notification File Processing**

The Error Notification File can be processed in Error Listing mode, Audit mode, or Create Flat File mode. The file should be processed initially in Error Listing mode. This produces a report listing the records flagged by NSLDS as errors, and the error conditions that were encountered. The messages about the error conditions are taken from the SSCR User's Guide as follows:

<b>Error</b>	<b>Message/Description</b>
11	<i>No Detail Record matches the record identifiers, Student's SSN, Student's First Name, Date of Student's Birth in NSLDS</i>
12	<i>Both Student's First Name and Student's Last Name must be provided</i>
13	<i>Invalid Date of Student's Birth</i>
14	<i>Invalid Date for Address Effective Date</i>
15	<i>Invalid Date of Anticipated Completion</i>

<b>Error</b>	<b>Message/Description</b>
17	<i>All address fields (Street Line 1,2,3, City, State or Province, and ZIP or Postal Code) must be provided</i>
18	<i>Invalid State Code</i>
19	<i>Missing Code for Enrollment Status</i>
20	<i>Invalid Code for Enrollment Status</i>
21	<i>Invalid Date Enrollment Status Effective</i>
23	<i>Missing Date of Enrollment Status Effective; mandatory when Code for Enrollment Status is not equal to D for Deceased</i>
24	<i>Record was on Roster file and not updated by School</i>
25	<i>Anticipated Completion Date must equal Date Enrollment Status Effective</i>
26	<i>Anticipated Completion Date must be greater than Certification Date when Enrollment Status Code = A, F, H, or L</i>
27	<i>Ad hoc record has been added maximum of 5 times</i>

The Error Listing report can be reviewed. When data has been reported as invalid, the messages associated with the error codes contained in the Error Notification File are printed in the report information to assist you in identifying and resolving these types of errors. The process should also be run in Audit mode to identify any areas where missing or invalid Banner data may need to be corrected for these records.

After all data issues have been resolved, process the Error Notification File in Create Flat File mode to create the updated Error Correction File, then re-submit the file to NSLDS.

### **Resolving Data Errors in the Error Notification File**

Processing the Error Notification File in Audit mode performs the same data checking and validity that is performed for the Roster File in Audit mode. Please refer to the previous section on Roster File Processing which describes the Audit mode processing and error messages that apply.

### **Job Stream Processing Recommendations**

Because accuracy is vital in processing, updating, and returning the School Submittal File to NSLDS, time status enrollment calculations should be performed in batch prior to SSCR File processing. This will ensure the time status (Full-time, Half-time, and Less than Half-time) enrollment information is up to date. Please refer to the “Registration Reports” section of the “Registration” chapter for information on running the Time Status



Calculation Update process (SFRTMST). It is strongly recommended that the SFRTMST process be executed in both Audit and Update modes prior to processing an SSCR Roster File.

## Roster File and Error Notification File Processing Errors and Troubleshooting

The following outlines errors that may occur in both Roster and Error File processing and resolutions to those errors. Although it is unlikely that these errors will be encountered, appropriate checks were included in the program to detect these unlikely events.

- *Header Record is missing or has invalid seqno, aborting job.*

This message indicates that the first record read and processed did not have the expected sequence number of 0000000. Please contact the Customer Service Center at NSLDS when this error occurs.

- *\*ERROR\* Certification Date precedes SSCR Create Date, aborting job.*

This message indicates that the processing date (current date and time) is earlier than the NSLDS create date and timestamp transmitted on the file being processed. Please contact the Customer Service Center at NSLDS when this error occurs.

- *\*ERROR\* SSCR File Type does not match designated type of file, aborting job.*

This message indicates that the user's response to the SSCR File Type parameter did not match the file that was specified for the SSCR File to Process parameter. The user either entered an *E* instead of *R* to process a Roster File, or an *R* instead of *E* to process an Error Notification File. Re-submit the job request with the correct parameters.

- *\*ERROR\* Trailer record found before end of file, aborting job.*

This message indicates that additional data was found beyond the record with a sequence number of 9999999, which should be the last record in the file. Please contact the Customer Service Center at NSLDS when this error occurs.

- *\*ERROR\* Trailer record is missing or has invalid sequence number, aborting job.*

This message indicates that a valid trailer record with a sequence number of 9999999 could not be found. Please contact the Customer Service Center at NSLDS when this error occurs.

- *\*ERROR\* Record Sequence Number is not sequential, aborting job.*

This message indicates that in processing, a situation was encountered where the next record did not have a greater sequence number than the record just processed. Please contact the Customer Service Center at NSLDS when this error occurs.

- *\*ERROR\* Incorrect number of detail records processed, aborting job.*

This message indicates that the total count of records indicated by NSLDS in the Trailer Record does not match the actual number of records that the SFRSSCR

process read. Please contact the Customer Service Center at NSLDS when this error occurs.

- *Dynamic Memory Error, aborting job.*

This message indicates that not enough memory was available for processing. This problem should be brought to the attention of technical support staff, who will need to identify appropriate actions to make sufficient memory available for the execution of the program. This message would be related to the amount of memory required for linked list processing in the program. NSLDS provided an estimate that a "typical" SSCR Roster File could contain a record count that is 60% of an institution's enrollment.

## Error Notification File Only Processing Errors and Troubleshooting

The following outlines general errors that may occur and solutions to those errors.

- *\*ERROR\* Error Notification File contains no records, aborting job.*

This message indicates that a request was submitted to process the Error Notification File in Create Flat File mode, but no errors exist that require an update.

To confirm that no errors exist, process the file in the Error Listing mode. No errors are confirmed by the message \* \* \* *Submittal File accepted and processed without errors* \* \* \* printed in the report output.

- *New Student Date of Birth is invalid date*
- *New Student Date of Birth must be before date of roster certification*
- *Certification Date must be greater than or equal to date enrollment status effective date*
- *Attempted to add an ad hoc student but the student was not found in the database*
- *Student status could not be applied as current due to a reporting/history violation*
- *Anticipated Completion Date must be greater than or equal to Date Enrollment Status Effective*

Please refer to the most recent updates for the SSCR User's Guide, or contact NSLDS if you have any questions about the above error messages.

## General File Execution Processing Errors and Troubleshooting

The following outlines general errors that may occur, and resolutions to those errors.

- *\*ERROR\* Parameters entered on the command line are invalid, aborting job.*

This message indicates that the syntax for the execution of the program submitted from the command line is invalid. Re-submit the job request with the correct command line parameters.

- *\*ERROR\* Cannot open file: <filename>, aborting job.*

This message indicates that either the Roster File or Error Notification File specified to be processed cannot be found, or that file permissions do not allow the input file to be opened for processing. Check the spelling of the path and filename, as well as the permissions for the file. Correct as needed and re-submit the job request, or contact technical support staff, if needed, for assistance. The message could also indicate that an error was encountered attempting to open the output file(s), which could also be related to permissions problems. The filename specified will indicate which file cannot be opened.

## Registration Set-Up Procedures for Banner Student Self-Service

The following steps are required to implement basic Registration in Banner Student Self-Service. If you are implementing Registration Priority Time-Ticketing, Third-Party Controls, Alternative PIN Processing, and Registration Permit-Overrides, you will need to complete additional optional steps. Instructions for these topics follow the Web setup instructions.

### Note

Before you begin, make sure you have activated any appropriate Web display indicators on Banner validation forms. ■

## Supporting Validation Forms

A number of validation forms include Web display indicators. These indicators control whether a specific value in the validation form will display and be available for selection via the Web. In most cases, the Web Indicator must be checked (set to Y) for a value to be available on the Web.

In addition to setting the Web indicators correctly, you should also review the description of each value flagged for Web display. The description of a value will display on the Web when an item is Web-enabled.

The following validation forms include Web display indicators which control Registration processing via the Web.

- Subject Code Validation Form (STVSUBJ)
- Course Registration Status Code Validation Form (STVRSTS)

## Subject Code Validation Form (STVSUBJ)

Indicated values will display in the list of subjects available to search when the Look Up Classes page is selected. The output of the Catalog and Schedule reports for display on the corresponding Web pages also is restricted to the Web-enabled subject codes. Please note that a student will not be prevented from registering for a specific section by entering the CRN directly, even if the subject code for that section is not Web-enabled.

## Course Registration Status Code Validation Form (STVRSTS)

Values which are Web-enabled will be used either in the Add/Drop process or as additional options which a student can select, such as audit or waitlist.

At least two values, one which will be used when courses are added via the Web and one which will be used when courses are dropped via the Web, must be Web-enabled. The specific values you use for these two actions will be controlled by entries in the Crosswalk Validation Form (GTVSDAX). You can use the traditional *RE (Registered)* and *DD (Drop/Delete)* values for these entries, or you can define additional values for Web Registered and Web Dropped. If you define additional values for the codes used for these purposes, you must set all the indicators for each value to correspond with the indicators set for *RE* and *DD*.

### Warning

Careful consideration should be given to which codes are Web-enabled. For example, if students should only be permitted to add courses on the Web, no drop status codes should be Web-enabled. Also, a waitlist course status should be Web-enabled only if students should be permitted to select a waitlist status for a course if a section is closed and a waitlist is available. An institution may also want to consider whether course statuses with refunding rules should be Web-enabled. ■

## Registration Setup Overview

1. Set up the global Web rules using Customize Web Rules in Web Tailor.
2. Establish Web processing and Web display controls on the Term Control Form (SOATERM) for a specific term. This step is required for every registration term.
3. Establish and Web-enable Web-related enrollment and course status codes on the Course Registration Status Code Validation Form (STVRSTS). This step is required for the initial set-up of Web registration.
4. Establish term-specific date ranges for course statuses on the Course Registration Status Form (SFARSTS) or the Schedule Processing Rules Form (SSARULE). This step is required for every registration term.

5. Update rules for registering or dropping via the Web on the Crosswalk Validation Form (GTVSDAX) as necessary. This step is required for the initial set-up of Web registration.
6. Review the Subject Code Validation Form (STVSUBJ) for those codes that should be Web-enabled. This step is only required for the initial set-up of Web registration.
7. If your institution is using WebCT and you want class titles to be displayed as hyperlinks to the WebCT login page, set the appropriate Web Tailor parameters. This step is required for the initial set-up of Web registration.
8. Establish the appropriate display settings for midterm and final grades. This step is required for every registration term.

## Registration Setup Steps

1. Set up the global Web rules using Customize Web Rules in Web Tailor. Set up the title, header, back URL and link, and help URL and link fields using Customize a Web Menu or Procedure in Web Tailor. If these rules, links, and fields have not been reviewed and customized for your institution, do this now.
2. Establish term-specific Web controls on the Term Control Form (SOATERM) for the following sets of information.
  - Web Processing Controls
  - Web Display Controls
  - Web Registration Dates

This is required for each registration term.

- 2.1. Review and/or establish term-specific Web Processing and Web Display Controls.

On the Term Control Form (SOATERM), enter a term in the Key Information and use Next Block to access the fields in the main window. Select the **Process Web Controls** button to display the Web Processing Controls window.

The fields in this window are used for two main functions:

- to restrict or enable selected registration related actions in self-service for Class Change Options, Grade Display, Faculty and Advisor, and WebCAPP, and
- to restrict or enable selected searching capabilities for Catalog and Schedule (including open learning courses) when a student performs a search for available sections on the Look Up Classes page.

For more information on the fields in this window, see *SOATERM* in the Banner Student online help.

- 2.2. Review and/or establish Web registration date range periods to restrict Web registration.

On the Term Control Form (SOATERM), enter a term in the Key Information, use a Next Block function to navigate through the main window, and use a second Next Block function to access the Part of Term and Web Registration Controls window.

The Web Registration Dates section of the Part of Term and Web Registration Controls window is used to specify the date ranges during which registration via the Web is available for the term in the Key Information. Web registration dates are established as follows:

- Enter one or more start and end dates for Web Registration periods. Note that the ability to enter more than one Web Registration period allows the institution to turn Web Registration access on and off during the term.
  - The start and end dates entered should not fall outside (either before or after) the date ranges that are established for both student enrollment statuses (SFAESTS) and course registration statuses (SFARSTS) for the term, or errors will prevent a student from registering via the Web.
3. Establish and Web-enable Web-related course status codes on the Course Registration Status Code Validation Form (STVRSTS).

This is an initial set-up requirement only.

Status codes that are Web-enabled are used either in the Add/Drop process or as additional options that a student can select, such as Audit or Waitlist.

To use registration on the Web, you must have at least one course status code enabled. If you want to allow students to drop classes from their schedules using the Web, you also need to define a drop status code and Web-enable it. You can use the traditional *RE* (Registered) and *DD* (Drop/Delete) codes, or you can create new codes. If you create new codes, you *must* set all indicators for each value to correspond with the settings for *RE* and *DD*. (SunGard Higher Education delivers the codes *RW* and *DW*, which you can use if you want to, or you can create new codes.)

 **Note**

You can give any names to these status codes; the documentation uses the generic terms “Web registered” and “Web drop”. When naming your course status codes, remember that the descriptions are what will be displayed on the Web and should therefore be clear enough to be understood by your users. ■

The Web registered status is required to initially add a class on the Web. An institution can disable the Web-dropped status if students should not be allowed to drop classes on the Web. Optionally, other course statuses may be Web-enabled, such as Audit, Waitlist, etc., if institutional policies determine that these actions should be available for selection on the Web.

The Web Registered (*RW*) and Web Drop (*DW*) course status codes are controlled by entries in the Crosswalk Validation Form (GTVSDAX), which is covered in the next step.

 **Note**

A student may be able to waitlist a course if a waitlist course status is Web-enabled on STVRSTS, a valid date range is defined for the status on SFARSTS, and a waitlist is available. Careful consideration should be given as to whether institutional policy should allow waitlist registrations via the Web. ■

 **Warning**

Set the indicators on STVRSTS as specified in the following table. These indicators must *not* be changed, or Web registrations will not be processed properly: ■

<b>Processing Indicator</b>	<b>Add</b>	<b>Drop</b>
<b>Allowed to Enter</b>	checked/ <i>Y</i>	checked/ <i>Y</i>
<b>Count in Enrollment</b>	checked/ <i>Y</i>	unchecked/ <i>N</i>
<b>Count in Assessment</b>	checked/ <i>Y</i>	unchecked/ <i>N</i>
<b>Withdrawal Indicator</b>	unchecked/ <i>N</i>	unchecked/ <i>N</i>
<b>Waitlist Indicator</b>	unchecked/ <i>N</i>	unchecked/ <i>N</i>
<b>Gradable Indicator</b>	checked/ <i>Y</i>	unchecked/ <i>N</i>
<b>Print on Schedule (Indicator)</b>	checked/ <i>Y</i>	unchecked/ <i>N</i>
<b>Web (Registration) Indicator</b>	checked/ <i>Y</i>	checked/ <i>Y</i>

In order for the system to determine which status code(s) to be displayed, in the **Status Type** field, enter the status code type:

- *R* - Registered (enrolled)
- *D* - Dropped
- *L* - Waitlisted
- *W* - Withdrawn

 **Note**

If the **Status Type** field is left blank, unexpected results can occur. ■

4. Establish term-specific date ranges for enrollment and course statuses.

This is required for each registration term.

4.1. Review and/or establish enrollment status codes, their associated start and end dates, and refunds as applicable for the registration term on the Enrollment Status Control Form (SFAESTS).

4.2. Review and/or establish course registration status codes, their associated start and end dates, and refunds as applicable for the registration term and parts-of-term within the registration term on the Course Registration Status Form (SFARSTS).

4.3. For open learning courses, define usage/cutoff rules for course registration status codes on the Schedule Processing Rules Form (SSARULE).

5. Update the Crosswalk Validation Form (GTVSDAX) as necessary.

5.1. If you created new course status codes for Web processing, take the following actions.

- If you created a new course status code for “Web registered”, for the internal code *WEBRSTSREG*, enter your “Web registered” code in the **External Code** field.
- If you created a new course status code for “Web drop”, for the internal code *WEBRSTSDRP*, enter your “Web drop” course registration status code in the **External Code** field.
- If you are using the *RE* and *DD* course status codes for Web registrations and drops, you do not need to make any changes to the entries for the *WEBRSTSREG* or *WEBRSTSDRP* internal codes for the *WEBREG* internal group code on GTVSDAX, because as delivered, these codes are set up for use on the Web.

 **Note**

You may define only one code for “Web registered” and one for “Web drop” on GTVSDAX. If you wish to change the code later, change the external code on GTVSDAX. ■

 **Note**

The drop code that is crosswalked to the *WEBRSTSDRP* internal code drops the course and removes it from the student’s schedule. ■

5.2. For the internal code *MAXREGNO* with group code *WEBREG*, in the **External Code** field, enter the maximum number of enrollment attempts your institution wants to allow on the Web.

5.3. To display the *Dynamic Schedule by Date Range* field values on the select term or date range, enter *Y* in the **External Code** field for the *SCHBYDATE* internal code.



**5.4.** If your institution is using WebCT and you want to identify schedule types for WebCT content and/or delivery, create a row for each applicable schedule type as follows.

- In the **Internal Code** field, enter *WEBCONTENT*.
- In the **(Internal) Group (Code)** field, enter *INTCOMP*.
- In the **External Code** field, enter the schedule type.
- In the **Translation Code** field, enter *WEBCT*.

**5.5.** For the internal code *AUTODROP*, enter the appropriate value in the **External Code** field.

- If you want users to be allowed to choose whether to drop all or no connected courses if not all were selected to be dropped, enter *C*.
- If you want an entire connection to be automatically dropped if not all were selected to be dropped, enter *Y*.
- If you want no connected courses to be dropped unless all were selected, enter *N*.

 **Note**

In Banner Voice Response, error checking is performed on each CRN as it is entered. Because of this, if you enter *N* for *AUTODROP*, it will not be possible for connected courses to be dropped via Banner Voice Response. Therefore, if your institution uses both Banner Voice Response and Banner Student Self-Service, SunGard Higher Education recommends that you use either *C* or *Y* for *AUTODROP*. ■

**5.6.** For the internal code *ADMINDROP*, enter the appropriate value in the **External Code** field.

- If you want administrative errors that have been encountered when a registration record is accessed to be ignored, enter *N*.
- If you want the system to automatically drop a course if an administrative error is encountered when a registration record is accessed, enter *Y*.

**6.** Review subjects for Web display on the Subject Code Validation Form (STVSUBJ).

This is an initial set-up requirement only.

Web-enable those subjects that should display when a student searches for available sections on the Web. Remember that the Web-enabled subject codes will also control the Catalog and Schedule display as well.

The **Web (Display) Indicator** checkbox on the Subject Code Validation Form (STVSUBJ) specifies which subjects are allowed to be displayed in the Web Course Catalog, Class Schedule, and Look Up Classes pages. The installation process automatically defaults checked or *Y* for the **Web (Display) Indicator** for all of your subject codes. Without any changes, all subject code descriptions will display on the Web. You should review subject code descriptions for clarity, as well as update the

**Web (Display) Indicator** to *N* only for the subject code descriptions that should not be displayed on the Web.

7. If your institution is using WebCT, and you want class titles to be displayed as hyperlinks to the WebCT login page, set the appropriate Web Tailor parameters.

This step is required for the initial set-up of Web registration.

- 7.1. Set the WEBCTINUSE parameter to *Y*.
- 7.2. Set the CPINUSE parameter to *N*.
- 7.3. Set the WEBCTLOGIN parameter to the URL for the links' destination. The URL must be complete, including domain, destination, and port. For example:

```
http://university.edu:1234/webct/ticket/ticketLogin
```

8. Establish the appropriate display settings for midterm and final grades.

This step is required for every registration term.

On the Term Control Form (SOATERM), enter a term in the Key Information and use Next Block to access the fields in the main window. Select the **Process Web Controls** button to display the Web Processing Controls window.

Use the grade display checkboxes on SOATERM to control the display for the whole term. You can, however, then use the Section Web Controls From (SSAWSEC) to override the SOATERM setting for specific classes.

For example, if you choose to display midterm grades for the whole term on SOATERM, but a particular professor does not want to display their midterm grades, you can uncheck the **Display Midterm Grades** checkbox on SSAWSEC.

- 8.1. Set the Grade Display checkboxes in the Web Processing Controls window of SOATERM to specify whether you want midterm and/or final grades and/or grade detail for the whole term to be available on the Web. For more information on the fields in this window, refer to the online help.
- 8.2. If you want to override the settings on SOATERM for a specific class, set the Grade Display checkboxes on SSAWSEC in the Banner Student Self-Service Display Controls block.
- 8.3. On the Grade Component Definition Form (SHAGCOM), define grade detail for the class if your institution wants grade detail to be available via the Active Registrations page.

## Display Term Date Ranges in Self-Service

System-required rules are delivered on the Crosswalk Validation Form (GTVSDAX) for use with term selection in Self-Service. Use these rules to display term date ranges in the

**Term** field pulldown lists on Web pages in Banner Student Self-Service and Banner Faculty and Advisor Self-Service. This helps the user determine which term to use for registration without being dependent on term descriptions. The date display format is controlled by the setting in Banner General.

Set the rules as follows:

- Set the *WEBTRMDTE* rule for group *STUWEB* to *Y* to display date ranges for terms on all Banner Student Self-Service pages where the term is selected.
- Set the *WEBTRMDTE* rule for group *FACWEB* to *Y* to display date ranges for terms on all Banner Faculty and Advisor Self-Service pages where the term is selected.

External Code	Internal Code	Internal Code Sequence Number	Internal Code Group	Description	Activity Date
N	WEBTRMDTE	N/A	FACWEB	Web Term Displays Dates	Sysdate
N	WEBTRMDTE	N/A	STUWEB	Web Term Displays Dates	Sysdate

## Registration Time-Ticketing in Banner Student Self-Service and Banner Voice Response

Registration Time-Ticketing allows institutions to optionally establish priority driven registration period time slots for registration via Banner Student Self-Service registration and Banner Voice Response telephone registration.

Time-Ticketing slots for Web and telephone registration processing are established using the following forms:

- Registration Priority Control Form (SFARCTT)
- Registration Group Control Form (SFARCTL)
- Student Registration Group Query Form (SFIRGRP)

There are two primary methods of registration eligibility control checking:

- Registration Time-Ticketing

If time tickets are used to control registration eligibility, there are two variations available, *unrestricted* time ticketing and *restricted to* time ticketing.

- Unrestricted time tickets refers to students with assigned time tickets who are only eligible for registration (for the term) as applicable for their time ticket. If a student does not have a time ticket, that student may register (for the term) at any time (subject to other restrictions, as applicable).

- Restricted time tickets refers to students with assigned time tickets who are subject to the same eligibility restrictions as with unrestricted time tickets. The difference with this method is that all students *must* have a time ticket to register. If they do not have an assigned time ticket, the student will *not* be eligible for registration (for the term) under any circumstances.

- Registration Time Controls

The Third Party Registration Time Controls Form (SFARGTC) provides an alternative to individually assigned time-ticketing, by offering the ability to create term-specific registration eligibility profiles whereby only those students who match the criteria for a valid time control may register at any given time.

These methods are controlled by rules on GTVSDAX (and GORFLAG for Banner Voice Response) and provide a registration indicator of eligible or ineligible for the student based on the selected method of registration control and checking against the rules on SFARGTC (for registration time controls) or the records on SFARGRP (for restricted and unrestricted time tickets). The student is permitted to continue with registration once the checks have taken place.

The rule on the Crosswalk Validation Form (GTVSDAX) must be created as follows:

- The **Internal Code** is *WEBRESTTKT*.
- The **Sequence (Number)** is blank (null).
- The **(Internal) Group (Code)** value is *WEBREG*.
- The **External Code** can be set to *Y*, to restrict registration to time tickets, or *N*, to not restrict registration to time tickets. *N* is the delivered default.
- The **Description** is *WebVR Restrict Reg to Time Tkt*.
- The **Translation Code** and **Reporting Date** can be left blank (null).
- The **System Requirements (Indicator)** must be checked.

Students with time tickets (for a specified term) can only register within the timeframes established for that ticket (or tickets). All students must have a time ticket to register. If a student does not have a time ticket established, they are *not* eligible for registration under any circumstances.

## Registration Priority Time-Ticketing Setup Overview

The following steps are required to implement Registration Priority Time-Ticketing:

1. Build registration group codes in the Registration Group Control Form (SFARCTL).
2. Build registration time slots in the Registration Priority Control Form (SFARCTT).
3. Link the time slots with their priorities to the Registration Groups.

4. Assign term specific registration groups to individual students on the Student Registration Group Form (SFARGRP).

Steps 1 through 4 are required for each registration term. However, Steps 1 and 2 may be completed in reverse order. If the time slots are built first on the Registration Priority Control Form (SFARCTT) as indicated in Step 2, then steps 1 and 3 can be combined as the next step.

In addition, a model script is available to partially automate the building of registration group codes and assign those codes to students who are eligible to register. See additional detailed notes about this script (`sfrgrup.sql`) following the implementation steps below.

## Registration Priority Time-Ticketing Setup Steps

1. Build registration group codes in the Registration Group Control Form (SFARCTL).

### Note

At this time, build the codes only; do not try to associate a priority with a group until the next step has been completed. ■

The Registration Group Control Form (SFARCTL) is used to define registration group codes and the assigned registration priorities for those group codes for Banner Student Self-Service Web registration and Banner Voice Response telephone registration. There is no validation for the group code. A group code may be initially defined without a priority, and the priority may be associated with the code after time slots and priorities are established on the Registration Priority Control Form (SFARCTT).

Students assigned to registration groups will be permitted access to Web and telephone registration only during the time slot(s) specified by their assigned registration group code and assigned priority on the Student Registration Group Form (SFARGRP). Codes must be established on the Registration Group Control Form (SFARCTL) before they can be assigned to students on the Student Registration Group Form (SFARGRP).

Procedurally, registration group codes can be defined on SFARCTT without priorities at the same time that registration time slots are defined on SFARCTL. Priorities can then be assigned to the group codes on SFARCTT after the time slots exist with their assigned priorities on SFARCTL.

2. Build registration time slots in the Registration Priority Control Form (SFARCTT).

The Registration Priority Control Form (SFARCTT) is used to define rules that assign the begin and end dates and times and priority assignment for each registration time slot for Banner Student Self-Service Web registration and Banner Voice Response telephone registration. Time slots are required to have a begin date and time, end date and time, and a priority.

More than one registration time slot can be assigned the same priority. If more than one time slot has the same priority, any group assigned that priority on the

Registration Group Control Form (SFARCTL) will have all of those time slots assigned and available for Web and telephone registration. Students who are assigned to the group in the Student Registration Group Form (SFARGRP) will be permitted to register via the Web or telephone during any of the time slots assigned to the priority of the group.

3. Link the time slots with their priorities to the registration groups.

Link the time slots with their priorities to the registration groups by updating the **Group Priority** field on the Registration Group Control Form (SFARCTL).

4. Assign term-specific registration groups to individual students on the Student Registration Group Form (SFARGRP).

The Student Registration Group Form (SFARGRP) is used to assign a registration group to individual students on a term-by term-basis. A registration group that has been defined, but not associated with a priority, cannot be assigned to a student on this form. Only one registration group can be assigned to a student for a specific term. Use a List function from the **(Registration) Group (Code)** field to display the Registration Group Control Form (SFARCTL), which in turn displays the valid codes and allows for an Exit with Value.

The user ID that assigned the registration group code is stored and displayed on the form, as well as the activity date associated with the most recent change.

Registration group assignments cannot be made when the student status for the selected term does not allow registration (i.e., the **Allow Registration** flag on the Student Status Code Validation Form (STVSTST) is unchecked or *N*). You cannot create group assignments for a term for which the student record has an inactive status.

You may query the registration time slots and the students who have been assigned to those time slots for specific registration group codes using the Student Registration Group Query Form (SFIRGRP).

When more than one time slot is assigned the same priority, and that priority has been assigned to a registration group, all of the time slots are displayed in the Student Registration Group Control section of the form. The cursor cannot be positioned to any fields in the form, but in query mode, **(Registration) Group Code, Group Priority, Begin Date, End Date, Begin Time, and End Time** can be accessed and used to specify query criteria.

Students assigned to the registration group code display in the Student Information section of the form. When the cursor is scrolled through multiple time slot records, if they exist, the list of student names that displays will be the same for each record. **Group** is an optional Key Information field. If no group code is entered in the Key Information, all existing registration groups and their assigned students, if any exist, are retrieved for display.

## Model Script for Populating Registration Groups

The SQL script `sfrgrup.sql` may be used as a model for creating registration groups from your existing student population. This script should be analyzed and modified as appropriate by technical support staff prior to execution. The model script does the following:

- Prompts for a term code.
- Creates student registration group records (SFBRGRP) for every general student in the database whose student status (SGBSTDN\_STST\_CODE) allows registration (STVSTST\_REG\_IND = "Y"). (These students represent the IDs that will be entered in the Key Information of SFARGRP).
- Creates registration group code records (SFBWCTL) and assigns the appropriate code to each of the students (SFBRGRP) above by examining academic history as follows:
  - Sums the earned hours in academic history for all of the Term GPA records (SHRTGPA\_HOURS\_EARNED) that have the same level as the level of the general student record that is effective for the term specified in the prompt.
  - Subtracts the sum of hours from the previous step from 1000. This result is the group code that is assigned to the student.

Here are some examples:

Student	Sum of Hours Earned	Calculation	Group Code Assigned
One	46	1000 - 46	0954
Two	104	1000 - 104	0896
Three	18	1000 - 18	0982
Four *	0	1000 - 0	1000

\* Freshmen with no earned hours in academic history will be assigned to group 1000 based on the logic in the model script.

Once the script is executed, the group codes are associated with the students. The group codes are displayed on SFARCTL. The order of the display of the codes is by earned hours seniority, if no modifications are made to the script. In other words, the group codes are character values and are ordered in ascending order.

The students who have completed the most hours will have codes that are at the top of the list of codes displayed on SFARCTL, and the students who have completed the fewest hours will have codes that are at the bottom of the list of codes displayed on SFARCTL.

The codes in the example above would be displayed in the following order on SFARCTL:

- 0896
- 0954

- 0982
- 1000

When the group codes have been associated with students, you must build the time slots and their priorities on SFARCTT (if not built previously), then associate the time slots (priorities) with the groups on SFARCTL by populating the **Group Priority** field. Once those tasks have been completed, the SFARGRP form can be used to display the time slots for individual students for the term, and the Student Registration Group Query Form (SFIRGRP) can be used to query registration groups, their associated time slots, and the students assigned to those groups.

5. Set up the rule for restricted time tickets on GTVSDAX.

### GTVSDAX Rule for Restricted Time Tickets

External Code	Internal Code	Internal Code Sequence Number	Internal Code Group	Description	Activity Date
Y/N	WEBRESTTKT		WEBREG	WebVR Restrict Reg to Time Tkt	Sysdate

### Scenarios for Using the GTVSDAX Rules for Restricted Time Tickets and Time Controls

#### 1. Time Controls

- *WEBMANCONT* = Y
- *WEBRESTTKT* = N (This record setting is not applicable if you are using third-party controls.)
- No valid SFARGTC record profile match exists for the student/term at this time.

Because no SFARGTC record exists, when the user tries to access the Add or Drop Class and Change Class Options pages, the following MCERR message is displayed:

*The student is not permitted to register at this time.*

The Look Up Classes page will display, the search can be performed, and the results are displayed without a **Registration** checkbox.

#### 2. Time Controls

- *WEBMANCONT* = Y
- *WEBRESTTKT* = N (This record setting is not applicable if you are using third-party controls.)



- *SFARGTC = Last Name* same as student

The Add or Drop Class, Change Class Options, and Look Up Classes pages can be accessed.

### 3. Time Controls

- *WEBMANCONT = Y*
- *WEBRESTTKT = Y* (This record setting is not applicable to Third Party Controls.)
- No valid *SFARGTC* record profile match exists for the student/term at this time.

Because no *SFARGTC* record exists, when the user tries to access the Add or Drop Class and Change Class Options pages, the following MCERR message is displayed:

*The student is not permitted to register at this time.*

The Look Up Classes page is displayed, the search can be performed, and the results are displayed without a **Registration** checkbox.

### 4. Time Tickets

- *WEBMANCONT = N*
- *WEBRESTTKT = N*
- No *SFARGRP* record

The Add or Drop Class, Change Class Options, and Look Up Classes pages can be accessed. The Registration Status page displays the time ticket appropriately.

### 5. Time Tickets

- *WEBMANCONT = N*
- *WEBRESTTKT = Y*
- No *SFARGRP* record exists for the student.

If Web registration is attempted, then because *WEBRESTTKT* is set to *Y*, the user will receive the following TTERR message:

*You have no Registration Time Ticket. Please contact the registration administrator for your time ticket.*

The Look Up Classes page is displayed, the search can be performed, and the results are displayed without a **Registration** checkbox. The Registration Status page can be accessed.

### 6. Time Tickets

- *WEBMANCONT = N*

- $WEBRESTTKT = N$
- A valid SFARGRP record exists for the student.

The Add or Drop Class, Change Class Options, and Look Up Classes pages can be accessed. The Registration Status page displays the time ticket appropriately.

#### 7. Time Tickets

- $WEBMANCONT = N$
- $WEBRESTTKT = N$
- An invalid SFARGRP record exists for the student.

Because the student does not have an active SFARGRP record, the following TTTIMES error message is displayed on the Add or Drop Class and Change Class Options pages:

*You may register during the following times.*

The Look Up Classes page is displayed, the search can be performed, and the results are displayed without a **Registration** checkbox. The Registration Status page displays the time ticket appropriately.

#### 8. Time Tickets

- $WEBMANCONT = N$
- $WEBRESTTKT = Y$
- A valid SFARGRP record exists for the student.

The Add or Drop Class, Change Class Options, and Look Up Classes pages can be accessed. The Registration Status page displays the time ticket appropriately.

#### 9. Time Tickets

- $WEBMANCONT = N$
- $WEBRESTTKT = Y$
- An invalid SFARGRP record exists for the student.

Because the student does not have an active SFARGRP record, the following TTTIMES error message is displayed on the Add or Drop Class and Change Class Options pages:

*You may register during the following times.*

The Look Up Classes page is displayed, the search can be performed, and the results are displayed without a **Registration** checkbox. The Registration Status page displays the time ticket appropriately.

## Setting up Third-Party Controls

Your institution can choose to use third-party controls instead of time-ticketing. Third-party controls allow you to define rules that control timed access to add/drop functions. Time control records can use any combination of the following to define assigned time slots for registration activity:

- PIN
- Last name
- Student type
- Earned hours
- College
- Degree
- Department
- Campus
- Class
- Major

Management control time ticketing is dynamic. When a student attempts to register, his or her current data is compared to defined management control records to determine whether the action can be performed.

Management controls are maintained and displayed in the Third Party Registration Time Controls Form (SFARGTC).

Use the Crosswalk Validation Form (GTVSDAX) to indicate that you are using third-party controls. The rule on GTVSDAX should be set up as follows:

- The **Internal Code** is *WEBMANCONT*.
- The **Sequence (Number)** is blank (null).
- The **(Internal) Group (Code)** value is *WEBREG*.
- The **External Code** should be *Y*. (The delivered value is *N*, which should be changed if you want to use third-party controls *instead of* registration group time ticketing controls.)
- The **Description** is *Web Use Management Controls*.
- The **Translation Code** and **Reporting Date** can be left blank (null).
- The **System Requirements** checkbox must be checked.

When third-party controls are being used to enforce Web registration availability, a student's characteristics are matched against management control records maintained in the SFRCTRL table and displayed on SFARGTC. Multiple records can be defined for each term.

Management control records are checked against the student's data to determine at the time of login whether any permit the student to perform add/drop activity. If no management control records that allow access at the current date and time are matched, the message *Please contact the registration administrator for your time ticket* is displayed, and add/drop activity will not be allowed.

One of the items that can be used in management control time-ticket rules is PIN. Different registration periods can be defined for different PIN ranges. Because two PINs can exist for a student (the login PIN and the term-specific alternative PIN), you can select which PIN is to be used in management control checking. The PIN selection is done using another GTVSDAX rule, which should be set up as follows:

- The **Internal Code** is *WEBALTPINU*.
- The **Sequence (Number)** is blank (null).
- The **(Internal) Group (Code)** value is *WEBREG*.
- The **External Code** should be *Y* if you want the alternative PIN (from the SPRAPIN table) for the term to be used when matching management control time ticket records to student characteristics, or **External Code** should be *N* if you want the login PIN (from the GOBTPAC table) to be used.
- The **Description** is *Web Alt PIN Use*.
- The **Translation Code** and **Reporting Date** can be left blank (null).
- The **System Requirements** checkbox must be checked.

## Setting up Alternative PIN Processing

Alternative PIN processing allows you to require a student to enter an additional PIN before he or she can perform initial add/drop activity for a term. Institutions typically use this functionality to “force” a student to contact an advisor, who will provide the PIN, before initially registering for the term. When a student tries to register for the first time (via either the Add or Drop Classes page or the Look Up Classes results page), if alternative PIN processing is turned on and an alternative PIN has been entered for the student on the Alternate Personal Identification Number Form (SPAAPIN), then the system displays the Alternate PIN Verification page. (If no alternative PIN has been entered on SPAAPIN, the system displays the requested page without displaying this page first.)

Alternative PIN processing works together with third-party controls. The following table shows the different ways you can set up alternative PIN processing in the Crosswalk Validation Form (GTVSDAX). The internal codes in the table are described as follows.

- *WEBMANCONT* - Uses third-party controls to determine when students are eligible to register.
- *WEBALTPINA* - Indicates that the alternative PIN is required if it has been set on SPAAPIN.
- *WEBALTPINU* - Indicates when *Y* that the alternative PIN from the SPRAPIN table is used for the term, or indicates when *N* that the login PIN from the GOBTPAC table is used.

Internal Code	External Code	System Action
WEBMANCONT	N	Use registration time-ticketing as set up on SFARCTT.
WEBALTPINA	Y	Requires entry of the alternative PIN designated for the student and term on SPAAPIN, if one exists.
WEBALTPINU	N	This value is not relevant, as third party controls on SFARGTC are not used when the WEBMANCONT rule is set to <i>N</i> .
WEBMANCONT	Y	Requires that registration appointment requirements defined on SFARGTC be met.
WEBALTPINA	Y	Requires entry of the alternative PIN designated on SPAAPIN for the student and term, if one exists, for process name <i>TREG</i> .
WEBALTPINU	N	Requires that the GOATPAD PIN for the student is in the range set up on SFARGTC.
WEBMANCONT	Y	Requires that registration appointment requirements defined on SFARGTC be met.
WEBALTPINA	N	Student will not be required to enter an alternate PIN, even if one has been assigned on SPAAPIN.
WEBALTPINU	Y	Alternate PIN from SPAAPIN for process name <i>TREG</i> will be used by the SFARGTC PIN range settings.

Internal Code	External Code	System Action
WEBMANCONT	N	Use registration time-ticketing as set up on SFARCTT.
WEBALTPINA	N	Student will not be required to enter an alternate PIN, even if one has been assigned on SPAAPIN.
WEBALTPINU	Y	This value is not relevant, as third party controls on SFARGTC are not used when the WEBMANCONT rule is set to <i>N</i> .
WEBMANCONT	Y	Requires that registration appointment requirements defined on SFARGTC be met.
WEBALTPINA	Y	Requires entry of the alternative PIN designated for the student and term on SPAAPIN, if one exists.
WEBALTPINU	Y	Requires entry of the alternative PIN designated on SPAAPIN for the student and term, if one exists, for process name <i>TREG</i> .

- On the Crosswalk Validation Form (GTVSDAX), enter the appropriate value, as described in the table above, in the **External Code** field for the following internal codes:
  - WEBMANCONT*
  - WEBALTPINA*
  - WEBALTPINU*
- For each term code for which you want to use alternative PIN processing, on the Alternate Personal Identification Number Form (SPAAPIN), define the alternative PIN(s) as follows.
  - In the **Term Code** field, enter the term code.
  - In the **Process Name** field, enter *TREG*.
  - In the **Alternate PIN** field, enter the PIN.
  - Save your changes.

# Student Registration Permit-Override Procedure

This section applies to Banner Student System baseline registration, Telephone Registration processing, and Banner Student Self-Service registration.

Registration Permit-Override processing allows institutions to optionally establish combinations of allowable automatic overrides for registration processing that can be assigned to individual students. These permit-overrides are available by term on a course or section basis. These overrides will bypass the error checking that is performed in the baseline Student Course Registration Form (SFAREGS), Telephone Registration processing, and Banner Student Self-Service Registration, when the corresponding term controls on the Term Control Form (SOATERM) are flagged as either *Warning* or *Fatal*, where applicable.

The following registration errors can be designated for permit-overrides.

For Student Options:

- duplicate course override
- course link override
- corequisite override
- prerequisite and test score override
- minimum hours override
- maximum hours override
- time conflict override

For Section Options:

- special approval override
- capacity permit override
- field of study restriction override
- department restriction override
- college restriction override
- level restriction override
- class restriction override
- repeat hours override
- holds override
- repeat limit override
- campus restriction override

- degree restriction override
- program restriction override
- student attribute restriction override
- cohort restriction override

For more detailed information about the above registration error checking categories, please refer to the chapters in the *Banner Student User Guide* for “Catalog”, “Class Schedule”, and “Registration”.

## Permit-Overrides Set-Up Summary

Permit codes from STVROVR are used to set up override criteria on SFAROVR. If these items cause registration errors to occur based on the severity set on SOATERM, the items checked for each permit code rule allow overrides of these errors so that registration can continue.

### 1. Initial Set-up

- 1.1.** Review and/or establish permit-overrides on the Registration Permit-Override Code Validation Form (STVROVR).
- 1.2.** Enter permit-override codes and their descriptions on the form.

### 2. Term-Specific Processing

- 2.1.** Review and/or establish term specific permit-override processing rules on the Registration Permit-Overrides Control Form (SFAROVR).
- 2.2.** Review and/or establish the automatically allowed registration error checking override flags for permit-override codes available for the registration term.

### 3. Term-Specific Processing

- 3.1.** Assign specific permit-overrides to students for courses and/or sections on the Student Registration Permit-Override Form (SFASRPO).
- 3.2.** Review and/or assign registration permit-override codes to individual students for specific courses and/or sections.



## Student Registration Permit-Override Steps

Permit-overrides are established in the following order:

1. Define permit-override codes on the Registration Permit-Override Code Validation Form (STVROVR).

The Registration Permit-Override Code Validation Form (STVROVR) is used to define and maintain the codes and descriptions for assigning registration permit-override groups to individual students in the Student Registration Permit-Override Form (SFASRPO) for registration processing. The rules for each registration permit-override group are defined on the Registration Permit-Overrides Control Form (SFAROVR) on a term-by-term basis, and must exist before they can be assigned to students.

2. Establish, on a term-by-term basis, the permit-override codes and the specific registration error checking overrides that are allowed using the Registration Permit-Overrides Control Form (SFAROVR).

The Registration Permit-Overrides Control Form (SFAROVR) is used to establish the registration permit-override codes and their associated allowable registration error overrides on a term-by-term basis. When a new permit-override code is added, all overrides initially default to unchecked or *N* (no automatic override), but may be updated to checked or *Y* (registration error checking override automatically allowed). These override codes are then assigned to individual students on a specific term and course or section basis.

You cannot make a permit-override entry until a Permit-Override code (defined on the Registration Permit-Override Code Validation Form (STVROVR)) has rules defined for the term in the Key Information of SFAROVR. Entry of a code which is defined only on STVROVR which does not have rules defined on SFAROVR for the Key term is not allowed.

3. Assign student-specific permit-override codes on a term and course or section basis using the Student Registration Permit-Override Form (SFASRPO).

The Student Registration Permit-Override Form (SFASRPO) is used to assign specific permit-override codes to individual students on a term and course or section basis. When a code is assigned to a student for a specific term, the **CRN**, **Subject**, **Course Number**, and **Section** fields are available to specify when assigning the specific permit-override code. At a minimum, a subject and course number must be designated when assigning a code. If a subject and course number are specified, the permit-override registration error checking will apply to any section of that subject and course number when the student registers. If a specific CRN is entered, the subject, course number, and section number will default. If a subject, course number, and

section number are entered, the CRN will default. Multiple permit-override codes can be assigned to the same subject and course number combination, or the same CRN.

 **Warning**

Caution should be exercised when assigning permit-override codes. If a permit-override code is assigned to a subject and course number combination that is not associated with a CRN, and a different permit-override code (with a different set of registration error overrides allowed) is assigned to a specific CRN that has the same subject and course number, the logic in the permit-override checking “combines” the rules in the sense that all of the Y (Yes) overrides for registration error checking are combined from both rules.

This is *not* a problem if the Y overrides permitted for the specific CRN are the same, or include more Y overrides than the rule associated with the same subject and course number combination.

This *is* a problem if the Y overrides permitted for the specific CRN are fewer and/or different from the overrides permitted for the same subject and course number combination.

The effects of combining overrides when the same subject and course number are specified in more than one permit-override rule are illustrated in the following examples. ■

**Example of Permit-Override Rules**

Permit Code	Capacity	Duplicates	Links	Co- Reqs	Pre- Reqs	Time				
ALLOWALL	Y	Y	Y	Y	Y	Y				
	<b>Spc- Appr</b>	<b>Major</b>	<b>College</b>	<b>Level</b>	<b>Class</b>	<b>Campus</b>	<b>Rpt Hrs</b>	<b>Rpt Lmt</b>	<b>Degree</b>	<b>Prgm</b>
	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y

Permit Code	Capacity	Duplicates	Links	Co- Reqs	Pre- Reqs	Time				
CAPACITY	Y	N	N	N	N	N				
	<b>Spc- Appr</b>	<b>Major</b>	<b>College</b>	<b>Level</b>	<b>Class</b>	<b>Campus</b>	<b>Rpt Hrs</b>	<b>Rpt Lmt</b>	<b>Degree</b>	<b>Prgm</b>
	Y	N	N	N	N	N	N	N	N	N

In the examples below, the "student" is an undergraduate sophomore biology major, and Section 02 of PSYC 300 (CRN 10050) and Section 03 of PSYC 300 (CRN 10051) are restricted to junior and senior psychology majors at the undergraduate level.

*Example 1 of specific overrides assigned to the student:*

<b>Permit Code</b>	<b>CRN</b>	<b>Subj</b>	<b>Course</b>	<b>Section</b>
ALLOWALL		PSYC	300	
CAPACITY	10050	PSYC	300	02

In Example 1, the student has been granted an automatic override for the specific section 02 of PSYC 300 (CRN 10050) *only* if the class's maximum enrollment has been reached or exceeded (capacity permit = Yes). However, because the ALLOWALL rule grants automatic overrides for all registration error checking categories, the student will automatically be enrolled in the either section 02 or 03 of PSYC 300, if selected at the time of registration, even though the student does not meet the requirements for the class and major for enrollment in the sections.

*Example 2 of specific overrides assigned to the student:*

<b>Permit Code</b>	<b>CRN</b>	<b>Subj</b>	<b>Course</b>	<b>Section</b>
CAPACITY		PSYC	300	
ALLOWALL	10050	PSYC	300	02

In Example 2, the student has been granted an automatic override for all registration error checking categories for the specific section 02 of PSYC 300 (CRN 10050). If the student attempts to register for section 02 of PSYC 300 *only*, the ALLOWALL rule will grant automatic overrides for all registration error checking categories, including the capacity error, and the student will be successfully registered in the section. If the student attempts to register for section 03 of PSYC 300 (CRN 10051), registration errors will occur on both Class restriction and Major restriction, but *not* capacity.

Permit-override codes are assigned in the Student Registration Permit-Overrides section of SFASRPO. Permit-override types can be assigned only when they have been authorized for the term in the Key Information using the Registration Permit-Overrides Control Form (SFAROVR). Several functions are available in this section as follows:

- A List function from the **Permit (-Override Code)** field displays the Registration Permit-Override Codes LOV, which is derived from the Registration Permit-Overrides Control Form (SFAROVR). You may select a value from this window or select Define Permit/Override Rules from the Options Menu to access SFAROVR, which displays the valid codes and allows Exit with Value.
- A Help function from the **CRN** field displays the Registration Course Query Form (SFQSECT) when a valid CRN is present. You may also use the **Search** feature and select View Section Information (SFQSECT) to access SFQSECT.
- A List function from the **Subject** field displays a list of valid subject codes.

- A Count Query Hits function from the **CRN, Subject, Course Number, and Section** fields displays the Registration Section Query Form (SFQSECM). You may also use the **Search** feature and select Search for Sections (SFQSECM) to access SFQSECM from the **CRN** field.
- A Duplicate Record function from the **Subject and Course Number fields** displays the Existing Courses LOV, which is derived from the Subject/Course Query Form (SCQSUBJ).

The user ID that assigned the override-permit code is stored and displayed on the form, as well as the activity date associated with the most recent change.

Student Schedule information is also displayed on the form. The information displayed is the same as that displayed in the Student Schedule section of the Registration Section Query Form (SFQSECM).

## Registration Restrictions and Prerequisites

### Overview

Registration restrictions can be defined by: department, field of study (major), class, level, degree, program, campus, college, student attribute, and cohort, as well as test score and prerequisites. Registration restrictions can be used to check equivalent courses, use of course ranges, use of groups of courses, use of course attributes, to require a minimum grade point average in a group of prerequisite courses, and to handle in progress courses for prerequisite checking.

These prerequisite definition elements exist in the rules and requirements structure used for the definition of areas within the CAPP module and CAPP compliance processing.

Because current prerequisite restrictions may satisfy many institutions, and because the prerequisites for many courses can be defined using the current structure, current prerequisite restriction processing is maintained in Banner, and an institution may choose, on a section-by-section basis, which type of prerequisite rule definition and analysis will be used.

Registration restrictions are defined, controlled, and used by a number of system modules and processes:

- Registration restrictions can be defined at the Catalog level on the Course Registration Restrictions Form (SCARRES). Prerequisite requirements at the Catalog level can be defined on the Catalog Prerequisite and Test Score Restrictions Form (SCAPREQ).
- When a section is created online, catalog information defaults into the Schedule module, where it can be modified if needed to reflect the restrictions and prerequisites which apply to the specific section. Section-level restrictions are maintained using the Schedule Restrictions Form (SSARRES), and section-level

prerequisites are maintained using the Schedule Prerequisite and Test Score Restrictions Form (SSAPREQ). When sections are rolled from one term to another, restrictions and prerequisites are copied exactly from the existing section, based upon parameter options selected for the Schedule Roll Process (SSRROLL).

- Enforcement of restrictions by the Registration module is controlled by error-checking switches on the Term Control Form (SOATERM). Whether in progress courses will be allowed to fulfill prerequisite requirements is also controlled by a switch on SOATERM.
- Codes for types of registration overrides and special permissions are defined on the Registration Permit-Override Validation Form (STVROVR).
- The types of permits and overrides which can be performed for a term, and the specific conditions a permit or override governs, are defined for each term using the Registration Permit-Override Control Form (SFAROVRO).
- Permits and overrides authorized for a person/term combination are maintained on the Student Registration Permit-Overrides Form (SFASPRO).
- Restrictions, prerequisite requirements, and permits and overrides are checked by the Student Course Registration Form (SFAREGS), telephone registration processing, and the Banner Student Self-Service registration procedures.
- If a restriction is overridden, or if a special permit or override is used, each course in which an override was performed or a permit was used is flagged with the override. These override flags are stored in the student course registration record (SFRSTCR) and displayed on the Registration Course Query Form (SFQSECT).

For clarity, terminology and other assumptions about prerequisite processing are included as follows.

## Terminology

### Corequisite

A corequisite is a course which must be taken *in the same term* as the course to which it is a corequisite. If two (or more) courses must absolutely be taken in the same term, corequisites should be used. No changes to corequisite processing have been made, but they are discussed in this introduction to clarify the difference between a concurrent prerequisite and a corequisite.

### Prerequisite

A prerequisite is a course which must usually be completed in a term earlier than the course for which registration is attempted and prerequisites are being checked, but it may be taken in the same term, based upon the value of the **Concurrency Indicator**.

## Use of the Concurrency Indicator

The **Concurrency Indicator** can be used to modify a prerequisite requirement and indicate that the prerequisite course can be taken *either in an earlier term or in the same term* as the course in which registration is attempted.

When not set, the prerequisite course *must* be taken in a term *earlier* than the one in which registration is attempted. When set, the prerequisite course can be taken in an *earlier term* or can be taken *in the same term* as the one in which registration is attempted.

## Use of Minimum Grade

It is assumed that the minimum grade value will be used in all prerequisite requirements unless the requirement can be fulfilled based upon a test score alone. *If minimum grade is not used, evaluation of prerequisite requirements will cause results other than those desired and expected.* When evaluating prerequisite requirements, failed courses and withdrawn courses *will* fulfill requirements unless a minimum grade (with a numeric value higher than those for failure and withdrawal grades) is specified in the rule.

Graded courses will be considered completed, and a prerequisite will either be fulfilled or failed, regardless whether they are transfer, courses in academic history, or courses which have not yet been rolled to academic history.

- If a grade exists for a course, the grade will be used, whether the course is a transfer course, an institutional course in academic history, or an institutional course in registration.
- If the prerequisite course is an institutional course in academic history, only the most recent grade will be used.
- If the prerequisite course has been graded but has not yet been rolled to academic history, the grade in registration will be used. (A course which only has a mid-term grade will not be considered graded for prerequisite checking purposes.)

## Use of In Progress Courses

Use the **In Progress** checkbox on the Term Control Form (SOATERM) to specify, on a term-by-term basis, whether in progress courses can be used to fulfill prerequisite requirements. When this checkbox is checked, prerequisite requirements will be able to be fulfilled by in progress courses, and *no warning or error message will be issued and need to be acknowledged.* When this checkbox is unchecked, in progress courses *will not* be able to be used to fulfill prerequisite requirements. In progress courses are defined as active ungraded courses for earlier terms than the one in which registration is attempted. Enrollments in which a person is waitlisted, from which a person has withdrawn, or which has already been graded will never be considered in progress courses. Future-term enrollments, while in progress for transcript purposes, will *never* be considered by prerequisite checking.

## Prerequisite Processing

Prerequisite processing performs as follows:

- If a potential prerequisite exists in transfer work in academic history for any term (past, present or future), it will be used, based upon the minimum grade specified. If using CAPP areas for prerequisite rules, the **Use Transfer** flag will control whether or not transfer work can fulfill the requirement. The result will either be a successful registration or a *Pre-Req or Test Score Error*, depending on the minimum grade. *Transfer work still in transfer articulation will not be considered for prerequisite checking purposes.*

If a potential prerequisite exists in history for a term less than or equal to the term of the enrollment being processed, it will be used. The result will either be a successful registration or a *Pre-Req or Test Score Error*, depending on the minimum grade requirement.

- If a required prerequisite does not exist in either transfer work or academic history, enrollments in registration for terms equal to or less than that of the enrollment being processed will be checked.

Enrollments in sections which are not gradable will not be considered.

- The course registration status of all considered, ungraded courses will be checked in all cases.
  - If the registration status does not count in enrollment (STVRSTS **Count in Enrollment (Indicator)** *is not* checked), the course will be bypassed. (This will prevent DD status from satisfying a prerequisite.)
  - If the registration status is a withdrawn status (STVRSTS **Withdrawal Indicator** *is* checked), the course will be bypassed.
  - If the registration status is a waitlist status (STVRSTS **Waitlist Indicator** *is* checked), the course will be bypassed.
- If a considered enrollment for a term less than or equal to the registration term has already been graded but not yet rolled to history, the minimum grade will be checked. The result will either be a successful registration or a *Pre-Req or Test Score Error*, depending on the minimum grade.
- Ungraded enrollments for all terms less than the term of the enrollment being checked will always be considered *only* if the **In Progress** checkbox on SOATERM is checked for the term for which registration is attempted.
- Ungraded enrollments for the *same term* as the enrollment being checked will be considered only when the concurrent option has been chosen for the prerequisite being checked. The result will be a successful registration if all other requirements have also been met. If an ungraded, qualifying course

exists within the same term and concurrent enrollment is not allowed, the result will be a *Pre-Req or Test Score Error*.

Equivalent courses will also be used in prerequisite checking when CAPP areas are used to define prerequisite requirements.

At the time of registration, if a course has a corequisite requirement at either the Catalog or Schedule level, enrollments in registration for the same term as the attempted enrollment will be checked. The course registration status of all considered courses will be checked in all cases.

- If the registration status does not count in enrollment (**STVRSTS Count in Enrollment Indicator**) is not checked), the course will be bypassed. (This will prevent DD status from satisfying a corequisite.)
- If the registration status is a withdrawn status (**STVRSTS Withdrawal Indicator** is checked), the course will be bypassed.
- If the registration status is a waitlist status (**STVRSTS Waitlist Indicator**) is checked), the course will be bypassed.

Registration attempts for a course with a corequisite will result in either a successful registration or a corequisite error.

Here are a few examples of correct and incorrect ways of defining prerequisite requirements.

#### Example of Incorrect Prerequisite Definition:

In this scenario, prerequisite checking was perceived to be performed incorrectly. Here is a sample of the incorrect prerequisite rules which were used:

<b>A/O</b>	<b>Subj</b>	<b>Crse</b>	<b>Lvl</b>	<b>Grd</b>	<b>Con</b>
	ENGL	110	01	A	N
<i>OR</i>	ENGL	110			Y

The actual requirement, stated in simple terms, is “have taken ENGL 110 and earned a grade of A *or* be concurrently enrolled in ENGL 110”. With the rules established in this fashion on SSARRES, a student who had taken ENGL 110 in a previous term and failed it, passed prerequisite checking.

However, this is how the above requirement was interpreted: “(have taken ENGL 110 and earned a grade of A) *or* (have taken ENGL 110 and earned any grade or be enrolled in ENGL 110 concurrently)”. Because the second line said that any previous *or* concurrent enrollment in ENGL 110 was acceptable, regardless of the grade, a failure still satisfied the prerequisite requirement.



### Example of Correct Prerequisite Definition:

The correct way to write the requirement so that it is interpreted as desired would be as follows. Note that the concurrency indicator is set *on the same line* as the rest of the requirement.

A/O	Subj	Crse	Lvl	Grd	Con
	ENGL	110	01	A	N

The use of CAPP areas as prerequisite requirements provides additional flexibility and data elements to be used in prerequisite checking. When defining prerequisite requirements using CAPP areas, area general requirements and detail attachments (and rules) can be used. If the prerequisite requirements are more complex than can be stated using areas alone, groups can also be used. Here are some simple examples of some of the conditions you can define:

#### Example:

Requirement: "Have taken ENGL 110 and earned a grade of A or be concurrently enrolled in ENGL 110."

Area General Requirements:

1 course

Detail Attachments:

Subj	Crse Low	Crse High	Req Crd	Connect	Req Crs	Min Grd	Concurrent
ENGL	110			None	1	A	Y

#### Example:

Requirement: "Have taken 15 credits or 5 courses in lower-level English with a GPA of 2.5 and no single grade lower than a C in the used courses."

Area General Requirements:

15 credits or 5 courses

2.5 Area GPA

Detail Attachments:

Subj	Crse Low	Crse High	Req Crd	Connect	Req Crs	Min Grd	Concurrent
ENGL	1000	2999	15	OR	5	C	

**Example:**

Requirement: "Have taken ENGL 110 and earned at least a C or scored at least 500 on the SAT Verbal Test."

Area General Requirements:

None

Detail Attachments:

Set	Sub Set	Subj	Crse Low	Crse High	Req Crd	Connect	Req Crs	Min Grd	Test	Min	Max
A10	010	ENGL	110			None	1	C			
A10	015								S01	500	700

**Example:**

Requirement: "Have an overall GPA of 3.00."

Area General Requirements:

3.00 Area GPA

Detail Attachments:

Subj	Crse Low	Crse High	Req Crd	Connect	Req Crs	Max Crd	Connect	Max Crs
	1000	9999	0	None		999		

 **Note**

The detail requirements in this case must be written in a fashion to select all courses that the student has taken. The course number range must be all-inclusive, and both a required number of credits (or courses) and a maximum number must be specified. ■

## Setting up Catalog Restrictions and Prerequisites

Use the Catalog Prerequisite and Test Score Restrictions Form (SCAPREQ) to set up and maintain information about prerequisite requirements for a course.

- Use the **Course Title** field and the **Prerequisite Check Method** radio group in the Course Information section of the main window to set up a course prerequisite. The radio group can be updated in this section of the form, but the title must be maintained on the Basic Course Information Form (SCACRSE). Use the

**Maintenance** button in this window to copy an existing course. Change the checkbox value when the type of prerequisite to be used changes over time.

This information is also displayed on SCACRSE.

- Use the Course Test Score and Prerequisite Restrictions section in the Course Prerequisite Restrictions window to display and maintain catalog-level test score and prerequisite restrictions.
- Use the Course Area Prerequisite Restrictions section in the Course Prerequisite Restrictions window to display and maintain the CAPP area(s) which include prerequisite requirements for the course.
- Use the Course Registration Restriction Form (SCARRES) set up all other restrictions at the Catalog level.

Both test score and prerequisite restrictions and area prerequisites can be maintained for a course for the same effective term range, but only one type will be used for the course, depending on the setting of the **Prerequisite Check Method** radio group. Choices are *Basic or None*, *CAPP*, and *DegreeWorks*. Remember that the actual prerequisite requirements imposed on a student are those found in the Schedule module for each section of a course. Restrictions maintained at the Catalog level are merely used as defaults when sections of a course are created online using the Schedule Form (SSASECT).

#### **Note**

The **Prerequisite Check Method** radio group is found in the Course Information section of the main window of the Basic Course Information Form (SCACRSE). This radio group is used to determine the type of prerequisite requirements which will be listed in the Bulletin Report (SCRBULT) or the Web Catalog and will also default to sections created online using the Schedule Form (SSASECT). Prerequisite requirements can be defined using the existing test score and prerequisite restrictions structure, using CAPP areas, or using DegreeWorks. ■

## Setting up Schedule Restrictions and Prerequisites

Use the Schedule Prerequisite and Test Score Restrictions Form (SSAPREQ) to set up and maintain information about prerequisite requirements for a section.

- Use the **Subject**, **Course Number**, and **Section Title** fields and the **Prerequisite Check Method** radio group in the Section Information in the main window to set up a section prerequisite. The radio group can be updated in this section of the form, but the other values are display only and must be maintained on the Schedule Form (SSASECT).

This information is also displayed on SSASECT.

- Use the Section Test Score and Prerequisite Restriction section in the Section Test Score and Prerequisite Restrictions window to display and maintain section-level test score and prerequisite restrictions.

- Use the Section Area Prerequisite Restriction section of the form in the Section Test Score and Prerequisite Restrictions window to display and maintain the CAPP area(s) which include prerequisite requirements for the section.
- Use the Schedule Restrictions Form (SSARRES) to set up all other restrictions at the Schedule level.

Both test score and prerequisite restrictions and area prerequisites can be maintained for a section, but only one type will be used by registration prerequisite checking, depending on the setting of the **Prerequisite Check Method** radio group. Choices are *Basic or None*, *CAPP*, and *DegreeWorks*. This allows users who already have prerequisite requirements defined but who wish to move to the use of CAPP area prerequisite requirements to be able to view both types of requirements at once and also to easily test the prerequisite rules.

#### **Note**

The **Prerequisite Check Method** radio group is found in the Section Information in the main window of the Schedule Form (SSASECT). This radio group is used to determine the type of prerequisite requirements that will be enforced for a person attempting to enroll in the section. It will default from the value maintained for the course on the Basic Course Information Form (SCACRSE) but may be changed on a section-by-section basis. Prerequisite requirements can be defined using the existing test score and prerequisite restrictions structure, using CAPP areas, or using DegreeWorks. ■

All restrictions will be copied from the Catalog module when a section is created using the Schedule Form (SSASECT) and can also be rolled from a previous term using the Schedule Roll process (SSRROLL). Only restrictions defined for a section will be enforced by registration restriction checking.

## Setting Up Registration Restrictions and Prerequisites

Use the checkboxes on the Registration Permit-Overrides Control Form (SFAROVR) to allow definition of permit-overrides for a number of registration restrictions.

The Student Course Registration Form (SFAREGS) handles the following restriction and prerequisite processing:

- The form checks restrictions, using the data in both the primary and secondary curriculum of the effective student record. If a type of restriction fails, a restriction error will be issued. Restriction errors will not be issued if an appropriate permit/override exists for the student. Restriction errors can be overridden by the operator using normal override processing.
- If a prerequisite is fulfilled by an in progress course, and in progress courses are permitted to fulfill prerequisite requirements based upon the **In Progress** checkbox on the Term Control Form, a *PRE-REQ IN PROGRESS* message will not be issued.

- If a section fails a prerequisite requirement, a *PRE\_REQ OR TEST SCORE RESTRICTION* error message will be issued.
  - If standard prerequisite and test score restrictions are used to define the prerequisite requirements for the section, no further information will be available. The prerequisite error can be overridden by the operator using normal override processing.
  - If the prerequisite requirement is defined using CAPP areas, you can access the Detailed Restriction Results Form (SFQPREQ) from the Student Course Registration Form (SFAREGS), where the details of the prerequisite conditions which were not met will be displayed. After reviewing the conditions which were failed, additional enrollments can be added to allow the student to fulfill requirements (for example, if additional courses would fulfill requirements for concurrent-enrollment prerequisites), the error can be overridden using standard override processing, or the enrollment can be dropped.

Use the checkboxes on the Registration Course Query Form (SFQSECT) to display overrides which have been authorized for the listed restrictions.

Use the radio group options in the Registration Error Checking window of the Term Control Form (SOATERM) to establish appropriate error checking criteria for restrictions. These restrictions will allow either *Fatal*, *Warning*, or *No Check* error checking, or *Fatal* or *No Check* error checking.

## Setting up CAPP Restrictions and Prerequisites

Use the **Compliance** (use area in compliance when performing a compliance evaluation), **Prerequisite** (use area as a registration prerequisite for a course or section), and **Dynamic** (use of area as a qualifier for non-captive programs) checkboxes on the Area Library Form (SMAALIB) to set up CAPP restrictions and prerequisites. These flags are used as follows:

- Only areas flagged for compliance usage (**Compliance** checkbox checked) will be able to be attached to a program in the Program Area Attachment and Management window of the Program Requirements Form (SMAPROG), and only areas flagged for compliance usage will be considered during dynamic area selection. Only compliance in a non-captive program can select the program.
- Only areas flagged as prerequisite areas (**Prerequisite** checkbox checked) will be able to be assigned as course area prerequisites on the Catalog Prerequisite and Test Score Restrictions Form (SCAPREQ) or as section area prerequisites on the Schedule Prerequisite and Test Score Restrictions Form (SSAPREQ).
- Only areas flagged as dynamic (**Dynamic** checkbox checked) can be processed based on qualifiers for non-captive programs. If an area is attached to a captive program, the setting of the **Dynamic (Indicator)** is ignored.

Use the following fields in the Course/Attribute Attachment Results window of the Area Output Inquiry Form (SMIAOUT) to set up CAPP restrictions and prerequisites:

- The **Concurrent Enrollment** checkbox will be used only when an area is used for prerequisite checking. It specifies that the prerequisite requirement can be a concurrent enrollment, in other words, an enrollment in the same term as the course to which it is a prerequisite. When not checked, the prerequisite requirement must be fulfilled by enrollment in the prerequisite course in a term earlier than the one for which registration is attempted.
- The **Test Code**, **Score Minimum**, and **Score Maximum** fields can be used to define test type and score range which will fulfill the detail requirement. Test scores can be used in compliance areas, prerequisite areas, and (in the future) areas used as registration prescriptions. In order to define a test requirement, no other data elements (except set and subset) can be entered on the detail line. In other words, a line of detail requirements can include a rule, other criteria, or test scores but not any other combination.

## Implementing Area Prerequisite Processing

### Introduction

Area prerequisite processing is an optional feature of Banner Student. Prerequisite and test score restriction processing can be still performed using existing rules. Area prerequisite processing provides added flexibility in definition of prerequisite requirements and expanded display of the results of a failure to meet prerequisite requirements. Area prerequisite processing can be selected on a section-by-section basis.

### Processing Steps

1. (Required) Area prerequisite processing uses the CAPP Program Compliance Report (SMRCMPL) to evaluate prerequisite requirements and their fulfillment. Compliance processing requires that areas be evaluated within the context of a program, and compliance results are attached to a program.

Determine a single code to use as the prerequisite program code. Define this “program rule” on the Program Definition Rules Form (SMAPRLE), and then enter an appropriate row using this code in the Crosswalk Validation Form (GTVSDAX).

The GTVSDAX record must be created as follows:

- The **Internal Code** must be *PREREQPROG*.
- The **Sequence (Number)** must be blank (null).
- The **Internal Group (Code)** value must be *PREREQUISITES*.
- The **External Code** must be the prerequisite program code defined on SMAPRLE.
- The **Description** can be any desired description of the crosswalk rule.

- The **Translation Code** and **Reporting Date** can be left blank (null).
- The **System Requirements** box must be checked.

The program code defined for prerequisite processing on GTVSDAX will be used to provide a logical link within compliance to process areas as registration prerequisites. This code is loaded to the temporary request record (SMRRQCM) built for the duration of the Registration Prerequisite process.

2. Determine a coding structure to use for Area Prerequisite requirements. **Area (Code)** is a ten character field. Using a coding structure like "PENGL1005", where "P" indicates a prerequisite requirement, and "ENGL1005" is the course for which prerequisites are defined, will provide for easy queries of prerequisite areas, and simplify data entry and reporting.
3. (Required) Use the Area Requirements Form (SMAAREA) to define the requirements for a prerequisite area. If you have not already defined an area to the Area Library, you will be able to do so at this time.
4. (Optional) Use the Catalog Prerequisite and Test Score Restrictions Form (SCAPREQ) to attach area(s) containing prerequisite requirements to a course.
5. (Optional) Use the **Prerequisite Check Method** radio button group on either SCAPREQ or the Basic Course Information Form (SCACRSE) to specify which type of prerequisite requirements will be in effect for the course. Values are *Basic or None*, *CAPP*, and *DegreeWorks*.
  - When the **CAPP** radio button is selected, prerequisite requirements defined in the attached CAPP area will be listed for the course in the Bulletin Report (SCRBULT) and in the self-service catalog package.
  - When the **Basic or None** radio button is selected, prerequisite requirements defined in the Course Test Scores and Prerequisite Restrictions block of SCAPREQ will be listed for the course in the SCRBULT Report and in the self-service catalog package.
  - The **DegreeWorks** radio button is only used when DegreeWorks prerequisite checking is in use, in place of CAPP area prerequisite checking.
6. (Required) Use the Schedule Prerequisite and Test Score Restrictions Form (SSAPREQ) to attach area(s) containing prerequisite requirements to a section.
7. (Required) Use the **Prerequisite Check Method** radio group on either SSAPREQ or the Schedule Form (SSASECT) to specify which type of prerequisite requirements will be in effect for each section. Values are *Basic or None*, *CAPP*, and *DegreeWorks*.
  - When the **CAPP** radio button is selected, prerequisite requirements defined in the attached CAPP area will be applied to attempts to register for the section. When area requirements are used as prerequisites, registration processes use the Program Compliance Report (SMRCMPL) to evaluate fulfillment of the requirements.

- When the **Basic or None** radio button is selected, prerequisite requirements defined in the Section Test Score and Prerequisite Restrictions block of SSAPREQ will be applied to attempts to register for the section, and current prerequisite restriction selection will occur. If you choose to not implement area prerequisites, you will see no changes in prerequisite processing.
  - The **DegreeWorks** radio button is only used when DegreeWorks prerequisite checking is in use, in place of CAPP area prerequisite checking.
8. (Required) Use the Term Control Form (SOATERM) to control prerequisite checking parameters.
- Use the **In Progress** checkbox (in the main window) to specify whether in progress courses should be used to fulfill prerequisite requirements when using area prerequisites. When checked, an in progress course will automatically fulfill a prerequisite requirement, and no acknowledgment of this usage is required. When unchecked, in progress courses will not be allowed to fulfill a prerequisite requirement, and a *Pre-req or test score restriction* error will be given.
  - In progress courses are "active" ungraded qualifying courses for an *earlier* term, or a course attempted in the *same* term if the **Concurrent Enrollment Allowed (Indicator)** is checked in the Course/Attribute Attachment window of SMAAREA or SMAGROP. Enrollments in which a person is waitlisted, from which a person has withdrawn, or which have already been graded, will never be considered an "in progress" course. Future-term enrollments, while "in progress" for transcript purposes, will never be considered by prerequisite checking.
  - Use the **Prerequisites** radio group (in the Registration Error Checking window) to specify whether prerequisite checking should be performed or not. The **No Check** option specifies that prerequisite restrictions will not be checked. The **Fatal** option indicates that failure of a prerequisite restriction will raise a fatal error.
9. (Required) Determine if pipe processes or advanced queuing will be used to submit compliance requests for prerequisite checking.

Use the *AQ4PIPES GTVSDAX* rule to toggle between pipes and advance queues.

 **Note**

Advanced queuing is used for session communication with Oracle RAC technology where the database runs across multiple instances. Pipes and queues can co-exist, and you can switch between the two options. However, you must choose to run one or the other. They cannot be run together. ■



Refer to the “Student Records” chapter of the *Banner Student Self-Service User Guide* or the “Student Information” chapter of the *Banner Faculty and Advisor Self-Service User Guide* for more information on using pipes and advanced queues.

- 9.1.** For pipe processes, determine how the processes which will submit compliance requests will be managed.

When using area prerequisite requirements, Oracle pipes can be used to submit compliance requests from the various registration processes. Two pipe programs are involved:

- The Compliance Listener Start Up Process (SFRPINI) initializes the Compliance Pipe Process (SFRPIPE) for each pipe listed in the SFBPIPE table.
- The Compliance Pipe Process (SFRPIPE) is used as a listening agent for Oracle pipes to initiate the compliance process to perform prerequisite processing for registration.

Use the *PIPETIME GTVSDAX* rule with pipes to manage the timeout period for a response from compliance processing.

 **Note**

Pipes used by area prerequisite processing are similar to those used by Job Submission (GURJOBS), and their management is usually a database administrator or systems-type responsibility.

Appropriate pipes must be initialized in order for area-prerequisite processing to occur, and they may be best initialized during normal system start-up routines. Ten rows have been delivered in the SFBPIPE table, and ten pipes will be initialized by SFRPINI. Determining the required number of pipes to use is each institution's responsibility. If processes are waiting for pipe responses, it may be best to initialize additional pipes. ■

- 9.2.** For advanced queuing, determine how the processes which will submit compliance requests will be managed.

When using area prerequisite requirements, Oracle advanced queuing can be used to submit compliance requests from the various registration processes. Two advance queuing programs are involved:

- The Queue Initialization Process (SFRQINI) initializes the SFRADVQ listener process to be run in the background, where it listens for Oracle advanced queue calls to execute the compliance process.
- The Compliance Advanced Queue Process (SFRADVQ) is used as a listening agent for Oracle advanced queue processing. It tells advanced

queuing to initiate the compliance process to perform prerequisite processing for registration.

Use the *QUEUETIME GTVSDAX* rule with advanced queues to manage the timeout period for a response from compliance processing.

10. Perform registration as usual. There will be different results, depending upon the method of registration used.

- 10.1. Online registration using the Student Course Registration Form (SFAREGS):

When area prerequisites are not in effect for a section, prerequisite checking will be performed as it has been in the past. There are three possible results: a successful registration, an *In progress* message, or a *Pre-Req and Test Score Restriction* error. The operator must respond either by dropping the request or overriding the error.

When area prerequisites are in effect for a section, prerequisite processing will be performed by a piped call for a compliance evaluation. There are two possible results: a successful registration or a *Pre-Req and Test Score Restriction* error. If a *Pre-Req and Test Score Restriction* error occurs, the operator may respond in one of several ways:

- Override the error immediately.
- Drop the request.
- Request additional information on why the prerequisite requirement was not met. Additional prerequisite failure information is presented in the Detailed Restriction Results Form (SFQPREQ). This form is available as an option from SFAREGS using the **CRN** field **Search** feature and the Option List (select View Detailed Results) or a Duplicate Item function when positioned on a course for which an area prerequisite was not met. After reviewing the requirements which have not been met, the operator is returned to SFAREGS, where additional enrollments can be requested, the error can be overridden, or the section can be dropped.

 **Note**

Please note that SFQPREQ is available for display only for enrollment attempts in sections which use area prerequisites. If you request display of SFQPREQ for all enrollment attempts where test score and prerequisite restrictions are used, the error message *\*ERROR\* CAPP Area Prerequisite error not encountered* will be given. ■

- 10.2. Web Registration (either Banner Student Self-Service or Banner Faculty and Advisors Self-Service):

When area prerequisites are not in effect for a section, prerequisite checking will be performed as it has been in the past. There are two possible results: a

successful registration or a *Pre-Req and Test Score Restriction* error. Following an error, the request to enroll in the section is automatically deleted.

When area prerequisites are in effect for a section, prerequisite processing will be performed by a piped call for a compliance evaluation. There are two possible results: a successful registration or a *Pre-Req and Test Score Restriction* error.

If a *Pre-Req and Test Score Error* is returned for an enrollment attempt which uses an area prerequisite, a link will be available from the CRN for the enrollment, and you will see a line below the CRN. The student can select the link, and a new Web page, the CRN Prerequisite Area Results will be displayed. This page will display all prerequisite areas for the CRN which *have not* been met. It will not display required prerequisite areas which *have* already been met.

The display is in table format, and includes the following sections:

- For each CRN for which an area prerequisite has not been met, the CRN, Subject, Course Number, and Course Title will display.
- Each area which has not been met will be listed, and Area Code and Area Description will display.
- The Required Credits, Courses, and Minimum GPA from the area's general requirements will display, if the area includes any of these items in its general requirements.
- Detailed requirements for the area will display, *if the **Print Indicator** checkbox for the area is checked on the Area Library Form (SMAALIB). If the **Print Indicator** checkbox is not checked for the area, no detail requirements will display.* For example, you may have an area in which a minimum GPA is required, and the only thing you want to communicate to the student is whether the GPA requirement has been met or not. Setting the **Print Indicator** checkbox to unchecked for the area will suppress the display of the detail requirements for the area.

After viewing the results of the prerequisite evaluation, the student has several options:

- Use the **Menu** button to return to the Registration Menu.
- Use the **Exit** button to exit from Banner Student Self-Service.
- Use the Return to Add/Drop link to return to the Add/Drop Classes page.

## Registration Prerequisite Checking using DegreeWorks

This section discusses using DegreeWorks software with Banner prerequisite checking in the Catalog, Schedule, and Registration modules. This is optional functionality that can be

turned on as needed using a rule on GTVSDAX. DegreeWorks version DW4.0.7 supports this functionality.

 **Warning**

Once you have turned on DegreeWorks prerequisite checking and converted the records, attempting to revert back to CAPP prerequisite checking is *not* recommended. You can continue to use Banner basic prerequisite checking.

You cannot turn on DegreeWorks prerequisite checking for prior terms that have registration records. Prior terms will still use CAPP and/or Banner basic prerequisite checking. ■

Communication between DegreeWorks and Banner is handled by Oracle advanced queue processing. GTVSDAX rules are also used to set up this processing. Please refer to the DegreeWorks documentation regarding listener services used to communicate with Banner Student.

## Processing Overview

This section contains information on:

- setting up Banner
  - running the update and conversion scripts
  - turning on the prerequisite GTVSDAX rule
  - turning on prerequisite checking for courses and sections
  - viewing errors in registration
- integrating the processing with DegreeWorks
  - using the DegreeWorks Scribe tool
  - using the DegreeWorks Scribe Requisite blocks
  - using the DegreeWorks listener services
- setting up Oracle advanced queuing
  - turning on the advanced queue GTVSDAX rule
  - using the “degreeworks” user role
  - using the Prerequisite Service
  - using the Description Service
  - using Oracle object types

## Banner Setup

Banner General 8.3 must be installed before Banner Student 8.4.1 is installed, in order to use this processing. After Banner Student 8.4.1 has been installed, the *PREREQCHK* GTVSDAX rule can be configured. You can then run the optional update and conversion scripts to update the prerequisite checking method on the SCBCRSE and SSBSECT tables. The mandatory update and conversion scripts were automatically run as part of the Student 8.4 upgrade.

### Update and Conversion Scripts

Four update and conversion scripts are delivered for use with DegreeWorks prerequisite checking.

- `sscbrseu_080400.sql`

Run automatically as part of Banner Student 8.4 upgrade

- `sssbsectu_080400.sql`

Run automatically as part of Banner Student 8.4 upgrade

- `sscbrseu_dw_08040100.sql`

Optional, run manually after Banner Student 8.4.1 upgrade for DegreeWorks prerequisite checking

- `sssbsectu_dw_08040100.sql`

Optional, run manually after Banner Student 8.4.1 upgrade for DegreeWorks prerequisite checking

#### ***sscbrseu\_080400.sql***

The `sscbrseu_080400.sql` update script is used to populate the `SCBCRSE_PREREQ_CHK_METHOD_CDE` column in SCBCRSE for all terms.

#### **Note**

The `SCBCRSE_PREREQ_CHK_METHOD_CDE` column replaces the `SCBCRSE_CAPP_PREREQ_TEST_IND` column. ■

*This script was run automatically during the Banner Student 8.4 upgrade process.*

The script sets the `SCBCRSE_PREREQ_CHK_METHOD_CDE` column to the appropriate value for the prerequisite.

- If the obsolete `SCBCRSE_CAPP_PREREQ_TEST_IND` column was set to *Y*, the `SCBCRSE_PREREQ_CHK_METHOD_CDE` column is set to *C*.
- If the obsolete `SCBCRSE_CAPP_PREREQ_TEST_IND` column was set to *N* or *Null*, the `SCBCRSE_PREREQ_CHK_METHOD_CDE` column is set to *B*.

### ***sssbsectu\_080400.sql***

The `sssbsectu_080400.sql` update script is used to populate the `SSBSECT_PREREQ_CHK_METHOD_CDE` column in `SSBSECT` for all terms.

#### **Note**

The `SSBSECT_PREREQ_CHK_METHOD_CDE` column replaces the `SSBSECT_CAPP_PREREQ_TEST_IND` column. ■

*This script was run automatically during the Banner Student 8.4 upgrade process.*

The script sets the `SSBSECT_PREREQ_CHK_METHOD_CDE` column to the appropriate value for the prerequisite.

- If the obsolete `SSBSECT_CAPP_PREREQ_TEST_IND` column was set to *Y*, the `SSBSECT_PREREQ_CHK_METHOD_CDE` column is set to *C*.
- If the obsolete `SSBSECT_CAPP_PREREQ_TEST_IND` column was set to *N* or *Null*, the `SSBSECT_PREREQ_CHK_METHOD_CDE` column is set to *B*.

### ***sscbrseu\_dw\_08040100.sql***

The `sscbrseu_dw_08040100.sql` conversion script is used to change CAPP prerequisite checking to DegreeWorks prerequisite checking for courses by term by updating `SCBCRSE`. When the `SCBCRSE_PREREQ_CHK_METHOD_CDE` is set to *C*, the script updates the setting to *D*.

*This script is optional and is run after the 8.4.1 upgrade is complete, and only needs to be run if you are implementing DegreeWorks prerequisite checking.*

Before this script is run, update the delivered `PREREQCHK` rule on `GTVSDAX` to the valid beginning term code. This is the term when you wish to start using DegreeWorks for prerequisite checking.

This script verifies that registration is not in progress, and that no courses have registration records for the term code entered for the `PREREQCHK` rule or for any active or future term codes that are greater than the beginning term code. If registration records exist, an error is displayed, and a different future term must be selected.

The script also creates a new *course detail record* on the Course General Information Base Table (`SCBCRSE`) using the beginning term from the `PREREQCHK` rule as the new effective term. It then updates the value for the prerequisite checking method (`SCBCRSE_PREREQ_CHK_METHOD_CDE`) for CRNs that have active terms equal to or greater than the beginning term for the rule.

### ***sssbsectu\_dw\_08040100.sql***

The `sssbsectu_dw_08040100.sql` conversion script is used to change CAPP prerequisite checking to DegreeWorks prerequisite checking for sections by term by updating

SSBSECT. When the SSBSECT\_PREREQ\_CHK\_METHOD\_CDE is set to C, the script updates the setting to D.

*This script is optional and is run after the 8.4.1 upgrade is complete, and only needs to be run if you are implementing DegreeWorks prerequisite checking.*

Before this script is run, update the delivered *PREREQCHK* rule on GTVSDAX to the valid beginning term code. This is the term when you wish to start using DegreeWorks for prerequisite checking.

This script verifies that registration is not in progress, and that no sections have registration records for the term code entered for the *PREREQCHK* rule or for any active or future term codes that are greater than the beginning term code. If registration records exist, an error is displayed, and a different future term must be selected.

The script updates the value for the prerequisite checking method (SSBSECT\_PREREQ\_CHK\_METHOD\_CDE) for CRNs/sections that have active terms equal to or greater than the beginning term for the rule. This script does not create any new records on the Section General Information Base Table (SSBSECT).

### Prerequisite Checking GTVSDAX Rule

The *PREREQCHK* rule is used with DegreeWorks prerequisite checking. When this rule is in use and DegreeWorks is installed at your institution, registration prerequisite checking can take place through DegreeWorks.

The *PREREQCHK* rule is delivered with the external code set to 999999. You need to set the rule to the term code for the beginning term for which you wish to use DegreeWorks prerequisite checking.

The following conditions apply on SCACRSE and SSASECT:

- When the **External Code** field is set to a begin term of 999999 or an invalid term code, the *DegreeWorks* option in the **Prerequisite Check Method** radio group is disabled.
- When the **External Code** field is set to a begin term that is equal to or less than the current term, the *CAPP* option in the **Prerequisite Check Method** radio group is disabled.
- At least one course area prerequisite restriction must exist on SCAPREQ or SSAPREQ, in order to set the **Prerequisite Check Method** radio group to *CAPP* and save the record on SCACRSE or SSASECT.

The following conditions apply on SCAPREQ and SSAPREQ:

- When the **External Code** field is set to a begin term of 999999 or an invalid term code, the *DegreeWorks* option in the **Prerequisite Check Method** radio group is disabled.

- When the **External Code** field is set to a begin term that is equal to or less than the current term, the *CAPP* option in the **Prerequisite Check Method** radio group is disabled.
- When the **External Code** field is set to a begin term that is equal to or less than the current term, and the **Prerequisite Check Method** radio group is set to *DegreeWorks*, the tab for the Course Prerequisite Restrictions or the Section Test Score and Prerequisite Restrictions window is disabled.
- When the **External Code** field is set to a begin term of 999999 or an invalid term code, a CAPP area prerequisite must exist in the Course Prerequisite Restrictions or the Section Test Score and Prerequisite Restrictions window in order to set the **Prerequisite Check Method** radio group to *CAPP* and save the record.
- When the **External Code** field is set to a begin term that is equal to or less than the current term, and the **Prerequisite Check Method** radio group setting is changed from *DegreeWorks* to *Basic or None*, the tab for the Course Prerequisite Restrictions window or the Section Test Score and Prerequisite Restrictions is enabled.
- When the **External Code** field is set to a begin term that is prior to the availability of DegreeWorks prerequisite checking, the **View DegreeWorks Prerequisite Description** button is not displayed on SCAPREQ or SSAPREQ.

<b>External Code</b>	<b>Internal Code</b>	<b>Internal Code Sequence Number</b>	<b>Internal Code Group</b>	<b>Description</b>	<b>Activity Date</b>
Begin term code, default 999999	PREREQCHK	1	DEGREEWORKS	DegreeWorks Prereqs Specified	Sysdate

## Catalog and Schedule

DegreeWorks prerequisite checking can be set up at the course level on SCACRSE and SCAPREQ and at the section level on SSASECT and SSAPREQ using the **Prerequisite Check Method** radio group. Set the radio group to *DegreeWorks*, instead of *Basic or None* or *CAPP*.

The DegreeWorks description for the course or section can be viewed using the **View DegreeWorks Prerequisite Description** button on SCAPREQ and SSAPREQ. This opens the Prerequisite Information window. When no information exists for the prerequisite description, the message *No prerequisite was defined for this course. Please contact the Registrar's Office is delivered* is displayed in the window. This message text is delivered and can be customized in DegreeWorks version DW4.1.0.



 **Note**

As of DegreeWorks version DW4.0.7, if no course description is entered in DegreeWorks, the Prerequisite Information window will be displayed but will be blank. ■

The prerequisite descriptions from DegreeWorks and associated prerequisite error messages can also be viewed in the Catalog and Schedule modules in Banner Student Self-Service and Banner Faculty and Advisor Self-Service to assist students and faculty members to determine the order in which courses need to be taken.

Prerequisite information from DegreeWorks is displayed on the following pages in Self-Service:

- Detailed Course Information (bwckctlg.p\_disp\_course\_detail)
- Detailed Class Information (bwckschd.p\_disp\_detail\_sched)
- Add or Drop Classes (bwskfreg.P\_AddDrpCrse) (Student Self-Service)
- Add or Drop Classes (bwlkfrad.P\_FacAddDropCrse) (Faculty and Advisor Self-Service)

The Bulletin Report (SCRBULT) displays DegreeWorks course prerequisites in the output. The report calls the DegreeWorks Description Service to obtain the prerequisite descriptions scribed in the remarks in the Requisite blocks associated with the course.

The Term Roll Report (SSRROLL) rolls the prerequisite checking method and or converts prerequisite checking from a CAPP method to a DegreeWorks method according to the begin term in *PREREQCHK* rule on GTVSDAX. This allows you to create the schedule of class sections for terms where DegreeWorks will be used. SSRROLL will not allow the new sections to have a CAPP prerequisite checking method, unless a CAPP area is associated with the section per the Roll CAPP Area or DW Pre-reqs parameter.

Set the *PREREQCHK* rule to the beginning term code for which you use to use DegreeWorks. When SSRROLL is run and the Roll CAPP Area or DW Pre-reqs parameter, the process converts the prerequisite checking method for the sections from CAPP to DegreeWorks, based on the parameter setting. You can roll and convert the prerequisite checking method from Catalog, from Schedule, or you can choose to not roll the data. Not rolling the data resets the **Prerequisite Check Method** radio group to *Basic or None* (SCBCRSE\_PREREQ\_CHK\_METHOD\_CDE and SSBSECT\_PREREQ\_CHK\_METHOD\_CDE set to *B*).

You can review the settings on GTVSDAX for the *PREREQCHK* rule after running SSRROLL. When a valid term code is stored in the **External Code** field that is less than or equal to the term code the data was rolled to, the settings should be as follows:

- For CRNs where the SSBSECT\_PREREQ\_CHK\_METHOD\_CDE is set to *C*, the setting is changed to *D*.

- For CRNs where the `SSBSECT_PREREQ_CHK_METHOD_CDE` is set to *B*, the setting remains as it is.

## Registration

DegreeWorks prerequisite registration errors can be viewed on SFAREGS for a student and term. They can also be viewed in Self-Service.

The Student Temporary DegreeWorks Error Messages Table (SFTDWER) is used to store the DegreeWorks prerequisite checking errors that are displayed on SFAREGS and in Self-Service. SFTDWER is a child table of the Registration Temporary Table (SFTREGS). Records in SFTDWER must be deleted before associated records can be deleted from SFTREGS.

DegreeWorks prerequisite checking is called by SFAMREG for mass registration, but individual DegreeWorks errors must be viewed from SFAREGS. A Message window on SFAREGS is used to display the prerequisite error messages by CRN. This window also displays course descriptions when errors do not exist.

The Registration Admin Messages Report (SFRRGAM) uses prerequisite checking with DegreeWorks and displays pre-registration DegreeWorks prerequisite error messages for students.

## DegreeWorks Integration Setup

Reports can be run from DegreeWorks using Transit to view prerequisite setup in Banner and DegreeWorks. You can use the reports to identify prerequisite setup issues in DegreeWorks, such as courses and sections where the DegreeWorks prerequisite indicator has been set but no rules exist. You can also identify courses and sections that have the indicator set for existing rules. This will assist you in setting up processing for registration errors and preventing students from receiving unnecessary prerequisite error messages. The section prerequisite checking method determines the use of DegreeWorks in Banner registration processing when DegreeWorks has been installed.

Please refer to the DegreeWorks documentation suite (version DW4.0.7) for more information.

## Scribe Tool

The DegreeWorks Scribe tool is used to encode degree requirements. It contains templates that can be used to enter Requisite blocks (rules) for courses and sections. It is used to create a prerequisite rule for a course, as well as add a description. The courses in the descriptions can have hyperlinks in the Web display as long as they are used in the rule. The descriptions are extracted from the Scribe Remarks (notes on the requirements) and are available to Banner Student Self-Service and Banner Faculty and Advisor Self-Service on the Detail Course Information pages and the Detailed Class Information pages. They are available to Banner baseline in the Bulletin Report (SCRBULT) and on the SCAPREQ and SSAPREQ forms. The error messages seen by the student or registrar when a

prerequisite is not met are contained in the Scribe ProxyAdvice. These messages are displayed to the students and faculty members in Self-Service and to the registrar in the error details in SFAREGS.

Please refer to the DegreeWorks documentation suite (version DW4.0.7) for more information.

## Scribe Requisite Blocks

Scribe Requisite blocks are made up of remarks (prerequisite description), the class (course) prerequisite rules, and ProxyAdvice. Rules are defined by course and term range, or by term and CRN. They are linked to Banner when the `SCBCRSE_PREREQ_CHK_METHOD_CDE` column or the `SSBSECT_PREREQ_CHK_METHOD_CDE` column is set to *D*.

The Requisite block also prevents in-progress courses from being used to meet prerequisites on a rule-by-rule basis or on a course-within-a-rule basis. The setting of the **In Progress** checkbox on `SOATERM` is not used in DegreeWorks. The DegreeWorks standard is that in-progress courses will meet prerequisites.

### Note

Courses that have been waitlisted, withdrawn from, or already graded do not qualify as in-progress for prerequisite checking. ■

Please refer to the DegreeWorks documentation suite (version DW4.0.7) for more information.

## Oracle Advanced Queue Processing

Advanced queue processing is used to connect Banner and DegreeWorks for prerequisite checking. This is similar to the pipes processing used with CAPP prerequisite checking. The `squeqtabc_08040100_02.sql` and `squeqtabc_08040100_03.sql` scripts are run during the 8.4.1 upgrade to establish the administrative queues and queue tables for advanced queuing.

Please see the *Banner General 8.3 Release Guide* for more information on Oracle Advanced Queue Processing.

## Advanced Queue Processing GTVSDAX Rule

The `QUEUETIME` rule is used with advanced queue processing for DegreeWorks queues.

Internal Code	Internal Group Code	External Code	Description
QUEUETIME	QUEUETIMEOUT	300	SFRADVQ timeout in seconds

The *QUEUE* rule allows you to change the timeout period for the advanced queue process. The delivered default timeout period is 300 seconds (five minutes). You need to set the rule to the timeout value you choose for the queue to work with the advanced queuing.

Please refer to the DegreeWorks documentation for information on starting listener services.

## DegreeWorks User Role

A “degreeworks” Oracle user is used with this processing. The `USR_DEGREE_WORKS` role is the default role given to this user. This role will only be granted to execute specific objects as defined by the `gurtgrdw.sql` script. (This grant script is also part of the 8.4.1 upgrade.) This allows the DegreeWorks listener processes (DAP61 for the Prerequisite Service and DAP62 for the Description Service) to be executed as the DegreeWorks user, only allowing access to the specific objects required for DegreeWorks prerequisite checking.

## Prerequisite Service

The Prerequisite Service sends the prerequisite courses that are used for `SCRBULT`, `SCAPREQ`, and `SSAPREQ` in baseline and the Detailed Course Information page (`bwckctlg.p_disp_course_detail`) and the Detailed Class Information page (`bwckschd.p_disp_detail_sched`) in Banner Student Self-Service and Banner Faculty and Advisor Self-Service. When a student has not met the requirements, a message is displayed.

The Add or Drop Classes page (`bwskfreg.P_AddDnpCrse`) in Banner Student Self-Service and the Add or Drop Classes page (`bwlkfrad.P_FacAddDropCrse`) in Banner Faculty and Advisor Self-Service also display prerequisite messages.

A registration request to the Prerequisite Service contains the term code, `PIDM`, `SPRIDEN` ID, level, degree, `CRN`, subject code, course number, section number, and credit hours. The response returns the course prerequisite information, including in-progress and error information.

The Registration DegreeWorks Advanced Queuing Package (`SFKDWAQ`) package is used by the Banner registration process when DegreeWorks prerequisite checking is implemented. It facilitates communication across the Oracle queues for the DegreeWorks listener process - DAP61 for the Prerequisite Service.

## Description Service

The Description Service sends the course prerequisite descriptions that are used for `SCRBULT`, `SCAPREQ`, and `SSAPREQ` in baseline and the Detailed Course Information page (`bwckctlg.p_disp_course_detail`) and the Detailed Class Information page (`bwckschd.p_disp_detail_sched`) in Banner Student Self-Service and Banner Faculty and Advisor Self-Service.

A catalog request is initiated in Self-Service when the course details hyperlink is selected. The request must contain required data for term code, subject code, and course number. The request can contain optional data for section number, student ID, degree, and level.

A class schedule request is initiated in Self-Service when the class section hyperlink is selected. The request must contain required data for CRN, term code, subject code, course number, and section number. The request can contain optional data for student ID, degree, and level.

The Description Service response to a catalog request or a class schedule request is displayed to the user as course or section prerequisite description information when the description is found or as an error message if the service is not available, the description is not found, or the Scribe Requisite block is not found.

The Registration DegreeWorks Advanced Queuing Package (SFKDWAQ) package is used by the Banner registration process when DegreeWorks prerequisite checking is implemented. It facilitates communication across the Oracle queues for the DegreeWorks listener process - DAP62 for the Description Service.

## Oracle Object Types

Four high-level, complex, Oracle object types are used that rely on dependant, lower-level object types for their creation. The object types are: `so_dw_preq_request`, `so_dw_preq_response`, `so_dw_desc_request`, and `so_dw_desc_response`. These objects represent the communication payload that is sent across one of the four, unique, Oracle queues also used with this processing. The four Oracle queues are: `DW_PREQ_REQUEST_Q`, `DW_PREQ_RESPONSE_Q`, `DW_DESC_REQUEST_Q`, and `DW_DESC_RESPONSE_Q`.

### *so\_dw\_preq\_request*

The `so_dw_preq_request` object is populated by the Banner SFKPREQ package. It represents information used by DegreeWorks to perform a prerequisite evaluation. This informational payload is sent from Banner across the `DW_PREQ_REQUEST_Q` queue so that the DegreeWorks DAP61 listener process can submit the prerequisite evaluation.

Variable Name	Underlying Oracle Object Type
CORRELATIONID	BANINST1.SO_DW_PREQ_CORRELATION_ID
TERMCODE	BANINST1.SO_DW_PREQ_TERM
STUDENT	BANINST1.SO_DW_PREQ_STUDENT
COURSESECTION	BANINST1.SO_DW_PREQ_CRSE_REQUEST_V

### *so\_dw\_preq\_response*

The `so_dw_preq_response` object is populated by DegreeWorks. It represents information for the results of the prerequisite evaluation. DegreeWorks process DAP61 posts this payload on the `DW_PREQ_RESPONSE_Q` so that Banner (SFKPREQ) can listen for this response. Once the response is received, Banner decodes the object and proceeds with the registration prerequisite evaluation, based upon the results received.

Variable Name	Underlying Oracle Object Type
CORRELATIONID	BANINST1.SO_DW_PREQ_CORRELATION_ID
TERMCODE	BANINST1.SO_DW_PREQ_TERM
STUDENT	BANINST1.SO_DW_PREQ_STUDENT
COURSESECTION	BANINST1.SO_DW_PREQ_CRSE_RESPONSE_V

### ***so\_dw\_desc\_request***

The `so_dw_desc_request` object is populated by the Banner SFKPREQ package. It represents information used by DegreeWorks to query course description information. This informational payload is sent from Banner across the `DW_DESC_REQUEST_Q` queue so that the DegreeWorks DAP62 listener process can submit the query information on the DegreeWorks platform.

Variable Name	Underlying Oracle Object Type
CORRELATIONID	BANINST1.SO_DW_PREQ_CORRELATION_ID
TERMCODE	BANINST1.SO_DW_PREQ_TERM
STUDENT	BANINST1.SO_DW_PREQ_STUDENT
COURSESECTION	BANINST1.SO_DW_PREQ_CRSE_REQUEST

### ***so\_dw\_desc\_response***

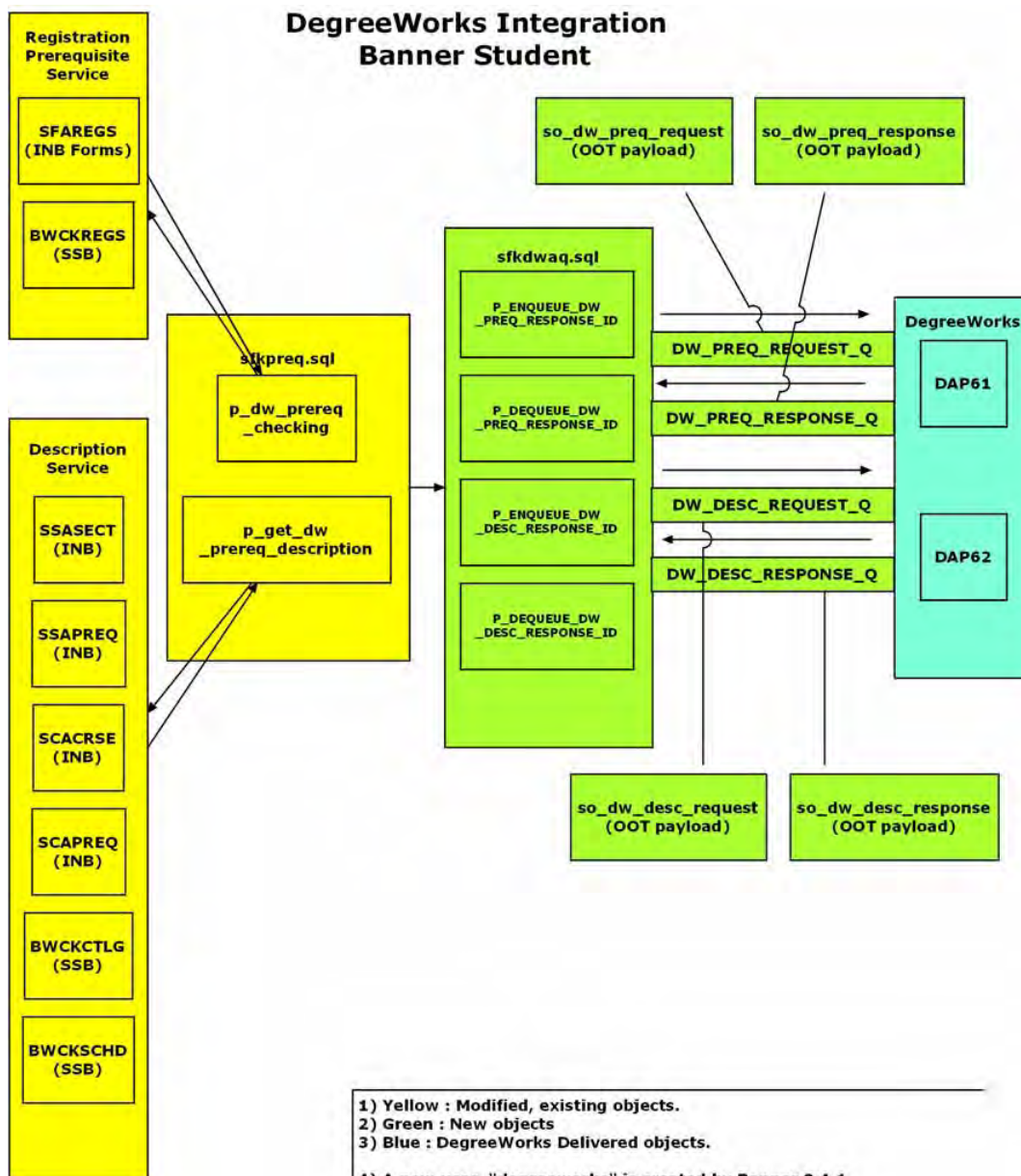
The `so_dw_desc_response` object is populated by DegreeWorks. It represents information for the course description. DegreeWorks process DAP62 posts this payload on the `DW_DESC_RESPONSE_Q` queue so that Banner (SFKPREQ) can listen for the response. Once the response is received, Banner decodes the object and proceeds with returning the course description results to the calling processes (i.e., baseline Banner or Self-Service Banner).

Variable Name	Underlying Oracle Object Type
CORRELATIONID	BANINST1.SO_DW_PREQ_CORRELATION_ID
COURSESECTION	BANINST1.SO_DW_PREQ_CRSE_REQUEST
DESCRIPTION	BANINST1.SO_DW_DESC_DESCRIPTION_V
REFERENCE	BANINST1.SO_DW_DESC_REFERENCE_V

## Process Flow

Here is a process flow that shows how pipes and queues are used with prerequisite checking.

## DegreeWorks Integration Banner Student



- 1) Yellow : Modified, existing objects.
- 2) Green : New objects
- 3) Blue : DegreeWorks Delivered objects.
- 4) A new user, "degreeworks" is created by Banner 8.4.1. This user only has access to green objects.
- 5) A new role, "usr\_degree\_works" is created by Banner 8.4.1. New role granted to green objects and new user in #4 above.
- 6) A new grant script, gurtgrdw.sql, is created by Banner 8.4.1. Used for compiling green objects to grant new role to objects.

# Return of Title IV Funds Processing

## Overview

Return of Title IV Funds processing provides one simplified Return of Title IV Funds policy for all students, when a student who is receiving Title IV, HEA program funds ceases attendance at the institution. This policy determines the amount of institutional charges that an institution has earned when a student withdraws, and the amount that was unearned and has to be returned.

The Return of Title IV Funds policy limits the student's responsibility for repayments of Federal grants to 50% of the total amount of Federal grants above institutional charges. The policy excludes Federal Work-Study from the calculation.

Return of Title IV processing is cross-enterprise functionality involving the Banner Financial Aid, Banner Student, and Banner Student Self-Service products, and the Accounts Receivable module.

## Return of Title IV Funds and Authorizations Handbook

For more information on Title IV Refunding, please refer to the *Return of Title IV Funds and Title IV Authorizations Handbook*, which contains information for the Banner Financial Aid and Banner Student products and the Accounts Receivable module.

## Terminology

The following terms are used to discuss Title IV processing.

<b>Term</b>	<b>Description</b>
Title IV Aid	Loans and grants funded by the Federal Government under regulations initially established by the Higher Education Act of 1965 and as amended.
Reauthorization	Periodic review, modification, continuation of a federal program. Title IV was last reauthorized in 1998 with significant changes to the required handling of aid if a student withdraws from all classes.
Break Period	A period of consecutive days during which no academic activity occurs, which may include weekends, holidays, vacations, etc.
Enrollment Period	The period of time (measured in days for Credit Hour programs and hours for Clock Hour programs) for which students who complete an academic program are enrolled. Excludes break periods of five or more consecutive days.



<b>Term</b>	<b>Description</b>
Leave of Absence	Periods in which a student is excused from attendance with prior approval. Regulations define criteria for approving a leave of absence.
Period of Attendance	The period of time a student actually attends prior to withdrawal, excluding approved leave of absence and break periods of five or more consecutive days.
Percent Completed	Period of Attendance/Enrollment Period as a percentage rounded to one decimal.
Institutional Charges	Assessments which are made to students as a requirement for attendance in an academic program (for example, Tuition, Fees, Room, Board).
Other Institutional Costs	Additional amounts not billed through Accounts Receivable which are considered as required for attendance (for example, required lab equipment which all students must purchase off campus).

## Calculations

Here is a summary of the steps involved in calculating the Return of Title IV Funds.

### 1. Determine the student's withdrawal date.

The student's withdrawal date can be determined by one of the following specifications:

#### 1.1. The withdrawal date as determined by the institution's attendance records.

An institution that is required by an outside entity to take attendance for only some of its students must use those attendance records for those students that withdraw to determine the withdrawal date.

#### 1.2. The date, as determined by the institution, that the student began the withdrawal process prescribed by the institution.

#### 1.3. The date, as determined by the institution, that the student provided official notification to the institution of his or her intent to withdraw.

A student has provided official notification to the institution of his or her intent to withdraw if the student indicates an intent orally or in writing.

#### 1.4. The period mid-point (50%) for institutions who do not take attendance and for which a student leaves the institution without reporting his or her withdrawal and for which the institution is unable to identify the actual date of withdrawal.

This step is accomplished by the Banner Student System. The Return of Title IV Funds process is dependent upon the entry of a withdrawal date. The following steps cannot occur until the withdrawal date is entered.

 **Note**

The Title IV Funds Return Calc Process (RPRTIVC) allows for the determination of the Return Title IV Funds in Audit Mode (Calculate and View) or Update Mode (Calculate and Save). The Audit Mode allows you to inform the student of the consequences of a withdrawal before the withdrawal process is completed without updating the Banner Financial Aid awards or the Accounts Receivable information. You also have the ability to print a summary of the Return of Title IV Funds calculation in Audit Mode or Update Mode.

Institutions are not required to use the Return of Title IV Funds calculation withdrawal date for their own institutional refund policies or for other purposes. Institutions may have a separate withdrawal date for their own purposes. The institutions' withdrawal date for registration fee assessment may differ from the Title IV withdrawal date. ■

2. Identify students who have had a withdrawal status code and date entered on their records.

The Return of Title IV Funds Recipient Withdrawn Status Report (RPRTIVR) allows you to print a listing of the students who have had a withdrawal status code entered on their accounts.

3. Identify students who are Title IV recipients.

The Title IV Recipient Withdrawn Report (RPRTIVR) identifies those students who are eligible Title IV recipients during the payment period of the withdrawal.

Title IV recipients are those students who have had Title IV funds disbursed to their accounts or who could have had Title IV funds disbursed to their accounts during the payment period in which the withdrawal occurred.

4. Calculate the Return of Title IV Funds.

The Title IV Funds Return Calc Process (RPRTIVC) will process the Return of Title IV Funds calculation in batch in two modes:

- Audit Mode (Calculate and View)
- Update Mode (Calculate and Save)

The Return of Title IV Fund Calculation Form (RPATIVC) also processes the Return of Title IV Funds calculation online in two modes:

- Audit Mode (Calculate and View)
- Update Mode (Calculate and Save)

**5. Determine the percentage earned.**

The percentage earned is calculated by taking the number of calendar days or clock hours completed in the period or period of enrollment divided by the total number of calendar days or clock hours in the payment period or period of enrollment. Scheduled breaks of at least five consecutive days, as well as approved leave of absences, are not included in the calculation of days in the payment period or period of enrollment.

This calculation is performed when RPATIVC is accessed or the Title IV Funds Return Calc Process (RPRTIVC) is run.

*Leaves of Absence*

- A leave of absence is not an approved leave of absence for the purposes of the Title IV program unless the institution explains at or prior to granting the leave of absence the effects that the student's failure to return from an approved leave of absence may have on the student loan repayment terms. This includes the exhaustion of some or all of the student's grace period.
- In accordance with the statute, the total number of days of all leaves of absence cannot exceed 180 days in any 12 month period.
- A Title IV program loan borrower who has been granted an approved leave of absence is considered to be enrolled in the institution for purposes of reporting the student's in-school status for Title IV program loans.

**Processing Notes**

The "period of enrollment" is defined as the academic period established by the institution for which institutional charges are generally assessed (for example, terms in Banner).

The percentage earned is defaulted to 100% whenever the calculated percentage of the period of enrollment completed is greater than 60%. No Return of Title IV Funds calculation is required to be completed when the calculated percentage of the period of enrollment completed is greater than 60%. The percentage unearned is calculated by subtracting the percentage earned from 100%.

The percentages earned and unearned are calculated based on the Return of Title IV rounding rules. Use three decimal places, rounding the third decimal place up one if the fourth decimal place is five or above (for example, 4486 would be rounded to .449 or 44.9%).

Institutions with term-based educational programs must determine the treatment of the student's Title IV, HEA program assistance on a payment period basis.

Institutions with non-term-based educational programs must choose either a payment period or period of enrollment and use that period consistently for all students in the program. Banner Financial Aid currently has a term-based structure.

Institutions are permitted to make a separate selection of payment period or period of enrollment for the return of unearned aid calculations for students who: transfer to the institution, re-enter the institution, or attend a non-term-based or a non-standard term-based educational program.

## Student Term Break Form (SOATBRK)

This form is used to provide a method for institutions to define break periods within the period of enrollment or term. A break period less than five calendar days is considered part of the period of enrollment. A break period that is equal to or more than five calendar days is not counted as part of the period of enrollment. Banner uses the break periods defined for the term to determine the percent attended when a student withdraws from the institution.

Break days will be determined as entered on SOATBRK and the SORTBRK table on a term basis. All consecutive calendar days (including weekends) must be entered within any vacation period for this feature to function correctly. (Example: Classes do not meet on weekends. Thanksgiving vacation days include Thursday, Friday, and the following Monday. A total of five calendar days – Thursday, Friday, Saturday, Sunday, and Monday – must be entered on SOATBRK.)

*The form will not:*

- permit an overlap in dates for break periods, (that is, the start date cannot be between start and end of another period),
  - allow consecutive break periods (records) to be entered, (that is, the start date cannot be end date plus one of another period),
- or*
- permit break days to be entered as start and end dates of term.

The Student Withdrawal Form (SFAWDRL), where the Title IV withdrawal date is entered, will display the appropriate break days (greater than or equal to five consecutive days), and this value will be used to calculate the attend percentage.

## Student Withdrawal Form (SFAWDRL)

Use this form to withdraw a student from enrollment for the term. When you withdraw a student from the term using this form, Banner begins the processing of the student's Title IV refund information.

You can also use this form to update information that Banner will use later to calculate the student's Title IV refund, such as:

- Record a Title IV effective withdrawal date and status, and a start date and end date of enrollment.

- Record any additional amount for allowable institutional costs not assessed via Accounts Receivable.
- Record any days for approved leave of absence. The percent of period attended will be calculated based on this data, the start and end of term as recorded in STVTERM or by part-of -term as indicated on SOATERM, and break periods of five or more days as recorded in the Student Term Break Form (SOATBRK) and the SORTBRK table.
- Be warned if the student still has active enrollment status when a withdrawal code is entered.
- Calculate the amount of original institutional charges for the term from the TBRACCD records for the term, which have the tbraccd\_orig\_charge\_ind set to Y on records with detail codes where the tbbdetc\_inst\_charge\_ind is set to Y. This form also displays all TBRACCD records for the term with detail codes where the tbbdetc\_inst\_charge\_ind is set to Y with an updatable checkbox for the tbraccd\_orig\_charge\_ind and totals for the sum of original institutional charges and of other institutional charges. If changes are made to the Original Charge Indicators, the new total will be taken back as the amount of original charges on the Title IV withdrawal record. All processing of the enrollment status, course status, and registration fee assessment must be completed before accessing SFAWDRL.
- View current course information (from SFRSTCR) similar to SFAREGQ, including:
  - CRN
  - Part-of term
  - Subject
  - Course number
  - Section
  - Enrollment status
  - Enrollment status date
  - Last date of attendance
- Maintain additional withdrawal information such as:
  - Enrollment start and end dates
  - Days in enrollment period as well as the days attended
  - The total institutional charges
  - Free form user withdrawal comments

## SFAWDRL and Status Changes

If status code, date, or original charges have changed, when accessing the Withdrawal Status Information block from the key, a pop-up window indicates that changes have occurred and displays the old/new values for all three.

1. If the status code/date have changed, the user has three options:

- 1.1. Create a new record.
- 1.2. Update the existing status code/date.
- 1.3. Exit.

If the user chooses to update an existing record, the new status code and date are defaulted into the SFRWDRL block. The user may update other fields only if the SFRWDRL\_PROCESSED\_IND = *N*.

2. If the original charges amount has changed, and if the SFRWDRL\_PROCESSED\_IND = *N*, the user has three options:

- 2.1. Create a new record.
- 2.2. Update the original charges amount.
- 2.3. Exit.

If a user chooses to update an existing record, the new amount will default in for the original charges. Other fields may be updated by the user, including the Institutional Charges Detail Information window, should the user choose to update the Original Charge Indicators.

3. If the SFRWDRL\_PROCESSED\_IND = *Y*, and if post-withdrawal disbursement is to occur, the user has three options:

- 3.1. Update the institutional charges amount.
- 3.2. Update the Original Charge Indicators to match institutional charges previously used in the calculation.
- 3.3. Exit.

4. If the SFRWDRL\_PROCESSED\_IND = *Y*, and if the return of funds is to occur, the user has three options:

- 4.1. Create a new record.
- 4.2. Update the Original Charge Indicators to match institutional charges.
- 4.3. Exit.

If the user chooses to update the institutional charges amount, the new amount will default in, and no other fields will be updatable.

If the user chooses to update the Original Charge Indicators, the form will go to the Institutional Charges Detail Information window where the user can update the **Original Charge** checkbox. Two totals will display:

- Locked original charges
- Current original charges

As the checkbox is changed, the **Original Charges** field will be updated. The user will be able to save changes only when the two amounts are equal. The user may exit without making changes.

5. After going from the key to the SFRWDRL block, the following is checked:

- 5.1. If the student's status code has changed (`KEY_BLOCK.ESTS_CODE` is different than the `SFRWDRL_ESTS_CODE`).
- 5.2. If the student's status date has changed (`KEY_BLOCK.ESTS_DATE` is different than the `SFRWDRL_ESTS_DATE`).
- 5.3. If the student's original charges amount has changed (`KEY_BLOCK.TOTAL_ORIG_CHGS` is different than the `SFRWDRL_ORIGINAL_CHARGES`).

If any of these three values has changed, a dialogue box stating which fields have changed appears and displays the new values of those fields. A user can compare current values on the form to the new values, to decide on a course of action. After the user responds to the dialogue box by selecting *OK*, the following happens:

For scenarios #1 and #2 above, an option window appears with the following options.

- Create new record
- Update status code and/or date
- Exit without changes

If the user chooses to update, the status code/date from the key default in.

For scenario #3 above, there are three different situations to check for, each having different options:

- 5.1. If `SFRWDRL_PROCESSED_IND = N`:
  - Create a new record.
  - Update the original charges amount.

- Exit without changes.

If the user chooses to update the original charges, the total original charges amount from the key will default in.

**5.2.** If SFRWDRL\_PROCESSED\_IND = Y and there is a post-withdrawal disbursement (check Banner Financial Aid tables for amount-earned > amount-disbursed):

- Update the original charges amount.
- Adjust the Original Charge Indicators to match institutional charges previously used in the calculation.
- Exit without changes.

If the user chooses to update the original charges, the total original charges amount from the key will default in.

If the user chooses to adjust the indicators, access the Institutional Charges Detail Information window.

**5.3.** If SFRWDRL\_PROCESSED\_IND = Y and there is a return of funds (check Banner Financial Aid tables for amount-disbursed > amount-earned):

- Create a new record.
- Adjust the Original Charge Indicators to match institutional charges previously used in the calculation.
- Exit without changes.

If the user chooses to adjust the indicators, access the Institutional Charges Detail Information window.

In any of the previous scenarios, if the user opts to “Create a new record”, the cursor is placed on **Withdrawal Code** field if null (and it will be null if the STVESTS\_WDRL\_CODE\_DEF is null). If the **Withdrawal Code** is not null (meaning STVESTS\_WDRL\_CODE\_DEF gave it a value), then the cursor is in the **Effective Withdrawal Date** field. If the user chooses to “Exit without changes”, a Rollback occurs. (This is the end of the discussion of the three scenarios listed above.)

If the SFRWDRL\_PROCESSED\_IND = Y, the user may not update any other fields on the form.

If the SFRWDRL\_PROCESSED\_IND = N, the user may update all updatable fields.

## Student Withdrawal Query Form (SFIWDRL)

Use this form to view and query withdrawal information about a student from SFAWDRL. You can view information for either a single term or all terms. Withdrawal records appear in descending order by term, and within each term, descending order by record sequence. This form is for query purposes only; you cannot make changes to any of the values on this form. You can access this form from SFAREGS using the Options Menu.



## Student Withdrawal Status Code Validation Form (STVWDRL)

This form is used to define Title IV withdrawal status codes. Use the indicators on the form to control whether Banner Financial Aid records are updated and whether refunds will be processed at 50%.

## Term Control Form (SOATERM)

Use the **Original Charge Cutoff Date** field in the Registration Fee Assessment section to reflect the date through which all assessments are considered original charges. This is not a null field and is defaulted to the `STVTERM_START_DATE` when creating a new record. The user can update the field.

The **TIV Date Source** section uses a radio group for **Term Date** or **Part of Term Dates**. The default is **Term Date**. Based on how the institution sets this, either the `STVTERM_START_DATE` and `END_DATE` will be used on SFAWDRL as the "Enrollment Start" and "Enrollment End" dates, *or* the `min (part-of-term) start_date` and `max (part-of-term) end_date` that go with the student's course registrations for the term will be used for "Enrollment Start" and "Enrollment End" dates.

## Housing Term Control Form (SLATERM)

Use the **Original Charge Cutoff Date** field to reflect the date through which all assessments are considered original charges. The housing fee assessment process will check this date to determine if the Original Charge Indicator should be set. This is a null field and is defaulted to the `STVTERM_HOUSING_START_DATE` when creating a new record. The user can update the field.

## Enrollment Status Code Validation Form (STVESTS)

The **Withdrawal Code** field is used as an optional crosswalk column, referencing STVWDRL codes if desired. Valid values may be selected from the List for Values derived from the Student Withdrawal Status Code Validation Form (STVWDRL).

The **Withdrawal Indicator** is used as a withdrawal indicator by the enrollment status code. An enrollment status code with this indicator checked will denote a withdrawal code and will then be able to be selected by the batch Withdrawn Student Report (SFRWDRL). This field is validated against the Student Withdrawal Status Code Validation Form (STVWDRL).

## Student Course Registration Form (SFAREGS)

SFAREGS is used in the Return of Title IV Funds processing:

- A non-fatal pop-up warning message is displayed whenever an attempt is made to reinstate a student's enrollment status on SFAREGS in a term for which a Title IV withdrawal record has been created.
- If the `SFBETRM_ESTS_CODE` is changed, and Title IV withdrawal records exist for the student, the following message is displayed: *Student has Title IV withdrawal record for this term.*
- The Student Withdrawal Information item in the Options Menu allows access to SFIWDRL.
- The form recalculates the student's tuition and fees to reflect the reduced charges resulting from the shortened period of attendance. This is handled by registration fee assessment processing to accommodate the correct calculation of the Banner Financial Aid refund by adding the update of the TBRACCD Original Charge Indicator or an original assessment.
- The online registration fee assessment process sets the `orig_chg_ind` in assessment if applicable.

## Room Assignment Form (SLARASG)

The TBRACCD Original Charge Indicator for room charges and the online housing fee assessment process set the `orig_chg_ind` in assessment if applicable. Source code *B* will be passed to Accounts Receivable.

## Meal Assignment Form (SLAMASG)

The TBRACCD Original Charge Indicator for meal charges and the online housing fee assessment process set the `orig_chg_ind` in assessment if applicable. Source code *V* will be passed to Accounts Receivable.

## Phone Assignment Form (SLAPASG)

The TBRACCD Original Charge Indicator for phone charges and the online housing fee assessment process set the `orig_chg_ind` in assessment if applicable. Source code *U* will be passed to Accounts Receivable.

## Class Attendance Roster Form (SFAALST)

The **Date Last Attended** field allows updates and queries on the last date of attendance in a particular class for a student. This can help institutions determine the last date of attendance for unofficial withdrawals

## Withdraw Pending Status Change Report (SFRNOWD)

This report is used to show which students have zero enrollment hours but have not officially withdrawn from the institution (in other words, students who have been enrolled in a term and whose status indicates they are eligible to enroll, but no longer have any active registration for a term, because there are no SFRSTCR records with a **Status Code** checked as **Count in Enrollment** on the Course Registration Status Code Validation Form (STVRSTS)).

### **Note**

The **Withdrawal Code** on STVESTS is used to show that the enrollment status code is also a withdrawn indicator for this reporting process. ■

You can display several different groups of students in the report output:

- those who have received or could have received Title IV financial aid,
- those who received only non-Title IV aid, or
- those with no financial aid.

The report also allows you to include those students who have enrollment for the term but no credit hours in academic history (all F's, for example).

Date parameters are included in this report so as not to include students previously identified as withdrawn if desired. Dates are based on activity date on SFRSTCA.

## Withdrawn Student Report (SFRWDRL)

This report is used to identify students who have withdrawn from the term and need to have a Title IV refund calculated (in other words, those students who have had a withdrawal status code with the **TIV Update Ind(icator)** checked on the Student Withdrawal Status Code Validation Form (STVWDRL) and entered on their student record). This report can also be used to record the student's withdrawal date for Title IV purposes, and to create a withdrawal record for those students who received Title IV funds.

The report allows you to:

- Select only those students who have been awarded Title IV funds or all students.
- Select only the withdrawal enrollment status codes requested. The default for the parameter is all withdrawal enrollment status codes. You have the option of selecting all withdrawal status codes, one withdrawal status code, or multiple withdrawal status codes.
- Review the student status date and Accounts Receivable institutional charge detail to determine if changes are required.

- Use population selection.
- Sort by activity date, ID, name, withdrawal status code, or level.

#### **Note**

Address type codes need to be set up on GTVSDAX to map to the home address type and campus address type if you want addresses to print on the report. The value in the **Internal Code** field is used to identify the GTVSDAX address hierarchy. ■

## Registration Fee Assessment Process (SFRFASC)

The process automatically populates the Original Indicator to *Y*, for the first time assessment occurs, for a specific detail code, for the student, for the term, and for all assessments prior to the cutoff dates established on SOATERM.

## Batch Room/Meal/Phone Assess Report (SLRFASM)

The process automatically populates the Original Indicator to *Y*, for the first time assessment occurs, for a specific detail code, for the student, for the term, and for all assessments prior to the cutoff dates established on SLATERM.

## Class Roster Report (SFRSLST)

The Last Date Attended column on SFRSTCR corresponds to the **Date Last Attended** field on SFAALST.

## Registered, Not Paid Process (SFRRNOP)

The process passes the value of TBRACCD\_ORIG\_CHG\_IND from the existing record into the new TBRACCD record being created for assessment reversals.

## Student Centric Period Processing

This section discusses using student centric periods with registration and academic history processing. Student centric periods are made up of multiple terms or groups of terms. A student centric period is assigned to a student using a cycle designator. When a cycle designator is associated with the student, that indicates the student is included in the student centric period.

Student centric cycles are inserted into the general student record during the admissions process. They can also be dynamically assigned during the registration process. The cycle code and term are used to determine the student centric period. Student centric periods use processing rules to determine time status, academic standing, and student type. Student centric periods are carried into academic history and are used for GPA calculations along with terms and student levels.

## Set Up and Use Student Centric Periods

Use these steps to set up and use student centric periods. This section assumes you have already set up your terms, as well as admissions, general student, registration, and academic history processing.

1. Create student centric period cycle codes on the Student Centric Period Cycle Validation Form (STVSCPC).
2. Create student centric period rules on the Student Centric Period Term Control Form (SOASCPT).
3. Associate the student centric period rules with term codes on SOASCPT.
4. Create continuant student centric period rules by term or by term and student type on the Continuant Student Centric Period Rule Form (SOACSCP).
5. Review continuant student centric periods by student type on the Continuant SCP Query Form (SOQCSCP).
6. Create time status rules for student centric periods on the Student Centric Time Status Rules Form (SFASTSR).
7. Associate time status levels with the time status rules on SFASTSR.
8. Admit students into student centric periods using the Admissions Form (SAAADMS) or the Quick Admit Form (SAAQUIK).
9. View cycle designator on the general student record on the General Student Form (SGASTDN).
10. Register students in courses in terms on the Student Course Registration Form (SFAREGS).
11. View the cycle designator on the student term record on SFAREGS.
12. Review registration history for student centric periods and for time status codes on the Student Centric Registration History Form (SFASCPR).
13. Set up student centric academic standing rules and GPA information on the Academic Standing Rules Form (SHAACST).
14. Assign a student centric period code to the term header record on the Term Course Maintenance Form (SHAINST).
15. Review student centric period hours and GPA information, as well as institutional and transfer course detail on the Term Sequence Course History Form (SHATERM).

16. Use the **Student Centric Period Statistics** checkbox on the Transcript Type Rules Form (SHATPRT) to include student centric period GPA totals on the transcript.

## Processing

This section discusses in detail how student centric period processing is used in registration and academic history. Processing is based on settings for rules on GTVSDAX. Data must also be built for validation, term rules, cycle designators, continuant rules, and time status rules.

## Terminology

Here are definitions of student centric period and cycle designator and an example of how student centric periods can be set up.

### *Student Centric Period*

A student centric period is a way of grouping multiple Banner terms into one period. It is a standard academic term that can begin at any point at which a student can enter courses and ends when the requirements for a standard term have been fulfilled. Courses that are offered in modules, mini-sessions, parts-of-term, with alternate start dates, and so on, can be grouped into a semester, quarter, or trimester on a student centric basis. A student centric period code has associated terms and a cycle designator.

### *Cycle Designator*

A cycle designator is an indicator assigned to a student and to a student centric period that is used to relate the one to the other. It is used to:

- calculate and maintain totals by student centric period
- display registration records and academic history courses associated with the student's student centric period
- facilitate evaluation, reporting, and extracts of enrollment or academic history data by student centric period

### *Mapping Example*

Here is an example of mapping student centric periods. There are two cycle codes, each with a group of terms and associated student centric periods.

#### **Cycle - T1**

<b>Terms:</b>	Sept - Oct	Nov - Dec	Jan - Feb	Mar - Apr	May - Jun	Jul - Aug
	200810	200820	200830	200840	200850	200860
<b>SCPs:</b>	2008A	2008A	2008C	2008C	2009E	2009E

## Cycle - T2

<b>Terms:</b>	Jul - Aug 200760	Sept - Oct 200810	Nov - Dec 200820	Jan - Feb 200830	Mar - Apr 200840	May - Jun 200850	Jul - Aug 200860	Sept - Oct 200910
<b>SCPs:</b>	2007F	2007F	2008B	2008B	2008D	2008D	2008F	2008F

### ***Enrollment Examples***

Some students may be enrolled in a student centric period throughout their college careers.

<b>Term</b>	<b>Associated Student Centric Period</b>	<b>Cycle on SGASTDN</b>	<b>Report on Transcript</b>
200810	2008A	T1	Student centric period data
200820	2008A	T1	Student centric period data
200830	2008C	T1	Student centric period data
200840	2008C	T1	Student centric period data
200850	2008E	T1	Student centric period data
200860	2008E	T1	Student centric period data

Some students may never be enrolled in a student centric period.

<b>Term</b>	<b>Associated Student Centric Period</b>	<b>Cycle on SGASTDN</b>	<b>Report on Transcript</b>
200810	2008A	None	Term data
200820	2008A	None	Term data
200830	2008C	None	Term data
200840	2008C	None	Term data
200850	2008E	None	Term data
200860	2008E	None	Term data

Some students may have a combination of enrollment in a student centric period and enrollment in standard terms.

For example, a student is enrolled in terms 200710-200760 with no student centric period. In term 200810, the institution offers enrollment using student centric periods, so from terms 200810-200860, the student is enrolled in student centric periods.

Term	Associated Student Centric Period	Cycle on SGASTDN	Report on Transcript
200710 - 200760	None	None	Term data
200810	2008A	T1	Student centric period data
200820	2008A	T1	Student centric period data
200830	2008C	T1	Student centric period data
200840	2008C	T1	Student centric period data
200850	2008E	T1	Student centric period data
200860	2008E	T1	Student centric period data

### Set Up GTVSDAX Rules

Three rules are delivered for the Crosswalk Validation Form (GTVSDAX) as controls for student centric period processing. Each has an internal group code of *CENTRICPERIODS*. These rules are delivered set to *N*.

- The *PROCESSSCP* rule turns on student centric period processing.
- The *AUTOASSIGN* rule automatically assigns a cycle designator code from SOASCPT during the admissions process.
- The *AUTOUPDATE* rule updates the cycle designator code on the general student record at registration for the first enrollment term.

When the *PROCESSSCP* rule is set to *Y*, you can use student centric processing. You can also choose to use or not use the *AUTOASSIGN* rule or the *AUTOUPDATE* rule with the *PROCESSSCP* rule. When the *PROCESSSCP* rule is set to *N*, student centric processing is not invoked, and baseline processing will take place as usual.

When the *AUTOASSIGN* rule is *Y*, the cycle designator will be automatically assigned based on the data on SOASCPT, when a student is admitted and the initial general learner record is created. When this rule is *N*, the cycle designator is not assigned during admissions.

When the *AUTOUPDATE* rule is *Y*, the cycle designator is validated for the student's first enrollment record at registration. When the first enrollment term has a different cycle designator than the one assigned during admissions, a new general student record is created, and the student's new cycle code is assigned. When this rule is *N*, the cycle designator is not automatically updated when a student enrolls for the first term.



Here is a summary of the rule settings on GTVSDAX.

External Code	Internal Code	Internal Code Sequence Number	Internal Code Group	Description	Activity Date
Y	PROCESSSCP	N/A	CENTRICPERIODS	Use Student Centric Periods	Sysdate
Y	AUTOASSIGN	N/A	CENTRICPERIODS	Automate cycle design at adm	Sysdate
Y	AUTOUPDATE	N/A	CENTRICPERIODS	Update cycle design for 1st enr	Sysdate

### ***PROCESSSCP Rule***

When the *PROCESSSCP* rule is set to *N*, institutions that are not using student centric periods can bypass all student centric period processing. The following conditions apply:

- No cycle designator is created on the general student record during admissions.
- When a general student record is copied forward, any cycle designator that existed in the previous record is copied forward to the new record. The cycle designator can be deleted from or updated in the new record.
- When the grade roll is performed, the student centric period code in the student's academic history term header record (SHRTTRM) is not populated, even if the student has a cycle designator in effect for the term.
- When time status is calculated, the student centric period time status history records (SFRSTSH) is not calculated, even if the student has a cycle designator in effect for the term.

If you enter *Y* in the Calculate SCP Time Status parameter in SFRTMST, the message *Calculate SCP Time Status must be N when GTVSDAX PROCESSSCP does not = Y* is displayed.

- When GPAs are calculated, the student centric period GPA records (SHRSGPA) are not calculated, even if the student has a student centric period code the SHRTTRM term header record.
- When academic standing is calculated, student centric period rules and processing are not used.

If you enter *Y* in the Process by Student Period parameter in SHRASTD, the message *Process by Student Period must be N when GTVSDAX PROCESSSCP does not = Y* is displayed.

- When student type updates are calculated using SHRTYPE, the continuant student centric period rules are not used.

The following conditions apply to reports and processes in general:

- All reports and processes with a Process by Student Period parameter generate an error message in the .log file when the *PROCESSSCP* rule is set to *N*, and the Process by Student Period parameter is set to *Y*. The message *Process by Student Period must be N when GTVSDAX PROCESSSCP does not = Y* is displayed in the .log file.
- Reports such as the baseline transcript and the Student Self-Service transcript ignore the setting of the **Student Centric Period Statistics** indicator on SHATPRT when the *PROCESSSCP* rule is set to *N*.

When student centric period processing rules are created at your institution, and student centric period processing is activated by setting *PROCESSSCP* rule to *Y*, reports and processes populate special values and/or create table records as follows:

- The cycle designator is populated in the general learner record (SGBSTDN).
- The student centric period code is populated in the academic history term header record (SHRTTRM) when the grade roll process is performed.
- Student centric period time status history records are created in the SFRSTSH table.
- Student centric period GPA records are created in the SHRSGPA table.

 **Warning**

If your institution later decides to turn off student centric period processing by changing the setting of the *PROCESSSCP* rule from *Y* to *N*, the data created by student centric period processing will already exist in the tables listed above and will not be automatically updated or deleted. This could cause inaccurate records to exist for the terms or period of time that student centric period processing was in effect. ■

Once the *PROCESSSCP* rule has been set to *Y*, it should not be changed to *N*, unless your institution first makes the following changes to student data.

- Set the SGBSTDN\_SCPC\_CODE value to *Null* in all general student records.
- Set the SHRTTRM\_SCPS\_CODE value to *Null* in all academic history term header records.
- Delete all student centric period time status history records from the SFRSTSH table.
- Delete all student centric period GPA records from the SHRSGPA table.

 **Note**

The student centric period time status history cannot be calculated retroactively for a term, since it is dependant on evaluation and calculation being performed as registration occurs. ■

## Build Validation

The Student Centric Period Cycle Validation Form (STVSCPC) is used to create student centric period cycle codes. Each cycle code designates a reporting period that is a collection of terms. This form uses the Student Centric Period Cycle Validation Table (STVSCPC).

## Define Terms Associated With Student Centric Periods

The Student Centric Period Term Control Form (SOASCPT) is used to define terms that are associated with student centric periods for a cycle. This form uses the Student Centric Periods Table (SOBSCPS) and the Student Centric Period Term Control Table (SORSCPT).

You can also query on existing rules by student centric period code or student centric period cycle code. Existing student centric period codes are displayed in the Data block in descending order. Each period is associated with a cycle code. The cycle codes come from the Student Centric Period Cycle Validation Form (STVSCPC).

A unique combination of student centric period code, cycle designator code, and term code must exist. You cannot associate a specific term to the same cycle in two different student centric periods.

The Associated Term Codes block displays the term codes associated with each record in ascending order. Multiple terms can be associated with a student centric period. You must save any changes in the Data block before navigating to the Associated Term Codes block. Each student centric period must have a unique earliest term code.

When students are associated with the cycle and term in general student (SGBSTDN) or academic history (SHRTTRM), and you attempt to change the cycle code in the Data block or delete a record from the Associated Term Codes block, an error will be displayed. The record cannot be changed or deleted.

### Note

Term codes *should* be numeric, in the format YYYYTT, and the codes *must* be constructed so that they maintain the appropriate sequence of terms. Term codes are displayed in descending order, with the highest term first.

The first four characters of student centric period codes should be numeric, in the format YYYYTT, and the codes must be constructed to maintain the appropriate sequence of periods. Student centric period codes are displayed in descending order, with the highest period shown first. ■

## Use Cycle Designators

Cycle designators are codes that reflect the cycle in which a student participates. These cycles, along with groups of terms, are used to determine the student centric periods associated with the student.

### *General Student Record*

The **Student Centric Cycle** field in the General Learner block on the General Student Form (SGASTDN) displays the cycle designator for the general student record. This value cannot be updated if registration records exist for the term. It must be updated through the Student Term window on SFAREGS. Other updates are allowed, but the user may receive warning messages that the associated data already exists in academic history.

This field is populated with the student centric period cycle designator when the general student record is created for a term for the primary curriculum during the admissions process or when the baseline quick admit process is completed and the decision is selected. The cycle designator identifies the student centric cycle by term in which the student is included. The value used is based on the rules set up for the term on the Student Centric Period Term Control Form (SOASCPT). When a cycle designator exists for the general student record that is created, that current cycle designator is used, and a new cycle designator is not calculated for the record.

The SGVCCUR, SGVSTDN, and SGVTEND Banner views use the student centric period cycle data.

### *Registration Record*

The **Student Centric Cycle** field in the Student Term window on the Student Course Registration Form (SFAREGS) displays the cycle designator for the registration record. This value can be updated, but the user may receive warning messages that the associated data already exists in academic history.

The cycle designator on the general student record can be updated automatically for the start term when the first registration enrollment occurs, where registration counts in enrollment. The process checks whether the current cycle designator is different than the one assigned at admissions. When it is different, a new general student record is created with a new cycle designator. When it is the same, the process does not create a new general student record or update the cycle designator. The cycle designator remains unchanged for the effective general student record. This includes when the student has existing registration enrollment records for any prior, current, or future term.

When a student has no other registration enrollment records for any term and is not registering for courses for the admissions term from the primary curriculum of the effective general student record, the cycle designator is updated to the one associated with the enrollment term, and a new general student record is created for the effective term.

Cycle designators can be maintained over terms so you can review a history of prior terms.

- When a cycle is changed for a current term, the cycle on the existing SBGSTDN record is updated, such as a *Null* cycle is changed to a cycle code value, or *CYCLE1* is changed to *CYCLE2*.
- When a cycle is changed for a future term, a new effective term record is created on SGASTDN.
- When a new general student record is created, the current cycle designator is copied forward whether the record is created manually or by a batch process. The cycle designator can be maintained on the new record.
- When the effective term is changed for the cycle designator, and the term does not match any existing general student records, a new record is created for the term. The data is copied forward, and the cycle designator can be maintained on the new record.
- When the student does not have a registration record for the term being updated, you can change the cycle designator on SGASTDN or SFAREGS.
- When registration records exist, but no academic history records exist, you can only change the cycle designator on SFAREGS.
- When an academic history term header record exists for the processing term or a future term, or when transfer term GPA records exist for the processing term or a future term, a warning message is displayed when you try to change the cycle designator on SGASTDN or SFAREGS. This warning notifies the user that existing academic history exists, and if the cycle designator is changed, the user may have additional updates to perform in academic history.

## Build Continuant Rules

The Continuant Student Centric Period Rule Form (SOACSCP) is used to view and maintain continuant student centric period rules by term and student type. The keys to the form are rule term and student type. This form uses the Continuant Student Centric Periods Repeating Table (SORCSCP).

These rules are used to process student type updates for student centric periods. When a cycle has been assigned to a student centric period, and that period is then assigned to a term on SOACSCP, the cycle cannot be changed on the Student Centric Period Term Control Form (SOASCPT). When a term has been assigned to a student centric period, and that period is then assigned to a student for the term header record, the term cannot be removed from SOACSCP.

Continuant student centric period rules should be defined for all student types that are updated by the Student Type Update Process (SHRTYPE). This includes student type codes that have a different value in the **Next Student Type** field than in the **Code** field on STVSTYP. Academic history must exist for a registered student in the period, in order for the student type updates to occur when SHRTYPE is run.

The Continuant SCP Query Form (SOQCSCP) is used to query on continuant student centric periods by student type. This form is accessed using a Count Query Hits function from the **Student Type** field in the Key Block of SOACSCP or by using the Continuant Student Centric Period Query (SOQCSCP) item on the Options Menu.

### **Build Time Status Rules**

The Student Centric Time Status Rules Form (SFASTSR) is used to view and maintain student centric period time status rules and time status levels associated with the rules. This form uses the Student Centric Time Status Levels Table (SFRSTSL) and the Student Centric Time Status Table (SFRSTST).

Rules are based on student centric periods rather than on terms. You can also query on data elements within the rule. When a rule is created, you must associate a time status level in order to save the record. Multiple levels can be associated with each rule and can be changed as needed. The time status levels associated with each rule are displayed in the Time Status Levels block as you scroll through the rules in the Student Centric Period Time Status Rules block.

### **View Time Status History**

The Student Centric Registration History Form (SFASCPH) is used to view a student's registration history and time status by student centric period. This form uses the Student Centric Time Status History Table (SFRSTSH).

Records can be displayed by terms or student centric periods based on the data entered in the Key Block, or you can enter the ID only and see all the records for the student. Records are displayed in descending order by student centric period and term. You can query on the fields in the Student Centric Registration block, such as performing a query by CRN. The totals for credit hours, billing hours, and continuing education hours are updated for each query. The totals are used to verify that the student has been enrolled for sufficient credits within the student centric period to qualify for financial aid or defer repayment of student loans.

### **Calculate Time Status**

The Time Status Calculation Update Process (SFRTMST) calculates the student centric period time status in addition to the existing term time status when the student has a cycle designator in effect for the registration term and CRNs being processed. A new student centric period time status history record is inserted in SFRSTSH if the time status for the student centric period has changed since the last update. If the time status has not changed, no additional record is created. When a student has a manually inserted time status record, no additional time status record is inserted.

The Calculate SCP Time Status parameter is used with student centric period processing. This parameter is required. Enter *Y* to calculate the student centric period time status for students assigned to a cycle designator for the term being processed or *N* to not calculate the student centric period time status. The default is *N*.

If the new student centric period time status is different from the previous one, and the Run Mode parameter is set to *U*, the new student centric period time status history record will be inserted into the database.

You can enter a student centric time status record manually on the Student Centric Registration History Form (SFASCPR). Time status can also be updated online using SFAREGS and in Banner Student Self-Service registration. This is automatically activated when the **Calculate Time Status** indicator is checked on SOATERM for the term in the Key Block.

## Track Student Centric Periods in Registration

The Student Centric Period Registration View (SFVSCPR) is used to track student centric periods in student registration records. This Banner view processes data that includes PIDM, student centric period, term, CRN, part-of-term, subject, course number, level, course registration status, credit hours, billing hours, hours attended, time status hours, grade, grade rolled indicator, and study path sequence number, and continuing education hours. The view uses the PIDM and term to determine whether the student has a cycle designator for the term on the general student record (SGBSTDN). If one exists, the process checks SOASCPT to find the student centric period for the term and cycle.

The following columns are in this view:

- SFVSCPR\_PIDM
- SFVSCPR\_SCP
- SFVSCPR\_TERM\_CODE
- SFVSCPR\_CRN
- SFVSCPR\_PTRM\_CODE
- SFVSCPR\_SUBJ\_CODE
- SFVSCPR\_CRSE\_NUMB
- SFVSCPR\_LEVL\_CODE
- SFVSCPR\_RSTS\_CODE
- SFVSCPR\_CREDIT\_HR
- SFVSCPR\_BILL\_HR
- SFVSCPR\_ATTENDED\_HR
- SFVSCPR\_TIME\_STATUS\_HR
- SFVSCPR\_GRDE\_CODE
- SFVSCPR\_GRDE\_ROLLED\_IND
- SFVSCPR\_STSP\_KEY\_SEQUENCE
- SFVSCPR\_CEU\_HR
- SFVSCPR\_NON\_CEU\_HR

## Calculate Academic Standing

Academic standing calculates academic standing by student centric period for students with an active student centric period for the term. The student is considered to have an active student centric period for the term when the **Student Centric Period** field on SHAINST (or the column in the SHRTRM table) has a valid value. The Academic

Difficulty Rules by Student Centric Period window on the Academic Standing Rules Form (SHAACST) is used to maintain academic standing hours and GPA rules by student centric period. This window uses the Student Centric Period Academic Standing Rules Table (SHRASSR).

When academic standing is evaluated for the student for the final term of the student centric period, the new standing is based on the institutional hours and GPA from all the terms associated with the student centric period. When academic standing is evaluated for the student for an earlier term in the student centric period, the most recent, previous academic standing calculated before the student centric period will be assigned as the new standing.

For a student, for all terms prior to the final term in a student centric period, the academic standing is rolled forward from the student's most recent term that is prior to the start of the current student centric period. This permits registration restrictions and maximum hours calculations to remain in effect throughout the student centric period.

When a student who has an active student centric period does not enroll in the final term of the student centric period, and academic standing is calculated for the final term, the student's standing is evaluated based on the student centric period GPA totals, but the academic standing is stored in the highest or maximum existing term header record for the student centric period.

When a student does not have an active student centric period assigned, the existing term-based rules from SHAACST are used for the evaluation of academic standing.

Two parameters on the Calculate Academic Standing Report (SHRASTD) are used with student centric period processing.

- The Process by Student Period parameter is required. Enter *Y* to calculate the academic standing for student centric periods or *N* to not calculate the academic standing. The default is *N*.
  - When this parameter is set to *Y*, the process considers students who are assigned to a cycle designator and student centric period using the rules for student centric period academic standing processing.
  - When this parameter is set to *Y*, any students who are not assigned to a cycle designator for the term are processed using baseline term academic standing processing.
  - When this parameter is set to *N*, only baseline term academic standing processing is performed.
- The SCPs to be Processed parameter is optional. Multiple values can be entered. Enter the student centric periods to be processed. Values should be valid for the term entered in the Term parameter. Valid values come from the Student Centric Period Term Control Form (SOASCPT). When the Process by Student Period parameter is set to *Y*, this parameter must be entered.



## Calculate GPA

GPA processing can calculate a student's GPA by student centric period for terms that are part of a student centric period. When a student changes his cycle (either retroactively or for the current, in-progress term), a warning is displayed that existing student centric period records will be deleted, and the GPA needs to be recalculated.

When the cycle designator is changed on SGASTDN or SFAREGS after the student has existing academic history records, the *Cycle Designator does not agree with existing Academic History* message is displayed. When the student centric period value is entered, altered, or deleted on SHAINST, the GPA and totals for the student centric period will be automatically recalculated, and the *GPA recalculation completed* message is displayed.

A student centric GPA is stored by level and type. The types include Institutional (*I*), Transfer Credit (*T*), and Overall (*O*). The transfer credit GPA is a combined GPA for all transfer work within the student centric period. Even though transfer work has been accepted for an effective term within the student centric period, it will only be included in the GPA by student centric period if the student has an institutional academic history term header record for that effective term.

The Calculate GPA Report (SHRCGPA) and the GPA Recalculation Report (SHRGPA) consider student centric periods when calculating the GPA for the student. When GPA calculation is called by SHATRNS or SHATCKN, or when recalculation is performed on SHAINST, the student's GPA will be calculated by student centric period, if the student centric period data element in the academic history term header record has a student centric period value.

## Track Student Centric Periods in History

The term header record on SHRTTRM includes the student centric period for the student's academic history term. The grade roll process (SHKROLL) populates the term header record (SHRTTRM) with the student centric period when the record is created during the roll process. When a student has a cycle designator in effect for the term, the student centric period associated with the process term and student's cycle designator will be inserted into the SHRTTRM table. This takes place when grades are rolled from the Class Attendance Roster Form (SFAALST) or the Class Roster Form (SFASLST), or using the Grade Roll Process (SHRROLL).

The student centric period can be viewed for the term header record on Term Course Maintenance Form (SHAINST). The student centric period code can only be entered or updated using a code that is valid for the term or is *Null*. Validation takes place against the rules on SOASCPT. If the student centric period is manually changed on SHAINST, the GPA will be automatically recalculated so that all totals and GPAs for student centric periods are adjusted to reflect the change.

The Term Sequence Course History Form (SHATERM) displays academic history by student centric period. The Student Centric Term GPA and Course Detail Information window is used to display student centric period hours and GPA totals, as well as

institutional and transfer course detail, for courses associated with a student centric period. This window uses the Student Centric Period GPA Table (SHRSGPA). Academic history information for the student is displayed for the term in the Key Block and other terms in ascending order. If no term is entered, all academic history records with associated student centric periods are displayed for the student.

When you scroll through the student centric period records in the Student Centric Period GPA block, the data in the bottom block of the window switches between the Transfer Courses information and the Institutional Courses information. This window can be accessed when the term header record (SHRTTRM) for the student has a student centric period or cycle designator for the term in the Key Block.

## Reporting

Reports and processes include student centric periods in the information that is processed and the calculations that are performed.

### Clearinghouse Extract

The Clearinghouse Extract Report (SFRNSLC) processes information based on terms that are part of a student centric period. Data comes from the SFASTSR and SFASCPR forms.

The Process by Student Period parameter is used with student centric period processing. This parameter is required. Enter *Y* to process student centric periods or *N* to not process student centric periods. The default is *N*.

### Student Right to Know

The Student Right to Know Report (SGRKNOW) processes information based on terms that are part of a student centric period.

The Process by Student Period parameter is used with student centric period processing. This parameter is required. Enter *Y* to process student centric periods for right to know reporting or *N* to not process student centric periods. The default is *N*.

### Enrollment Verification

The Enrollment Verification Request (SFRENRL) processes information based on terms that are part of student centric periods. Enrollment dates, attendance information, enrollment history, and course summary information are printed as student centric period data.

The Process by Student Period parameter is used with student centric period processing. This parameter is required. Enter *Y* to process enrollment by student centric periods or *N* to not process enrollment by student centric periods. The default is *N*.

## IPEDS

IPEDS processing uses student centric periods. The Web upload files for the IPEDS reports can process information based on terms that are part of a student centric period.

### *IPEDS Data Table (SHRIPDS)*

The SHRIPDS table collects data for multiple terms when the Process by Student Period parameter for the SHRIPDS process is set to *Y*, and the *PROCESSSCP* rule on GTVSDAX is set to *Y*. The process reports any students registered in a term that is included in the student centric period.

### *IPEDS File Generation Process (SHRIPDS)*

The IPEDS File Generation Process (SHRIPDS) processes information based on terms that are part of student centric periods.

The Process by Student Period parameter is used with student centric period processing. This parameter is required. Enter *Y* to include a student centric period in the process or *N* to not include a student centric period. When the parameter is set to *N*, existing term processing is used. The default is *N*.

SHRIPDS is run by term using the Process Term parameter. When the Process by Student Period parameter is also used, the process checks the rules on SOASCPT to determine which student centric period includes the value entered in the Process Term parameter as the last term. All term codes that are part of the student centric period are considered, as is the order in which the terms fall within the student centric period.

After the student centric period and the associated terms have been identified, each student record that shows enrollment in any term in the student centric period is read for reporting.

- If the student is registered in all terms of the student centric period, the following occurs:
  - Enrollment hours are summed from all terms in the student centric period in which the student is enrolled, using the existing rules in base SHRIPDS processing.
  - Student centric period rules for time status are used and combine the enrollment hours for all the terms in the student centric period.
  - The general student record is used for the lowest term in the student centric period in which the student has registration. The process reports the student's class, type, level, and category.
  - Registration records for all terms in the student centric period are used to determine remedial courses, foreign campus courses, off-campus courses, audit grade mode courses, and audit registration status courses.
  - Academic standing status rules are used. If the student is new, the system assumes a standing of *00*. For continuing students, the system pulls the standing from the previous term's academic standing in the **End of Term**

**Academic Standing** field in the Term Header block on SHAINST. (If there is no standing, the system assumes *00*.) If an override standing has been entered for the term on SGASTDN, the system will use the override standing.

- If the student is not registered in all terms of the student centric period, the student's registration records are reported for terms included in the student centric period using these rules:
  - The general student record is used for the lowest term in the student centric period in which the student has a registration record. This determines time status, student class, type, level, and category.
  - Student registration records are used for all terms of the student centric period. This determines remedial courses, foreign campus courses, off-campus courses, audit grade mode courses, and audit registration status courses. See the following example.

A student is registered in a term that falls within a student centric period.

- Student centric period 2009A is composed of terms 200910 and 200920.
- The student is not included in the student centric period, but is registered in two terms (terms 200910 and 200930), and term 200910 is included in student centric period 2009A.
- Registration is reported for term 200910, because term 200910 is included in student centric period 2009A.
- Registration in term 200930 is not reported, because term 200930 is not included in student centric period 2009A.

### ***IPEDS Total Activity Report (SHRIACT)***

You can enter multiple values in the Effective Terms of Fall Cohort parameter and the Retention Terms of Fall Cohort parameter. This allows your institution to process multiple effective terms and multiple retention terms by student centric period.

### ***Graduation Rate Survey Report (SHRIGRS)***

The term parameters on this report can be used with student centric periods.

- Start Term parameter  
Enter the minimum start term of the student centric period to be processed.
- End Term parameter  
Enter the maximum end term of the student centric period to be processed.
- Enrollment Terms parameter  
The maximum enrollment term is used to select students to be reported for the student centric period. Students enrolled in any terms up to the maximum enrollment term will be reported.

## Printed Transcripts

The Academic Transcript (SHRTRTC) displays course history information and GPA totals by term within student centric periods. All terms with a specific student centric period on the term header record (SHRTTRM) are grouped between a student centric header line and student centric GPA statistics section on the report output. This allows an institution to provide totals for both the student centric period and terms within the student centric period.

The **Student Centric Period Statistics** checkbox on the Transcript Type Rules Form (SHATPRT) is used to include student centric period GPA information on the transcript for the last term in the student centric period. This information appears on the paper transcript and the Banner Student Self-Service transcript.

## Self-Service Transcripts

The Academic Transcript (bwskotrn.P\_ViewTran) in Banner Student Self-Service displays course history information and GPA totals by student centric period for students included in student centric periods when the **Student Centric Period Statistics** checkbox is checked on SHATPRT.

## XML Transcripts

The PESC/XML Transcript Export Process (SHRPESE) can display courses and GPAs by student centric period without term details in the `.xml` output.

The student centric period is displayed as one continuous enrollment period that is not broken up by the terms contained in the student centric period. The term header is not displayed on the XML transcript for student centric periods. Terms are grouped within the student centric period for the student. After the last term with a student centric period has been printed, intervening terms without student centric periods are printed.

A term that is not associated with a student centric period is displayed chronologically in the `.xml` file after the end of the student centric period (which starts before that term begins) and the start of the next student centric period. For example, an intersession which is not part of a student centric period, which falls between the two terms that make up the student centric period, will be printed after that student centric period.

The student centric period data is substituted for the term data when the **Student Centric Period Statistics** checkbox is checked (set to *Y*) on SHATPRT. When the **Student Centric Period Statistics** checkbox is unchecked (set to *N*), data is processed using standard term functionality.

The XML transcript reports data in three scenarios when the **Student Centric Period Statistics** checkbox is checked.

- When all of a student's coursework belongs to a student centric period, data is reported by student centric period for all of the student's enrollment and/or academic history records.

- When some of a student's coursework belongs to a student centric period and some coursework does not belong to a student centric period, data is reported by student centric period *and* by standard terms (presented as if the term is a student centric period) for the student's enrollment and/or academic history records.
- When none of a student's coursework belongs to a student centric period and no student centric period exists, data is reported by standard terms (presented as if the term is a student centric period) for the student's enrollment and/or academic history records.

 **Note**

When the **Student Centric Period Statistics** checkbox is checked (set to Y) on SHATPRT, all information is presented as if it belongs to a student centric period header. Data is displayed as being in a "period". However, the data may actually reflect term data when student centric periods are not in use or when the term does not have an associated student centric period. ■

The process checks the term header record (SHRTTRM) for each term in the student's academic history. When the SHRTTRM\_SCPS\_CODE is *Null* for a term, the student does not have a student centric period associated with that term. In this case, the standard term information is displayed on the transcript for the academic history information.

When a student has a registration record for a term but no term header record exists, the student centric period to which that term is associated is determined by:

- finding the general student record (SGBSTDN) that is active for the registration term
- using the student centric period cycle code (SGBSTDN\_SCPC\_CODE) from that record
- finding the record for that registration term in the SORSCPT table where:
  - that registration term matches the SORSCPT\_TERM\_CODE
  - the cycle code (SGBSTDN\_SCPC\_CODE) from the SGBSTDN table matches the cycle code (SOBSCPS\_SCPC\_CODE) in the SOBSCPS table
  - the student centric period code from the SOBSCPS table matches the student centric period code from the SORSCPT table

When the SHRTTRM\_SCPS\_CODE has a student centric period value for the term, that code is used to group the terms that belong to each student centric period. It also populates the Academic Session data on the transcript. The GPA totals and GPA information for the student centric period are used to populate the Academic Summary data on the transcript. Data for standard term information for the Academic Session and Academic Summary comes from SHRTGPA.

When the student centric period is in effect for the term and student:

- Term comments for all terms are grouped together.
- The major that is effective for the first term of the student centric period is used.

- Term statistics data comes from SHRSGPA.
- Academic standing by term data comes from the highest term header record in the student centric period.
- In-progress courses are listed at the end with the associated student centric period.
- Coursework from academic history is displayed for the associated student centric period.

Transfer coursework is not associated with a student centric period. Transfer credit is displayed at the beginning of the transcript based on the transfer attendance period entered on SHATRNS.

## Student Type Updates

The Student Type Update Process (SHRTYPE) includes student centric periods in the update processing. This allows you to update student type based on a student's enrollment in a student centric period, instead of enrollment by term. The student type in effect on the student general record (SBGSTDN) for the first term in the student centric period will be used for reporting for the duration of the student centric period.

The Process by Student Period parameter is used with student centric period processing. This parameter is optional. Enter *Y* to use student centric period rules when determining the student type or *N* to not use student centric period rules. The default is *N*.

- When this parameter is set to *Y* and the student has a cycle designator (general student record) or student centric period (academic history record) in effect for the update term, the SOACSCP rules are used to evaluate whether the student type should be updated to the next student type defined on STVSTYP.
- When this parameter is set to *Y* and the student does not have a cycle designator or student centric period in effect for the update term, the SOACTRM rules are used to evaluate whether the student type should be updated to the next student type defined on STVSTYP.
- When this parameter is set to *N*, the current SOACTRM rules are used, even if the student has a cycle designator or student centric period in effect for the update term.

## Purge Processes

The following purge processes are part of the Registration module:

## sfpregs.pc - Registration Purge

This process purges the registration information for all students based on the user specified parameter of term. Courses which have not been graded or rolled to history will have a warning generated on the report.

### Note

Please be aware that all results of the student's course work will be deleted during the purge, and if no paper copy of this information is kept, this information will be lost. ■

## sfpwait.pc - Waitlist Enrollment Purge

This process removes the waitlist enrollment information for those students who could not be placed in the class section. It should be run after the end of the drop/add period after *all* enrollment data has been processed for the term. Multiple parts-of-term may be purged. Expired notifications can also be purged for the term or part-of-term and registration status.

The process uses the course statuses defined on the Course Status Code Validation Form (STVRSTS). Only these course statuses which have a checked **Waitlist Indicator** and unchecked **Count in Enrollment** and **Count in Assessment** boxes will be acceptable for processing. A report, sorted by student name, lists the waitlist enrollments which are purged. A total number of students processed and a total number of enrollments deleted is also provided on the report. Multiple parts of term may be purged. This process also adjusts the waitlist counts on the Schedule Form (SSASECT).

## SFPENRL.pc - Enrollment Verification Request Purge

This process purges the enrollment verification requests which were previously requested. Requests are purged by date and type. Request types are defined on the Enrollment Verification Type Code Validation Form (STVEPRT).

## Setting Up Sleep/Wake Processes

### Note

The following Banner systems and processes are valid for the sleep/wake processing described in this section: ■

### Banner Student

Report/Process	Description
SFRSCHD	Student Schedules
SHRTRTC	Academic Transcript



## Accounts Receivable Module

Report/Process	Description
TGRRcpt	Account Receipt
TSRCBIL	Student Billing Statement (Invoices)
TGRMISC	Miscellaneous Receipt

### Setting up Sleep/Wake Processing

1. Define printer and print command on the Printer Validation Form (GTVPRNT). In the **(Printer) Code** field, enter a name to reference each specific printer that may be used for printing output from sleep/wake processing. In the **Comment (Printer Command)** field, enter the correct operating system print command as it would normally be entered from the command line prompt, substituting an @ (at sign) as the place holder for the filename to be printed.

Operating System	Print Command
UNIX example:	<code>lp -d talaris1 @</code>
VMS example:	<code>print/queue=ln01 @</code>

2. On the appropriate System Distribution Initialization Information Form (SOADEST for Banner Student or TOADEST for Accounts Receivable), enter the printer code from GTVPRNT that should be identified with the collector table rows that will be inserted to the appropriate tables when online application forms create a request for output that can be generated by sleep/wake processing.

#### Note

The collector tables are as follows: ■

Process	Collector Table
SFRSCHED	SFRCBRQ
SHRTRTC	SHTTRAN
TGRMISC	TBRCMIS
TGRRcpt	TBRCRCP
TSRCBIL	TBRCBRQ

3. On the Process Submission Control Form (GJAPCTL), for the valid sleep/wake jobs listed previously, enter the correct response for the parameter that specifies that the job should be processed for collector table entries. Refer to the documentation for each specific process to determine the appropriate response in each case (correct responses may be *COLLECTOR*, *Y*, *%*, etc.). In addition, each sleep/wake job has a printer code parameter. You must specify exactly the same code for this parameter answer that was entered on either SOADEST or TOADEST. A value of *Y* should be

entered for the run in sleep/wake mode parameter, and a number of seconds should be specified for the sleep/wake interval (cycle) for each process.

 **Note**

Do not enter the printer code in the top section of GJAPCTL; only enter it in the parameter section of the form. ■

## Using SFRSCHD with Sleep/Wake Method One

You can run SFRSCHD using Sleep/Wake Method One. Please note that while SunGard Higher Education no longer supports the execution of processes from the command line, processes that run in sleep/wake, including SFRSCHD, are supported.

Please refer to the *Banner General Technical Reference Manual* for information about the various components of sleep/wake processing. Sleep/Wake Method One requires that the .dat response file must be constructed in the order in which the parameters are prompted for when running SFRSCHD from the command line. This order is different than the order of the parameters displayed in job submission (GJAPCTL).

Below is a sample .dat file for SFRSCHD using Sleep/Wake Method One:

<b>.dat File Value</b>	<b>Parameter Prompt (in order displayed using command line execution)</b>
<blank line>	Parameter Sequence Number
<blank line>	Selection Identifier (population selection is not valid for sleep/wake processing)
COLLECTOR	ID
%	Process Term (% for all terms, or a single term value such as 200510)
<blank line>	Address Selection Date (blank assumes today's date or enter a specific date)
1MA	Address Hierarchy 1
2PR	Address Hierarchy 2 (add more lines if additional address hierarchies are desired)
<blank line>	Include blank line to indicate end of Address Hierarchies
HPLAS1	Printer (printer schedules will print to; enter same value on SOADEST, and set up the printer with the correct print command string on GTVPRNT)
N	Process by Campus?

<b>.dat File Value</b>	<b>Parameter Prompt (in order displayed using command line execution)</b>
Y	Run in Sleep/Wake
300	Sleep/Wake Interval (value is number of seconds between sleep/wake cycles)
<blank line>	Start Range From Date
<blank line>	Start Range To Date
%	Schedule Type
%	Instructional Method
N	Print Long Section Title
N	Print Schedule Type
N	Print Instructional Method
N	Print Registration Start/End Dates
<blank line>	Number of Lines Printed Per Page (55)

The specific responses above will vary depending on your institution's codes and set-up.

 **Note**

Please note that SunGard Higher Education strongly recommends that institutions use the online forms (such as GJASWPT) for initiating and maintaining sleep/wake processes. Please refer to the *Banner General Technical Reference Manual* for more information. ■

## Registration Reports

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This section contains a sample of each report in the Registration module. Parameter listings are also provided for your convenience.

The following reports are run through the Registration module:

Registration Fee Assessment Process	(SFRFASC)
Purge Fee Assessment Audit Process	(SFPFAUD)
Unduplicated Headcount Report	(SFRHCNT)
Registered, Not Paid Process	(SFRRNOP)
Student Schedule Report	(SFRSCHD)

Class Roster Report	(SFRSLST)
Enrollment Verification Report	(SFRENRL)
Enrollment Verification Request Purge	(SFPENRL)
Registration Purge	(SFPREGS)
Waitlist Enrollment Purge	(SFPWAIT)
Course Request Load Process	(SFPBLCK)
Unsatisfied Links Report	(SFRLINK)
Clearinghouse Extract Report	(SFRNSLC)
Time Status Calculation Update Process	(SFRTMST)
NSLDS SSCR Process	(SFRSSCR)
Compliance Listener Start Up Process	(SFRPINI)
Compliance Pipe Process	(SFRPIPE)
Withdraw Pending Status Change Report	(SFRNOWD)
Withdrawn Student Report	(SFRWDRL)
Auto Grade Assignment Process	(SFPAGRDR)
Registration Admin Messages Report	(SFRRGAM)
Fee Assessment Report	(SFRFEES)
Batch Waitlist Notification Process	(SFRBWLP)
Waitlist Priority Reorder Process	(SFPWLRO)

## Creating a Population Selection

To perform population selection, the application you will be working with must first be defined on the Application Definition Rules Form (GLRAPPL).

The second step is to enter the Population Selection Definition Rules Form (GLRSLCT), enter the **Application (Code)**, and create a **Selection ID (Identifier)** with a description.

In the Selection Definition section, define the **Select** and **From** portions of the SQL statement that the selection represents.

### **Example:**

```
Select:      SARADAP_PIDM
From:        SARADAP
```

Next, enter the Selection Rules for the population of records you would like to see.

### **Example:**

```
SARADAP_TERM_CODE_ENTRY = '200010'      AND
SARADAP_LEVL_CODE       = 'UG'
```

Save your data and exit. Your population selection rules will be compiled. If any errors are issued during the compilation process, resolve the errors before continuing. If you do not resolve all errors given during the compile process, you will not be able to use the population selection rules to extract a population.

You are now ready to extract the population of people. The Population Selection Extract (GLBDATA) is run from the Process Submission Control Form (GJAPCTL). At minimum, you will need to supply the parameters for Selection Identifier 1, Application, and Creator ID, which are the values that were in the Key Information of the Population Selection Definition Rules Form (GLRSLCT).

After extracting the population, you can use the Population Selection Extract Data Form (GLAEXTR) to view and/or modify the people in the population. You can add or delete people from the population using this form. The keys to the form are **Application**, **Selection ID**, and **Creator ID**. (**User ID** is also displayed in the Key Information.) You will be able to add or delete people only from populations that you selected.

After extracting the population, and modifying the people in it if necessary, you can use the population for a variety of purposes. Letters can be produced using Letter Generation, based upon a population, and many Banner reports and processes also can accept a population for processing.

For additional details on population selection, refer to the *Banner General User Guide*.



## Registration Fee Assessment Process (SFRFASC)

**Description** This process is used to run batch processing of registration fee assessments and to migrate from the old processing (SFRFASM or SFRFAS1). Running SFRFASC will provide the most recent assessment data for the audit history table. SFRFASC allows you to do the following:

- Use a population selection.
- Process assessments for a single ID or a list of IDs.
- Use an enrollment status (*E*) or collector mode (*C*).
- Print audit records (*A*), student accounting records (*T*), or both (*B*).
- Use separate date parameters for refunding by total versus effective dating of assessments.
- Run the process in audit or update mode.



### Note

When you are migrating from the old processing to the current processing, the Create Accounting Records parameter should be set to *N*, to not insert TBRACCD records into accounting. The Run Mode parameter should be set to *U* (Update) to update the database. ■

SFRFASC runs in conjunction with the settings of the **Registration Fee Assessment On-line (Indicator)** and the **Web Self-Service and Voice Response Assessment On-line (Radio Group)** on SOATERM.

- If registration records are processed through self- service as well as through SFAREGS, and the **Registration Fee Assessment On-line (Indicator)** is unchecked (set to *N*) and/or the **Web Self-Service and Voice Response Assessment On-line (Radio Group)** is set to *Not Available* (meaning no assessment information has been recorded), then this process should be run for all students within a term.
- If the **Registration Fee Assessment On-line (Indicator)** is checked (set to *Y*), indicating that online fee assessment is available, then this process should be run in collector mode, in case online assessment has been deferred due to the process option setting of the **Fees** field on SFAREGS being changed to *N* (Batch for Updates) or *B* (Batch Only), instead of using the default setting of *Y* (Immediate).
- Fee assessment can also be deferred using the Registration Mass Entry Form (SFAMREG).
- Once the **Registration Fee Assessment On-line (Indicator)** on SOATERM has been checked (set to *Y*), it should remain checked.

Batch fee assessment can be run in either update mode or audit mode. Use update mode to post the charges on the student's account (TBRACCD record) for the term. You may wish to use audit mode to print a report of what the assessment results would be if the process was run in update mode. SFRFASC uses assessment rules defined on the Registration Fee Assessment Rules Form (SFARGFE), as well as any fees posted through the Registration Additional Fees Control Form (SFAAFEE), to calculate registration-related charges.

The output from SFRFASC can be printed in either name or ID order and includes the detailed transactions that have been posted to the student's account record. If you have chosen to display the audit history records, that information will also be printed on the output. These printed charges result from the entries made in registration and show the effective dates and net change to the student's account. The audit history entries show the actual date of the assessment, not the effective date. Whenever fee assessment is run in update mode, information about the student's assessment is placed in the audit history table.

Before a student bill is produced using the Student Invoice/Billing Statement (TSRCBIL), you must have assessed registration fees either through batch or online processing. You have the option to create a schedule/bill collector record during batch fee assessment processing for any students with a change in fee assessment (either additional charges or credits). Collector records will not be written for students who do not have any changes. To create schedule/bill collector records, enter *Y* in the Add Invoice Collector Record parameter.

If you are running batch fee assessment from the command line, the error message *Invalid request; Update student account not requested* will not be displayed if you enter *N* in the Create Accounting Records parameter (displayed on the command line as Create Accounting Detail Records) but then enter *Y* for the Add Invoice Collector Record parameter. Since you are not creating any changes to the student's accounting records, the collector record for student bills is not populated. If schedule/bill collector records are needed, both the Create Accounting Records and Add Invoice Collector Record parameters must be set to *Y*.

If collector records are created, they may be used either for processing student bills in invoice mode or student schedule/bills via the Student Invoice/Billing Statement (TSRCBIL). If it is anticipated that the collector records will be processed by TSRCBIL in sleep/wake mode, an appropriate value should be entered for the Printer parameter. This value should be one of the valid printer selections from the Printer Validation Form (GTVPRNT) which has been specifically set up by your institution for use with sleep/wake processing. If you are not using sleep/wake processing, enter any valid printer code to populate the collector records. The same code should be entered for the Printer parameter in TSRCBIL.



Parameters	Name	Required?	Description	Values
	Term	Yes	Enter the registration term for which fee assessment is to be processed.	Term Code Validation Form (STVTERM)
	Assessment Date	No	Enter the date (in format MON-DD-YYYY) to be used as the effective date for all of the fee assessment transactions generated by this process.	
<p>The following hierarchy is used when assigning the effective date: first - the date in the <b>Registration Fee Assessment Effective Date</b> field on SOATERM, second - the date in this parameter, and third - the Banner system date.</p> <p>The date options are also affected by the settings of two fields on the Student Billing Control Form (TSACTRL): the <b>Effective Date</b> radio group <i>Current Date</i> or <i>Date of Charges</i> options and the <b>Accept Charges (Indicator)</b>. When the <b>Effective Date</b> field on TSACTRL is set to <i>Date of Charges</i> (C), and a future date exists in SOATERM or in this parameter, the future date will always be used. If the <b>Effective Date</b> field on TSACTRL is set to <i>Current Date</i> (T), and a future date is chosen, if the <b>Accept Charges (Indicator)</b> for the student is checked (set to Y), today's date will be used, even if this parameter is set to a future date or a future date exists on SOATERM.</p>				
	Student ID	No	Enter the student's ID when you are running the assessment process for a single ID.	
	Application Code	No	Enter the code that identifies the general area for which the selection identifier was defined. All or none of the population selection parameters must be entered.  The Population Selection Extract Inquiry Form (GLIEXTR) may be used to review the people who will be processed in the load from the selection identifier and application code entered.	Application Inquiry Form (GLIAPPL)
	Selection Identifier	No	Enter the code that identifies the population with which you wish to work. The selection identifier must be defined on the Population Selection Inquiry Form (GLISLCT). All or none of the population selection parameters must be entered.	Population Selection Inquiry Form (GLISLCT)

Parameters	Name	Required?	Description	Values
	Creator ID	No	Enter the user ID of the person creating the sub-population rules. The creator ID must have been specified when defining the selection identifier. All or none of the population selection parameters must be entered.	
	User ID	No	Enter the user ID for the population selection. This will match the creator ID and is the Banner logon user ID. All or none of the population selection parameters must be entered.	
	Batch Type	No	Enter <i>C</i> to process all entries from the SFRBTCH collector table. Enter <i>E</i> to define a group of students for assessment by enrollment status.	C Collector E Enrollment status
<p>Select the enrollment status code using the Enrollment Status parameter. Whenever an assessment is processed for a student and/or term, no matter how the assessment is invoked, maintenance is performed on the SFRBTCH collector table for the student and/or term being processed. If a collector record exists for the student and/or term being assessed, the collector record is deleted. (The purpose of the collector record is to make sure the student is assessed.) When assessment is run using a batch type of <i>C</i> (collector), all records in SFRBTCH for the term specified will be processed and subsequently deleted from the table.</p>				
	Enrollment Status	No	Enter the enrollment status code for the fee assessment or leave blank for all.	Enrollment Status Code Validation Form (STVESTS)
	Full or Part Time Indicator	Yes	Enter the student course load for the assessment. Enter <i>F</i> for full-time, <i>P</i> for part-time, or enter % for all. The default is %.  This parameter looks at the value in the SGBSTDN_FULL_PART_IND field.	F Full-time P Part-time % All
	Assessment Type Rule	Yes	Enter the rule type to use for the assessment. Enter <i>P</i> for a pre-registration bill or <i>R</i> for registration rules. The default is <i>R</i> .	P Pre-registration bill R Registration

Parameters	Name	Required?	Description	Values
	Accounting Detail to Print	Yes	Enter the student accounting detail to be printed on the assessment. Enter <i>C</i> to print the current student accounting only, <i>A</i> for all student accounting for the term, or <i>N</i> for no student accounting detail. The default is <i>C</i> .	<p><i>C</i> Current student accounting only</p> <p><i>A</i> All student accounting for term</p> <p><i>N</i> None</p>
	Report Type	Yes	Enter the report type for the assessment. Enter <i>A</i> for audit history records only, <i>T</i> for TBRACCD (student accounts receivable charges and payments) records, or <i>B</i> for both. The default is <i>T</i> .	<p><i>A</i> Audit history records only</p> <p><i>T</i> Student Accounts Receivable records</p> <p><i>B</i> Both</p>
	Sort Order	Yes	Enter the sort order for the report detail. Enter <i>N</i> to sort by name or <i>I</i> to sort by student ID. The default is <i>N</i> .	<p><i>N</i> Sort by name</p> <p><i>I</i> Sort by student ID</p>
	Add Invoice Collector Record	Yes	<p>Enter <i>Y</i> to create a TBRCBRQ (invoice collector) record or <i>N</i> to not create an invoice collector record. The default is <i>N</i>.</p> <p><b>Note:</b> No collector records for student schedule/bills will be created if the Create Accounting Records parameter is set to <i>N</i>.</p>	<p><i>Y</i> Add invoice collector record</p> <p><i>N</i> Do not add invoice collector record</p>
	Invoice Printer	No	Enter the code for the destination printer where the invoice is to be printed.	Printer Validation Form (GTVPRNT)
	Create Accounting Records	Yes	<p>Enter <i>Y</i> to create TBRACCD (student accounts receivable charges and payments) student accounting records or <i>N</i> to not determine the student accounting information based on the assessments. The default is <i>Y</i>.</p> <p><b>Note:</b> Schedule/bill collector records will <i>not</i> be created unless this parameter and the Add Invoice Collector Record parameter are both set to <i>Y</i>.</p>	<p><i>Y</i> Create student accounting records</p> <p><i>N</i> Do not create student accounting records</p>

Parameters	Name	Required?	Description	Values
	Refund by Total Refund Date	No	<p>Enter the date of the refund by total refund period in format MON-DD-YYYY. This date establishes the percent refund to be used for any dropped courses as determined by the SFARFND table.</p> <p><b>Note:</b> If you are using refund by total, and no date is provided here, and there are unprocessed dropped courses that qualify for refunds, the refunds will not be calculated.</p>	
	Run Mode	Yes	Enter <i>A</i> to run in audit mode and print an audit report for fee assessment. Enter <i>U</i> to update the database records. The default is <i>A</i> .	<p>A Audit</p> <p>U Update</p>

## Report Sample—Registration Fee Assessment Process (SFRFASC)

Student ID Tran No	Student Name Detail Code	Description	Amount	Tran Date	Message	CRN
<div style="display: flex; justify-content: space-between;"> <span>SFRFASC 6.1 300256</span> <span>Banner University Batch Fee Assessment</span> <span>PAGE 1 RUN DATE 09-DEC-2003 RUN TIME 09:19 AM</span> </div>						
A00002103	Abercrombie, Cheryl Audit:					
	1 FEES	Fees	75.00	09-DEC-2003		10012
	2 FEES	Fees	75.00	09-DEC-2003		10013
	3 STUI	Student Tuition	595.00	09-DEC-2003		10010
	4 STUI	Student Tuition	100.00	09-DEC-2003		10012
	5 STUI	Student Tuition	100.00	09-DEC-2003		10013
	6 STUI	Student Tuition	595.00	09-DEC-2003		10014
	7 T101	Undergraduate Tuition	3,000.00	09-DEC-2003		
156897563	Ahlstrom, Kristin Audit:					
	4 T101	Undergraduate Tuition	175.00	09-DEC-2003		
		Net Assessment:	175.00			
	Accounting:					
	1 T101	Undergraduate Tuition	1,000.00	01-JUL-2003		
	2 T101	Undergraduate Tuition	-300.00	02-SEP-2003		
	3 TRFD	Tuition Refund Penalty	30.00	02-SEP-2003		
	4 T101	Undergraduate Tuition	-525.00	01-DEC-2003		
		Net Change:	205.00			
869573922	Babson, Jeremy Audit:					
	2 T101	Undergraduate Tuition	175.00	09-DEC-2003		
		Net Assessment:	175.00			
	Accounting:					
	1 T101	Undergraduate Tuition	700.00	01-JUL-2003		
	2 T101	Undergraduate Tuition	-525.00	01-DEC-2003		
		Net Change:	175.00			

SFRFASC 6.1  
300256

Banner University  
Batch Fee Assessment

PAGE 2  
RUN DATE 09-DEC-2003  
RUN TIME 09:19 AM

Student ID Tran No	Student Name Detail Code	Description	Amount	Tran Date	Message	CRN
		Net Assessment:	4,540.00			
	Accounting:					
	1 FEES	Fees	75.00	01-DEC-2003		10012
	2 FEES	Fees	75.00	01-DEC-2003		10013
	3 STUI	Student Tuition	595.00	01-DEC-2003		10010
	4 STUI	Student Tuition	100.00	01-DEC-2003		10012
	5 STUI	Student Tuition	100.00	01-DEC-2003		10013
	6 STUI	Student Tuition	595.00	01-DEC-2003		10014
	7 T101	Undergraduate Tuition	3,000.00	01-DEC-2003		
		Net Change:	4,540.00			
A00002104	Bathrick, Jason					
	Audit:					
	1 STUI	Student Tuition	595.00	09-DEC-2003		10011
	2 STUI	Student Tuition	595.00	09-DEC-2003		10016
	3 T101	Undergraduate Tuition	900.00	09-DEC-2003		
		Net Assessment:	2,090.00			
	Accounting:					
	1 STUI	Student Tuition	595.00	01-DEC-2003		10011
	2 STUI	Student Tuition	595.00	01-DEC-2003		10016
	3 T101	Undergraduate Tuition	900.00	01-DEC-2003		
		Net Change:	2,090.00			
A00002105	Ciullo, Janet					
	Audit:					
	1 T101	Undergraduate Tuition	1,400.00	09-DEC-2003		
		Net Assessment:	1,400.00			
	Accounting:					
	1 T101	Undergraduate Tuition	1,400.00	01-DEC-2003		
		Net Change:	1,400.00			
805864002	DeMarco, Adrianna					
	Audit:					
	13 T101	Undergraduate Tuition	700.00	09-DEC-2003		
	FEES	Fees	75.00	09-DEC-2003		10012
	STUI	Student Tuition	100.00	09-DEC-2003		10012
	FEES	Fees	75.00	09-DEC-2003		10013
	STUI	Student Tuition	100.00	09-DEC-2003		10013

SFRFASC 6.1  
300256

Banner University  
Batch Fee Assessment

PAGE 3  
RUN DATE 09-DEC-2003  
RUN TIME 09:19 AM

Student ID Tran No	Student Name Detail Code	Description	Amount	Tran Date	Message	CRN
		Net Assessment:	1,050.00			
	Accounting:					
	1 FEES	Fees	75.00	01-JUL-2003		10012
	2 FEES	Fees	75.00	01-JUL-2003		10013
	3 STUI	Student Tuition	100.00	01-JUL-2003		10012
	4 STUI	Student Tuition	100.00	01-JUL-2003		10013
	5 FEES	Fees	-75.00	02-SEP-2003		10012
	6 FEES	Fees	-75.00	02-SEP-2003		10013
	7 STUI	Student Tuition	-100.00	02-SEP-2003		10012
	8 STUI	Student Tuition	-100.00	02-SEP-2003		10013
	9 FEES	Fees	75.00	25-SEP-2003		10012
	10 FEES	Fees	75.00	25-SEP-2003		10013
	11 STUI	Student Tuition	100.00	25-SEP-2003		10012
	12 STUI	Student Tuition	100.00	25-SEP-2003		10013
	13 T101	Undergraduate Tuition	700.00	01-DEC-2003		
		Net Change:	1,050.00			
890381291	Fitzwilliam, Sean Audit:					
	3 T101	Undergraduate Tuition	400.00	09-DEC-2003		
	FEES	Fees	75.00	09-DEC-2003		10012
	STUI	Student Tuition	100.00	09-DEC-2003		10012
		Net Assessment:	575.00			
	Accounting:					
	1 FEES	Fees	75.00	25-SEP-2003		10012
	2 STUI	Student Tuition	100.00	25-SEP-2003		10012
	3 T101	Undergraduate Tuition	400.00	01-DEC-2003		
		Net Change:	575.00			
896528741	Garafalo, Michael Audit:					
	2 T101	Undergraduate Tuition	175.00	09-DEC-2003		
		Net Assessment:	175.00			
	Accounting:					
	1 T101	Undergraduate Tuition	700.00	10-OCT-2003		
	2 T101	Undergraduate Tuition	-525.00	01-DEC-2003		
		Net Change:	175.00			
	Accounting:					
	1 STUI	Student Tuition	595.00	01-JUL-2003		10015
	7 T101	Undergraduate Tuition	300.00	01-DEC-2003		
		Net Change:	895.00			

Student ID Tran No	Student Name Detail Code	Description	Amount	Tran Date	Message	CRN
A00002106	Manuelo, Tina					
	Audit:					
	1 STUI	Student Tuition	595.00	09-DEC-2003		10016
	2 T101	Undergraduate Tuition	300.00	09-DEC-2003		
		Net Assessment:	895.00			
	Accounting:					
	1 STUI	Student Tuition	595.00	01-DEC-2003		10016
	2 T101	Undergraduate Tuition	300.00	01-DEC-2003		
		Net Change:	895.00			
A00002107	Stefanowski, Charles					
	Audit:					
	1 FEES	Fees	75.00	09-DEC-2003		10012
	2 STUI	Student Tuition	595.00	09-DEC-2003		10010
	3 STUI	Student Tuition	595.00	09-DEC-2003		10011
	4 STUI	Student Tuition	100.00	09-DEC-2003		10012
	5 STUI	Student Tuition	595.00	09-DEC-2003		10016
	6 T101	Undergraduate Tuition	1,500.00	09-DEC-2003		
		Net Assessment:	3,460.00			
	Accounting:					
	1 FEES	Fees	75.00	01-DEC-2003		10012
	2 STUI	Student Tuition	595.00	01-DEC-2003		10010
	3 STUI	Student Tuition	595.00	01-DEC-2003		10011
	4 STUI	Student Tuition	100.00	01-DEC-2003		10012
	5 STUI	Student Tuition	595.00	01-DEC-2003		10016
	6 T101	Undergraduate Tuition	1,500.00	01-DEC-2003		
		Net Change:	3,460.00			
845958679	Tomaso, Elena					
	Audit:					
	7 T101	Undergraduate Tuition	300.00	09-DEC-2003		
369482591	Weber, Ellen					
	Audit:					
	7 T101	Undergraduate Tuition	300.00	09-DEC-2003		
		Student Tuition	595.00	09-DEC-2003		10015
		Net Assessment:	895.00			
A00002108	Zullo, Margaret					
	Audit:					
	1 FEES	Fees	75.00	09-DEC-2003		10013
	2 STUI	Student Tuition	100.00	09-DEC-2003		10013
	3 T101	Undergraduate Tuition	700.00	09-DEC-2003		
		Net Assessment:	875.00			
	Accounting:					
	1 FEES	Fees	75.00	01-DEC-2003		10013
	2 STUI	Student Tuition	100.00	01-DEC-2003		10013
	3 T101	Undergraduate Tuition	700.00	01-DEC-2003		
		Net Change:	875.00			



SFRFASC 6.1  
300256

Banner University  
Batch Fee Assessment

PAGE 5  
RUN DATE 09-DEC-2003  
RUN TIME 09:19 AM

Student ID Tran No	Student Name Detail Code	Description	Amount	Tran Date	Message	CRN
		Report total:	16,335.00			

Processed: 22

SFRFASC 6.1  
300256

Banner University  
Batch Fee Assessment

PAGE 6  
RUN DATE 09-DEC-2003  
RUN TIME 09:19 AM

\* \* \* REPORT CONTROL INFORMATION \* \* \*  
Parameters have been entered via Job Submission.

Parameter Name	Value
Parameter Seq No:	73625
Term:	300256
Assessment date:	01-DEC-2003
Student ID:	
Application name:	
Selection name:	
Selection creator ID:	
Selection user ID:	
Batch type:	E
Enrollment status:	%
Full or part time:	%
Rule type:	R
Accounting detail to print:	A
Report type:	B
Sort order:	N
Create TBRCBRQ record for invoice:	N
Invoice printer:	
Create accounting detail:	Y
Refund by total refund date:	
Run mode:	A
Start date/time:	09-DEC-2003 09:19 AM
End date/time:	09-DEC-2003 09:19 AM

## Purge Fee Assessment Audit Process (SFPFAUD)

**Description** This process is used to purge audit history records from the database. SFPFAUD allows you to do the following:

- Run the purge process for range of dates for transactions, for a specific term, or for an ID.
- Keep only the last assessment records.
- Print summary or detail information.
- Run the purge in audit or update mode.

The last assessment should be kept when the current term is active and additional assessments are going to occur for that term. If all records are purged for a given term and section fees or other additional fees exist, fee assessment may need to be run twice to ensure accurate assessment.

This process prevents the intermediate assessment audit that is created to handle records with a status of *DD* from being purged. These interim records will not be purged until a flat charge rule qualification has re-occurred. This will ensure that future assessments will have accurate previous assessment records available for fee assessment processing.

The process deletes SFRFAUD rows for qualified students by assessment rule type (*STUDENT, LEVEL, CAMPUS, ATTR*). The process considers if a student has had prior flat rule qualification but has been reassessed due to having a drop/delete issued. Since the student's assessment in essence starts over when the drop/delete is realized by assessment, any prior assessment audit records that record prior flat charge rule qualification can be safely purged.

SFPFAUD first determines if a drop/delete scenario has been handled by assessment. If it has, any assessment audit prior to the drop/delete being handled can be purged. The process checks to see if a date is found for when a drop/delete was handled, and then goes on to delete all assessment audit prior to the drop/delete, making sure to retain the last assessment audit.

Parameters	Name	Required?	Description	Values
	Term Code	Yes	Enter the registration term code for which fee assessment audit history records are to be purged.	Term Code Validation Form (STVTERM)
	Transaction Start Date	No	Enter the date for the beginning of the range for which fee assessment audit history records are to be purged. Use format MON-DD-YYYY.	
	Transaction End Date	No	Enter the date for the end of the range for which fee assessment audit history records are to be purged. Use format MON-DD-YYYY.	
	Student ID	No	Enter the ID of the student for which fee assessment audit history records are to be purged.	
	Retain Last Assessment Audit	Yes	Enter <i>Y</i> to retain audit history records for the last assessment. Enter <i>N</i> to not retain audit history records for the last assessment. The default is <i>Y</i> .  <b>Warning:</b> <i>The last assessment audit history records are used by the fee assessment process to perform critical refund by total and refunding with flat and overload hour calculations. Purging all records may result in incorrect assessments when fee assessment is run again.</i>	Y Keep last assessment N Do not keep last assessment
	Report Type	Yes	Enter <i>D</i> for a detailed report with student ID and name, or enter <i>S</i> for a summary report (record count). The default is <i>S</i> .	D Detail report S Summary report
	Run Mode	Yes	Enter <i>A</i> to produce a listing of all selected purge data without affecting the database. Enter <i>U</i> to update the database after purging the selected data. The default is <i>A</i> .	A Audit U Update

## Report Sample—Purge Fee Assessment Audit Process (SFPFAUD)

SFPFAUD 7.4	BANNER System Test Purge Fee Assessment Audit	PAGE 1 RUN DATE 15-OCT-2007 RUN TIME 02:20 PM
Student ID	Student Name	
@00000318	Burns, Diane	
@00000317	Eisenberg, Agnes	
@00000319	Hasapis, Lee	
@00000320	Mirabella, Lueen	
@00000321	Timm, Ernest	
@00000322	Zammiello, Mary	
Students processed:	6	

SFPFAUD 7.4	BANNER System Test Purge Fee Assessment Audit *** REPORT CONTROL INFORMATION *** Parameters have been entered via Job Submission.	PAGE 2 RUN DATE 15-OCT-2007 RUN TIME 02:20 PM
<u>Parameter Name</u>	<u>Value</u>	
Parameter Seq No:	8093	
Term code:	200280	
Transaction start date:		
Transaction end date:		
Student ID:		
Retain last assessment audit:	N	
Report type:	D	
Run mode:	A	

# Unduplicated Headcount Report (SFRHCNT)

**Description** This report produces headcount totals by level and major for all students for the term who have a student registration status (STVESTS) with the **Affect Headcount** checkbox checked (set to *Y*). Other data for each level/major group includes campus, session residency, sex, ethnic code, and classification. A grand total of all enrolled students is also reflected.



**Note**

Student classification rules must exist for students of all levels. If classification rules do not exist for a certain level of students, they will *not* be reported in the Unduplicated Headcount Report (SFRHCNT).

Parameters	Name	Required?	Description	Values
	Term	Yes	Enter the term code representing the term for which the report is to be generated.	Term Code Validation Form (STVTERM)

## Report Sample—Unduplicated Headcount Report (SFRHCNT)

27-JAN-1994 14:02:53 199301	Banner University Unduplicated Headcount Report										PAGE 1 SFRHCNT
TERM	LEVEL	COLLEGE	MAJOR	CAMP	FULL/PART	SESSION	RESIDENCY	SEX	ETHNIC	CLASS	TOTAL
199301	01	00	0000	1			R	F	1	01	3
199301	01	00	0000	1			R	F		01	6
199301	01	00	0000	1			R	F		04	1
199301	01	00	0000	1			R	M	1	01	1
199301	01	00	0000	1			R	M	6	01	1
199301	01	00	0000	1			R	M		01	4
199301	01	00	0000	1			R	N		01	3
199301	01	00	0000	1			R			01	25
199301	01	00	0000	1			R			04	1
199301	01	01	010	1			R	M		01	1
199301	01	01	020	1	F	D	R	F	1	01	1
199301	01	01	100	1			R	F		01	1
199301	01	01	100	1			R	M		01	1
199301	01	01	100	1			R	N		04	1
199301	01	01	100	1			R			01	1
199301	01	01	100	1			R			03	1

27-JAN-1994 14:02:53 199301	Banner University Unduplicated Headcount Report										PAGE 4 SFRHCNT
* * * REPORT CONTROL INFORMATION - SFRHCNT - Release 2.1.5 * * *											
PRINT TERM: 199301											
RECORD COUNT: 50											

## Registered, Not Paid Process (SFRRNOP)

**Description** This process permits the reporting or reporting and deletion of student registrations in a term for which financial arrangements/payments have not been made. The **Acceptance** field on the Student Course Registration Form (SFAREGS), defaults to *N* when a registration is first processed. This flag is changed from *N* to *Y* through the use of the Student Payment Form (TSASPAY), when a student makes payment, or arranges terms for payment. The flag can be changed on SFAREGS to *C*, for confirmed, to indicate that the student's pre-registration has been confirmed, but payment has not yet been made.

The Registered, Not Paid process deletes the registration records for the term (as well as ETRM records) for those students with an *N* or those with an *N* and a *C* in the **Acceptance** field of SFAREGS. To make sure no orphan records are created during the deletion process, the SFRAREG, SHRCMRK, SHRMKRS, and SHRSMRK records will be deleted with the SFRSTCR records.

The process can be run in audit or update mode. Students whose registration records are deleted through SFRRNOP are also dropped from the Class Roster Form (SFASLST). The report lists all students affected in alpha order along with their addresses. This process also posts adjusting entries to the student's account for any charges associated with the dropped registration and delete time status history records if they exist.

Parameters	Name	Required?	Description	Values
	Processing Term	Yes	Enter the term code representing the term for which the process is being run.	Term Code Validation Form (STVTERM)
	Update Database	Yes	<i>Y</i> deletes registrations from SFAREGS for students for the term (based on the Type parameter) as well as back out the registration charges for the term; <i>N</i> prints a report without deleting registrations or backing out charges.	<i>Y</i> Delete registrations <i>N</i> Do not delete
	Type (C or N)	Yes	Enter <i>N</i> to affect only those students with an <i>N</i> in the <b>Acceptance</b> field, or enter <i>C</i> to affect both students with an <i>N</i> and with a <i>C</i> in the <b>Acceptance</b> field.	<i>N</i> Accept Charges = <i>N</i> <i>C</i> Accept Charges = <i>N</i> or <i>C</i>

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	Date for Census Processing	No	Enter date for which census enrollment information should be affected. If this date is less than or equal to either the census one or census two date for the course being dropped, the census enrollment counts will be reduced. If the date is greater than the census dates, the course will be dropped, but the student will not reduce the census enrollments. Leave blank for today; enter in date format DD-MON-YYYY.	
	Address Selection Date	No	Which address, effective on this date, do you want to print on the Registered Not Paid Report. Leave blank for today; enter in date format DD-MON-YYYY.	
	Address Hierarchy	Yes	Enter the address type to be printed on the Registered Not Paid report; multiple requests are permitted and must be entered in priority sequence.  For example, <i>IMA 2PR</i> will first print the mailing address, and if none is found, will print the permanent address. Enter each parameter then hit return for the next prompt.	Address Type Code Validation Form (STVATYP)



<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	Third Party Exempt Indicator	Yes	When this indicator is set to <i>Y</i> , and third party contract memos exist for the student for the term, the student will be exempt from the deletion process. When this indicator is set to <i>N</i> , the student is not exempt and will be processed, even if potential payments exist.	Y Exempt N Not exempt
	Effective Date of Drop	No	Enter the date of the drop in DD-MON-YYYY format for the effective date that is to be recorded in TBRACCD. If this parameter is left blank, the original effective date on the transaction(s) being reversed will be used.  <b>Note:</b> If you want to use the system date for processing, you must enter that date.	

## Report Sample—Registered, Not Paid Process (SFRRNOP)

06-JUN-2000 12:30:57  
200027

Banner University  
Registered, Not Paid Process

PAGE 1  
SFRRNOP

ID NUMBER NAME

@00000097	Adams, Amanda A. Four Ellis Avenue Malvern, PA 19355 (215) 555-5555
100100005	Adams, Andy 4675 Charleston Place Herndon, VA 08993
100100003	Adams, Chris 382 Timber Lane Morgantown, NJ 08033
222000104	Adams, Christine 1845 Spruce Street Philadelphia, PA 19102
@00000869	Adams, Jackie Midd 8 Pond Circle Gainesville, GA 40339
100100001	Adams, Mary 748 Inglewood Road Burlington, NJ 08634
209500066	Alex, James 9328 Cornell Ave Yardley, PA 19067
900000004	Atkinson, Susan M 344 South Maint St. Provo, UT 84705
909000001	Axelrod, Arnold A. Pheasant Hollow Farm R.D. #1 Devon, PA 19345

06-JUN-2000 12:30:57  
200027

Banner University  
Registered, Not Paid Process

PAGE 10  
SFRRNOP

\* \* \* REPORT CONTROL INFORMATION - SFRRNOP - Release 4.3.3 \* \* \*

Report Total - 103

TERM: 200027  
TYPE: C  
UPDATE: Y  
CENSUS PROCESS DATE: 16-MAY-2000  
ADDRESS TYPE LIST: 1MA  
ADDRESS SELECTION DATE: 06-JUN-2000  
EXEMPT DUE TO POTENTIAL T/P PAYMENTS: N  
EFFECTIVE DATE OF DROP: 20-MAY-2000

RECORD COUNT: 103

# Student Schedule Report (SFRSCHD)

**Description** This process generates the student schedule for the term. It can be requested online through the Student Course Registration Form (SFAREGS) or in batch through this process. You may also print a student's schedule as part of the combined schedule/bill. Please see the *Banner Accounts Receivable User Guide* for information on the Student Invoice/Billing Statement (TSRCBIL).



## Note

If SFRSCHD is run directly from SFAREGS using sleep/wake processing, the open learning processing is not used. ■

Courses selected for printing in SFRSCHD are determined solely by the value of the **Print on Schedule** checkbox associated with course statuses on STVRSTS. Any course registration status codes (registered, dropped, withdrawn, etc.) where the **Print on Schedule** checkbox is checked will be printed.

- A student schedule will be printed if a registration term header record exists (SFBETRM), regardless of the student's enrollment status (STVESTS) or whether any course registration records exist. If no course registration records exist, the message \* \* *NO ENROLLMENT RECORDS EXIST FOR STUDENT* \* \* will be printed in the output.
- If a student has no course registration records, or if all of the existing course registration records for a student have course registration status codes that do not have the **Print on Schedule** checkbox checked on STVRSTS, then no schedule will be printed for the student if SFRSCHD is run with the ID Number parameter set to an individual student ID or set to *COLLECTOR*.
- A schedule will be printed for the student if all students are requested for a process term (the ID Number parameter is blank), or if the student is included in a population selection that is requested. In those cases, the message \* \* *NO ENROLLMENT RECORD EXISTS FOR STUDENT* \* \* will appear in the output.

The start and end dates are used to isolate all registration records in a range. For traditional courses (which are assigned to a part-of-term), the part-of-term start date associated with the section is used to determine inclusion. For open learning courses, the start date of the original SFRAREG record for the student is used.

Actual course dates for traditional sections are printed on the report as follows:

- The start date for a traditional section will print the SSRMEET\_START\_DATE(s) associated with the meeting time(s).
- The end date for a traditional section will print the SSRMEET\_END\_DATE(s) associated with the meeting time(s)

- If no meeting times are defined for a traditional section, the start date will print the SSBSECT\_PTRM\_START\_DATE, and the end date will print the SSBSECT\_PTRM\_END\_DATE. If those dates are NULL on SSBSECT, the SOBPTRM\_START\_DATE and the SOBPTM\_END\_DATE will be printed.

Actual course dates for open learning sections are printed on the report as follows:

- The start date for all open learning sections will print the SFRAREG\_START\_DATE from the “0” extension record.
- The end date for all open learning sections will print the SFRAREG\_COMPLETION\_DATE for the maximum extension records that exist.
- Dates associated with meeting time records, if they exist, are not printed for open learning courses.

If you need to isolate a portion of a term for processing, enter either a valid term or a wildcard (%) to search all terms. The wildcard feature is only permitted if start and end dates are also entered. In this instance, only registration records in a particular term matching the date range entered would be selected.

Term	Date Range	Results
Fall 1999		All registration records for the Fall 1999 term would be selected.
Fall 1999	01-SEP-1999 to 30-NOV-1999	All registration records with a registration start date between the date range (inclusive) for the Fall 1999 term would be selected.
%	01-SEP-1999 to 30-NOV-1999	All registration records with a registration start date between the date range (inclusive), regardless of term, would be selected.

You can run SFRSCHD using Sleep/Wake Method One. Please note that while SunGard Higher Education no longer supports the execution of processes from the command line, processes that run in sleep/wake, including SFRSCHD, are supported.

Refer to the *Banner General Technical Reference Manual* for information about the various components of sleep/wake processing. Sleep/Wake Method One requires that the .dat response file must be constructed in the order in which the parameters are prompted for when running SFRSCHD from the command line. This order is different than the order of the parameters displayed in job submission (GJAPCTL).

Refer to the topic “Setting Up Sleep/Wake Processes” in the “Procedures” section of this chapter to see a sample .dat file for SFRSCHD when using Sleep/Wake Method One.

### SFRSCHD Output Notes

- If the report is run for a single term, and the open learning parameters are set to *N*, the report prints in the one line per course format, unless there are multiple meeting times/instructors.
- If the report is run for multiple terms, (and the Process Term parameter is set to *%*, which requires a date range), or if any of the open learning parameters are set to *Y*, a second line is generated. The course title prints below the detail line.
- If the ID Number parameter is set to *COLLECTOR*, term is irrelevant. A single term code or a term value of *%* can be entered, and the date range is ignored, if entered. As mentioned above, if the open learning parameters are set to *N*, the report prints in the one line per course format.
- Meeting type (GTVMTYP) prints on all reports, except on the one line per course format. This includes running the report for multiple terms and using the open learning parameters.
  - If no meeting records (days, times, building, room) are defined for an open learning section, *N/A* is printed on the report output.
  - If meeting building and room information exists without start and end times, *TBD* will be printed under the *TIME* heading.
  - If meeting time information exists without building or room information, *TBD* will be printed under the *BUILD* and *ROOM* headings.
  - If meeting information exists without instructors, *STAFF* will be printed under the *INSTRUCTOR* heading.
- If the Print Long Section Title parameter is set to *Y*, the title wraps in chunks of 40 characters (40, 40, 20).

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	ID Number	No	To request a specific schedule, enter that person's ID number, enter a NULL value to request all IDs, or enter the word <i>COLLECTOR</i> to process all students in the collector file.	
	Process Term	Yes	<p>Enter the term code representing the term for which schedules are to be printed, or enter % to process schedules for multiple terms. Term records are stored in the SFRCBRQ collector table.</p> <p>You can print schedules for multiple terms using a single sleep/wake process by entering % in this parameter and entering <i>COLLECTOR</i> in the ID Number parameter.</p>	Term Code Validation Form (STVTERM)
	Start Range From Date	No	<p>Enter the start date for which registration records are to be processed.</p> <p>The term is displayed on the report for the registration record for use with the registration start date information.</p>	
	Start Range To Date	No	Enter the end date for which registration records are to be processed.	
	Schedule Type (% for all)	Yes	<p>Enter the schedule type code or codes for the sections to be processed, or enter % for all. The default is %.</p> <p>For example, you could select all sections with a schedule type of self-paced.</p>	Schedule Type Code Validation Form (STVSCHD)

Parameters	Name	Required?	Description	Values
	Instructional Method (% for all)	No	Enter the instructional method or methods for the sections to be processed, or enter % for all. The default is %.  For example, you could select all sections with an instructional method of Web-based.	Instructional Method Validation Form (GTVINSM)
	Address Selection Date	No	Which address, effective on this date, do you want to print on the student schedules. Leave blank for today; enter in date format DD-MON-YYYY.	
	Address Hierarchy	Yes	Enter the address type to be printed on the student schedules; multiple requests are permitted and must be entered in priority sequence.  For example, <i>IMA 2PR</i> will first print the mailing address, and if none is found, will print the permanent address. Enter each parameter, then hit Return for the next prompt. Returning with a null value will move you on to the next parameter.	Address Type Code Validation Form (STVATYP)
	Printer	No	Enter the printer destination for schedules.  <b>Note:</b> This field is required when you are running this report for the collector file.	
	Campus Processing Indicator	Yes	Enter <i>Y</i> to process specific campuses. Enter <i>N</i> to process all campuses.	Y Print specific campuses N Print all campuses
	Campus	No	Enter the course campus for which the student schedules are to be produced.  <b>Note:</b> If the Campus Processing Indicator parameter is set to <i>Y</i> , then the Campus parameter is required.	Campus Code Validation Form (STVCAMP)



<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	Selection Identifier	No	Enter the code that identifies the population with which you wish to work. The selection identifier must be defined on the Population Selection Definition Rules Form (GLRSLCT). All or none of the population selection parameters must be entered.	Population Selection Inquiry Form (GLISLCT)
	Application Code	No	Enter the code that identifies the general area for which the selection identifier was defined. All or none of the population selection parameters must be entered.  The Population Selection Extract Inquiry Form (GLIEXTR) may be used to review the people who will be processed in the load from the selection identifier and application code entered.	Application Inquiry Form (GLIAPPL)
	Creator ID	No	Enter the user ID of the person who created the population rules. All or none of the population selection parameters must be entered.	
	Run in Sleep/Wake Mode	No	Enter <i>Y</i> to start sleep/wake cycling for this process and printer.	Y Use sleep/wake processing N Do not use sleep/wake processing
	Sleep Interval	No	Enter the time in seconds to process pauses before resuming execution. The lowest enterable value is 1. The highest enterable value is 999999.	
	Print Long Section Title	Yes	Enter <i>Y</i> to print the long section title from the syllabus (SSRSYLN) or <i>N</i> to print the existing course title from the section (SSBSECT) or from SCBCRSE if the section title is null. The default is <i>N</i> .	Y Print long section title N Print existing course title

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	Print Schedule Type	Yes	Enter <i>Y</i> to print the schedule type code for the section on the output or <i>N</i> to not print the code. The default is <i>N</i> .  This parameter allows institutions using pre-printed forms to control the presentation of the data on the report.	Y Print schedule type N Do not print schedule type
	Print Instructional Method	Yes	Enter <i>Y</i> to print the instructional method code for the section on the output or <i>N</i> to not print the code. The default is <i>N</i> .  This parameter allows institutions using pre-printed forms to control the presentation of the data on the report.	Y Print instructional method N Do not print instructional method
	Print Reg Start/End Dates	Yes	Enter <i>Y</i> to print the registration start and end dates (the original registration start date and the most current expected completion date) for the section on the output or <i>N</i> to not print the dates. The default is <i>N</i> .  This parameter allows institutions using pre-printed forms to control the presentation of the data on the report.	Y Print registration start and end dates N Do not print dates
	Print Control Report	Yes	Enter <i>Y</i> to print a control report page or <i>N</i> to not print a control report page. The default is <i>N</i> .	Y Print control page N Do not print control page

## Report Sample—Student Schedule Report (SFRSCHD)

*This sample is the one line report for a single term, with all open learning parameters set to N.*

06-MAR-2009 10:51:30 200810		BANNER University Student Schedule Fall 2008							PAGE 1 SFRSCHD					
Von Jones, Jack 123 Main Street Building 5 Apt. 5A101 Bethlehem, PA 18000 United States of America		A00027451												
P/T	CRN	SUBJ	CRSE	SEC	CMP	TITLE	CREDITS	LV	ST	DAYS	TIME	BUILD	ROOM	INSTRUCTOR
1	1006	MUSI	110	1	M	Music Theory 1	3.000	UG	RE	TR	1000-1130am	HUM	403	Connors T
										TR	0100-0250pm	HUM	103	Connors T
										TWR	0300-0430pm	TBA	TBA	Connors T
1	1008	ART	1100	1	M	Introduction to Art	3.000	UG	RE	MWF	0800-0850am	TBA	TBA	STAFF
1	1009	ACCT	102	1	M	Accounting 102	.000	UG	DC	MWF	0900-0950am	TBA	TBA	Burns L
1	1013	ASTR	100	1	M	Introduction to Astronomy	3.000	UG	RE	MWF	0800-0850am	TBA	TBA	STAFF
1	1016	ANTH	6000	1	M	Independent Study in Anthro	4.000	UG	RE	TBA	TBA	TBA	TBA	STAFF
1	1018	POLS	485	0	M	Advanced Political Science	4.000	UG	RE	TBA	TBA	TBA	TBA	STAFF
							CREDITS	17.000	CEUS	.000				

06-MAR-2009 10:51:30 200810		BANNER University Student Schedule Fall 2008							PAGE 2 SFRSCHD			
* * * REPORT CONTROL INFORMATION - SFRSCHD - Release 8.2 * * *												
RPTNAME: SFRSCHD ID NUMBER: A00027451 TERM: 200810 START RANGE FROM DATE: START RANGE TO DATE: SCHEDULE TYPE: % INSTRUCTIONAL METHOD: % ADDRESS SELECTION DATE: 06-MAR-2009 ADDRESS TYPE LIST: 1MA PROCESSED BY CAMPUS: N SELECTION IDENTIFIER: APPLICATION CODE: CREATOR ID: RUN IN SLEEP/WAKE MODE (Y/N): N PRINT LONG SECTION TITLE: N PRINT SCHEDULE TYPE: N PRINT INSTRUCTIONAL METHOD: N PRINT REGISTRATION START/END DATES: N PRINT CONTROL REPORT: Y  SCHEDULE COUNT: 1												

***This sample is the two line report for multiple terms with a date range, with all open learning parameters set to N.***

06-FEB-2005 21:05:24		BANNER University						PAGE 1							
All Terms		Student Schedule						SFRSCHD							
		01-JAN-2004 to 31-JAN-2005													
Jones, Jenny		123456789													
4 Country View Rd															
Malvern, PA 19355															
TERM	P/T	CRN	SUBJ	CRSE	SEC	CMP	CREDITS	LV	ST	MTYP	DAYS	TIME	BUILD	ROOM	INSTRUCTOR
200409		1016	ASTR 100	001	M		3.000	UG	RW	CLAS	MWF	0800-0850am	TECH	201	Bell Z
			Beginner's Astronomy							CLAS	MWF	0800-0850am	TECH	201	Burns L
										DISC	MWF	0900-0950am	TBA	TBA	Bell Z
										DISC	MWF	0900-0950am	TBA	TBA	Burns L
200420	1	20005	ARCH 253	001	D		2.000	UG	RW		TBA	TBA	TBA	TBA	STAFF
			Contemporary Architecture												
200520		20005	ARCH 500	001	A		3.000	UG	RW	CLAS	F	1100-0100pm	SCI	102	McGonagall M
			Senior Study in Architecture												
200610	1	10017	ENGL 1005	001	M		3.000	UG	RW	CLAS	MWF	1000-1050am	HUM	403	Compin S
			Literature & Composition I												
200610	1	10104	ART 36	001	M		3.000	UG	RW	CLAS	MWF	0900-0950am	TBA	TBA	McGonagall M
			Art of the Renaissance												
			CREDITS	14.000	CEUS	.000									

06-FEB-2005 21:05:24  
All Terms

BANNER University  
Student Schedule  
01-JAN-2004 to 31-JAN-2005  
\* \* \* REPORT CONTROL INFORMATION - SFRSCHD - Release 7.1 \* \* \*

PAGE 2  
SFRSCHD

RPTNAME: SFRSCHD  
ID NUMBER: 123456789  
TERM: %  
START RANGE FROM DATE: 01-JAN-2004  
START RANGE TO DATE: 31-JAN-2005  
SCHEDULE TYPE: %  
INSTRUCTIONAL METHOD: %  
ADDRESS SELECTION DATE: 03-FEB-2005  
ADDRESS TYPE LIST: 1MA  
PROCESSED BY CAMPUS: N  
SELECTION IDENTIFIER:  
APPLICATION CODE:  
CREATOR ID:  
RUN IN SLEEP/WAKE MODE (Y/N): N  
PRINT LONG SECTION TITLE: N  
PRINT SCHEDULE TYPE: N  
PRINT INSTRUCTIONAL METHOD: N  
PRINT REGISTRATION START/END DATES: N  
PRINT CONTROL REPORT: Y  
  
SCHEDULE COUNT: 1

*This sample is the two line report for a single term, with Print Reg Start/End Dates set to Y.*

06-FEB-2005 21:09:00 200340		BANNER University Student Schedule Spring 2003										PAGE 1 SFRSCHD					
Jones, Jack 123 Main Street Bethlehem, PA 18000		A00027451															
P/T	CRN	SUBJ	CRSE	SEC	CMP	CREDITS	LV	ST	START	END	MTYP	DAYS	TIME	BUILD	ROOM	INSTRUCTOR	
1	1006	MUSI 110	1	M	3.000	UG	RE	01/01/03-03/20/03	03/21/03-04/10/03	04/11/03-05/15/03	CLAS	TR	1000-1130am	HUM	403	Connors T	
		Music Theory 1									CLAS	TR	0100-0250pm	HUM	103	Connors T	
											CLAS	TWR	0300-0430pm	TBA	TBA	Connors T	
1	1008	ART 1100	1	M	3.000	UG	RE	01/01/03-05/01/03			CLAS	MWF	0800-0850am	TBA	TBA	STAFF	
		Introduction to Art															
1	1009	ACCT 102	1	M	.000	UG	DC	01/01/03-05/01/03			CLAS	MWF	0900-0950am	TBA	TBA	Burns L	
		Accounting 102															
1	1013	ASTR 100	1	M	3.000	UG	RE	02/01/03-05/15/03			CLAS	MWF	0800-0850am	TBA	TBA	STAFF	
		Introduction to Astronomy															
1	1016	ANTH 6000	1	M	4.000	UG	RE	01/01/03-05/01/03				TBA	TBA	TBA	TBA	STAFF	
		Independent Study in Anthro															
1	1018	POLS 485	0	M	4.000	UG	RE	01/01/03-05/01/03				TBA	TBA	TBA	TBA	STAFF	
		Advanced Political Science															
									CREDITS	17.000	CEUS	.000					

06-FEB-2005 21:09:00 200310		BANNER University Student Schedule Fall 2002										PAGE 2 SFRSCHD				
* * * REPORT CONTROL INFORMATION - SFRSCHD - Release 7.1 * * *																
RPTNAME: SFRSCHD																
ID NUMBER: A00027451																
TERM: 200310																
START RANGE FROM DATE:																
START RANGE TO DATE:																
SCHEDULE TYPE: %																
INSTRUCTIONAL METHOD: %																
ADDRESS SELECTION DATE: 03-FEB-2005																
ADDRESS TYPE LIST: 1MA																
PROCESSED BY CAMPUS: N																
SELECTION IDENTIFIER:																
APPLICATION CODE:																
CREATOR ID:																
RUN IN SLEEP/WAKE MODE (Y/N): N																
PRINT LONG SECTION TITLE: N																
PRINT SCHEDULE TYPE: N																
PRINT INSTRUCTIONAL METHOD: N																
PRINT REGISTRATION START/END DATES: Y																
PRINT CONTROL REPORT: Y																

**This sample is the two line report for a single term, with Print Instructional Method set to Y and Print Schedule Type set to Y.**

06-FEB-2005 21:16:19  
200340

BANNER University  
Student Schedule  
Spring 2003

PAGE 1  
SFRSCHD

Jones, Jack  
123 Main Street  
Bethlehem, PA 18000

A00027451

P/T	CRN	SUBJ	CRSE	SEC	CMP	CREDITS	LV	ST	SCH	INSM	MTYP	DAYS	TIME	BUILD	ROOM	INSTRUCTOR
1	1006	MUSI	110	1	M	3.000	UG	RE	L	TR	CLAS	TR	1000-1130am	HUM	403	Connors T
		Music Theory 1									CLAS	TR	0100-0250pm	HUM	103	Connors T
											CLAS	TWR	0300-0430pm	TBA	TBA	Connors T
1	1008	ART	1100	1	M	3.000	UG	RE	L		CLAS	MWF	0800-0850am	TBA	TBA	STAFF
		Introduction to Art														
1	1009	ACCT	102	1	M	.000	UG	DC	L	TR	CLAS	MWF	0900-0950am	TBA	TBA	Burns L
		Accounting 102														
1	1013	ASTR	100	1	M	3.000	UG	RE	L	WEB	CLAS	MWF	0800-0850am	TBA	TBA	STAFF
		Introduction to Astronomy														
1	1016	ANTH	6000	1	M	4.000	UG	RE	L	VIDEO		TBA	TBA	TBA	TBA	STAFF
		Independent Study in Anthro														
1	1018	POLS	485	0	M	4.000	UG	RE	L	TR		TBA	TBA	TBA	TBA	STAFF
		Advanced Political Science														
										CREDITS	17.000	CEUS	.000			

06-FEB-2005 21:16:19  
200310

BANNER University  
Student Schedule  
Fall 2002

PAGE 2  
SFRSCHD

\* \* \* REPORT CONTROL INFORMATION - SFRSCHD - Release 7.1 \* \* \*

RPTNAME: SFRSCHD  
ID NUMBER: A00027451  
TERM: 200310  
START RANGE FROM DATE:  
START RANGE TO DATE:  
SCHEDULE TYPE: %  
INSTRUCTIONAL METHOD: %  
ADDRESS SELECTION DATE: 03-FEB-2005  
ADDRESS TYPE LIST: 1MA  
PROCESSED BY CAMPUS: N  
SELECTION IDENTIFIER:  
APPLICATION CODE:  
CREATOR ID:  
RUN IN SLEEP/WAKE MODE (Y/N): N  
PRINT LONG SECTION TITLE: N  
PRINT SCHEDULE TYPE: Y  
PRINT INSTRUCTIONAL METHOD: Y  
PRINT REGISTRATION START/END DATES: N  
PRINT CONTROL REPORT: Y  
  
SCHEDULE COUNT: 1



*This sample is the two line report for a single term, with all open learning parameters set to Y.*

06-FEB-2005 21:38:16  
200340

BANNER University  
Student Schedule  
Spring 2003

PAGE 1  
SFRSCHD

Jones, Jack  
123 Main Street  
Bethlehem, PA 18000

A00027451

P/T	CRN	SUBJ	CRSE	SEC	CMP	CREDITS	LV	ST	START	END	MTYP	DAYS	TIME	BUILD	ROOM	INSTRUCTOR	
INSM	SCH																
1	1006	MUSI	110	1	M	3.000	UG	RE	01/01/03-03/20/03	03/21/03-04/10/03	CLAS	TR	1000-1130am	HUM	403	Connors T	
TR	L	Music Theory 1															
									04/11/03-05/15/03		CLAS	TWR	0100-0250pm	HUM	103	Connors T	
													0300-0430pm	TBA	TBA	Connors T	
1	1008	ART	1100	1	M	3.000	UG	RE	01/01/03-05/01/03		CLAS	MWF	0800-0850am	TBA	TBA	STAFF	
	L	Introduction to Art															
1	1009	ACCT	102	1	M	.000	UG	DC	01/01/03-05/01/03		CLAS	MWF	0900-0950am	TBA	TBA	Burns L	
TR	L	Accounting 102															
1	1013	ASTR	100	1	M	3.000	UG	RE	02/01/03-05/15/03		CLAS	MWF	0800-0850am	TBA	TBA	STAFF	
WEB	L	Introduction to Astronomy															
1	1016	ANTH	6000	1	M	4.000	UG	RE	01/01/03-05/01/03			TBA	TBA	TBA	TBA	STAFF	
VIDEO	L	Independent Study in Anthro															
1	1018	POLS	485	0	M	4.000	UG	RE	01/01/03-05/01/03			TBA	TBA	TBA	TBA	STAFF	
TR	L	Advanced International Politics: How the World Works in the 21st Century															
									CREDITS	17.000	CEUS	.000					

06-FEB-2005 21:38:16  
200310

BANNER University  
Student Schedule  
Fall 2002

PAGE 2  
SFRSCHD

\* \* \* REPORT CONTROL INFORMATION - SFRSCHD - Release 7.1 \* \* \*

RPTNAME: SFRSCHD  
ID NUMBER: A00027451  
TERM: 200310  
START RANGE FROM DATE:  
START RANGE TO DATE:  
SCHEDULE TYPE: %  
INSTRUCTIONAL METHOD: %  
ADDRESS SELECTION DATE: 03-FEB-2005  
ADDRESS TYPE LIST: 1MA  
PROCESSED BY CAMPUS: N  
SELECTION IDENTIFIER:  
APPLICATION CODE:  
CREATOR ID:  
RUN IN SLEEP/WAKE MODE (Y/N): N  
PRINT LONG SECTION TITLE: Y  
PRINT SCHEDULE TYPE: Y  
PRINT INSTRUCTIONAL METHOD: Y  
PRINT REGISTRATION START/END DATES: Y  
PRINT CONTROL REPORT: Y  
  
SCHEDULE COUNT: 1

*This sample is the two line report for multiple terms, with all open learning parameters set to Y.*

06-FEB-2005 22:06:07  
All Terms

BANNER University  
Student Schedule  
01-JAN-2004 to 31-JAN-2005

PAGE 1  
SFRSCHD

Jones, Jenny  
4 Country View Rd  
Malvern, PA 19355

123456789

TERM	P/T	CRN	SUBJ	CRSE	SEC	CMP	CREDITS	LV	ST	START	END	MTYP	DAYS	TIME	BUILD	ROOM	INSTRUCTOR
INSM	SCH																
200409		1016	ASTR	100	001	M	3.000	UG	RW	09/21/03-01/31/04		CLAS	MWF	0800-0850am	TECH	201	Bell Z
TR	L	Beginner's Astronomy										CLAS	MWF	0800-0850am	TECH	201	Burns L
												DISC	MWF	0900-0950am	TBA	TBA	Bell Z
												DISC	MWF	0900-0950am	TBA	TBA	Burns L
200420	1	20005	ARCH	253	001	D	2.000	UG	RW	02/01/04-05/31/04			TBA	TBA	TBA	TBA	STAFF
TR	L	A Study of the Architecture and Interior Design of Frank Lloyd Wright															
200520		20005	ARCH	500	001	A	3.000	UG	RW	10/21/04-03/31/05		CLAS	F	1100-0100pm	SCI	102	McGonagall M
TR	L	Senior Study in Architecture															
200610	1	10017	ENGL	1005	001	M	3.000	UG	RW	09/01/05-12/21/05		CLAS	MWF	1000-1050am	HUM	403	Compin S
	L	Literature & Composition I															
200610	1	10104	ART	36	001	M	3.000	UG	RW	09/01/05-12/21/05		CLAS	MWF	0900-0950am	TBA	TBA	McGonagall M
TR	L	Art of the Renaissance															
										CREDITS	14.000	CEUS	.000				

06-FEB-2005 22:06:07  
All Terms

BANNER University  
Student Schedule  
01-JAN-2004 to 31-JAN-2005  
\* \* \* REPORT CONTROL INFORMATION - SFRSCHD - Release 7.1 \* \* \*

PAGE 2  
SFRSCHD

RPTNAME: SFRSCHD  
ID NUMBER: 123456789  
TERM: %  
START RANGE FROM DATE: 01-JAN-2004  
START RANGE TO DATE: 31-JAN-2005  
SCHEDULE TYPE: %  
INSTRUCTIONAL METHOD: %  
ADDRESS SELECTION DATE: 03-FEB-2005  
ADDRESS TYPE LIST: 1MA  
PROCESSED BY CAMPUS: N  
SELECTION IDENTIFIER:  
APPLICATION CODE:  
CREATOR ID:  
RUN IN SLEEP/WAKE MODE (Y/N): N  
PRINT LONG SECTION TITLE: Y  
PRINT SCHEDULE TYPE: Y  
PRINT INSTRUCTIONAL METHOD: Y  
PRINT REGISTRATION START/END DATES: Y  
PRINT CONTROL REPORT: Y  
  
SCHEDULE COUNT: 1

## Class Roster Report (SFRSLST)

**Description** This process produces a hard copy of the class roster which is used as a class list representing all students in a section who have a course registration status for the section with the **Count in Enrollment** checkbox checked (set to *Y*), the **Gradable Indicator** checkbox checked (set to *Y*), and if you have a default grade on the Course Registration Status Code Validation Form (STVRSTS) with the **Gradable Indicator** checkbox checked (set to *Y*), or the student is waitlisted (has a registration status with the **Waitlist Indicator** checkbox checked on STVRSTS). Waitlisted students are displayed separately from students who are actually enrolled.

When run with the Run Mode parameter set to *U* (Update), the names displayed online on SFASLST will be re-sequenced alphabetically. Students registering after the Class Roster is run will appear at the bottom of the list until the next time this process is run with the Run Mode parameter set to *U* (Update). When run with the Run Mode parameter set to *R* (Report), Class Roster reports can be produced during periods of heavy system usage without impacting performance, because this option does not update SFRSTCR.

The Class Roster is also used as the grade collecting and recording mechanism. Mid-term and final grades can be collected on the Class Roster and then must be entered into Banner through the Class Roster Form (SFASLST) in order to be rolled into academic history.

The start from and to dates are used to isolate all registration records in a range. For traditional courses (which are assigned to a part-of-term), the part-of-term start date associated with the section is used to determine inclusion. For open learning courses, the start date of the original SFRAREG record for the student is used.

If you need to isolate a portion of a term for processing, enter either a valid term or a wildcard (%) to search all terms. The wildcard feature is only permitted if start from and to dates are also entered. In this instance, only registration records in a particular term matching the date range entered would be selected. Also, if a specific part-of-term is entered, records meeting the date requirements are selected. A valid term must be entered in order to also have the associated part-of-term.

Term	Part-of-Term	Date Range	Results
Fall 2002			All registration records with a registration start date between the date range (inclusive) for the Fall 2002 term would be selected.
Fall 2002	1		All registration records for the Fall 2002 term for sections assigned a part-of-term code of 1 would be selected.
Fall 2002	%	01-SEP-2002 to 30-NOV-2002	All registration records with a registration start date between the date range (inclusive), for the Fall 2002 term, would be selected.
%	1	01-SEP-2002 to 30-NOV-2002	Not permitted.
Fall 2002	1	01-SEP-2002 to 30-NOV-2002	All registration records for the Fall 2002 term for sections assigned a part-of-term code of 1 with a registration start date between the date range (inclusive) would be selected.
%	%	01-SEP-2002 to 30-NOV-2002	Not permitted.



**Note**

If no meeting records (days, times, building, room) are defined for an open learning section, *N/A* is printed on the report output. ■

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	Report Title Override	No	The report title defaults to <i>Class Roster</i> , but it can be overridden by another title such as <i>Final Grade Roster</i> , for example. If a specific title is desirable, key the appropriate title, up to 30 characters.	
	Term	Yes	Enter the term code representing the term for which rosters are to be produced.	Term Code Validation Form (STVTERM)
	Part-of-Term	Yes	Enter the value representing the part of term for which rosters are to be produced (single entry) or % for all.	Part of Term Code Validation Form (STVPTRM)
	Start Range From Date	No	<p>Enter the start date for which registration records are to be processed.</p> <p>For traditional registration records, this corresponds to a part-of-term start date housed on the additional registration record on SFRAREG.</p> <p>For open learning registration records, this corresponds to the student-selected start date housed on the additional registration record on SFRAREG.</p> <p>The term is displayed for the registration record for use with the registration start date information.</p>	
	Start Range To Date	No	<p>Enter the end date for which registration records are to be processed.</p> <p>For traditional registration records, this corresponds to a part-of-term start date housed on the additional registration record on SFRAREG.</p> <p>For open learning registration records, this corresponds to the student-selected start date housed on the additional registration record on SFRAREG.</p>	

Parameters	Name	Required?	Description	Values
	CRN	Yes	Enter the CRN number of the section for which a roster is to be produced (single requests only); enter % for all sections for the term.	
	No Grade Report Option	Yes	If a Y is entered, a class roster will be printed only for the CRNs that have missing grades.	
	Sort Option	Yes	Enter <i>I</i> to print rosters in instructor name order, or <i>C</i> to print rosters in college, division, department order.	I Instructor name order C College, Division, Department order
	Campus	Yes	Enter the campus for which the class roster is to be printed, or enter % to select all campuses.	Campus Code Validation Form (STVCAMP).
	Schedule Type (% for all)	Yes	Enter the schedule type code or codes for the sections to be processed, or enter % for all. The default is %. For example, you could select all sections with a schedule type of self-paced.	Schedule Type Code Validation Form (STVSCHD)
	Instructional Method (% for all)	No	Enter the instructional method or methods for the sections to be processed, or enter % for all. The default is %. For example, you could select all sections with an instructional method of Web-based.	Instructional Method Validation Form (GTVINSM)
	Registration Codes (% for all)	Yes	Enter the registration code or codes to be processed, or enter % for all.  For example, if the report should include students with a status of <i>RE</i> , as well as waitlisted students, you would use this parameter. It is also possible to run this report for all dropped or withdrawn students or for any specialty status codes defined at your institution.	Course Registration Status Code Validation Form (STVRSTS)



<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	Degree Status Award Indicator	Yes	Enter the degree status for which the class roster is to be printed. Valid values are <i>P</i> for Pending, <i>A</i> for Awarded, or <i>%</i> for All.	<i>P</i> Pending <i>A</i> Awarded <i>%</i> All
	Combine Cross-listed Sections	Yes	This parameter allows you to specify if all cross-listed courses should display on a single roster. Enter <i>Y</i> to print combined rosters of cross-listed sections. Enter <i>N</i> to individually print each section belonging to a cross list.	<i>Y</i> Combined cross-lists <i>N</i> Individual sections
	Print Student Addresses	Yes	Enter <i>A</i> to print the student's address on the class roster. Enter <i>P</i> to print the student's address and the primary phone number associated with the address on the class roster. Enter <i>N</i> to print neither the student's address nor telephone number on the class roster.	<i>A</i> Address <i>P</i> Address and primary phone <i>N</i> Neither
	Address Selection Date	No	Enter the effective date for the address to be printed on the class roster for address selection. Enter the date in DD-MON-YYYY format. If left blank, the system date will be the default.	
	Address Priority and Type(s)	No	<p>Enter the address priority and type to be printed on the class roster. Multiple requests are permitted and must be entered in priority sequence.</p> <p>For example, <i>IMA 2PR</i> will first print the mailing address, and if none is found, will print the permanent address. Enter each parameter, then hit Return for the next prompt. Returning with a null value will move you to the next parameter.</p>	Address Type Code Validation Form (STVATYP)

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	Primary Instructors Only	No	<p>Enter <i>Y</i> to produce a single class roster listing the names of all instructors. Enter <i>N</i> or a null value to produce a class roster for each of the instructors who is assigned to teach the class. An <i>N</i> will also print rosters with no instructors assigned. This will produce multiple copies of the class roster. Instructors will print in alphabetical order.</p> <p><b>Note:</b> If no instructors are associated with a course, and a <i>Y</i> is entered, you will not receive a roster.</p>	<p><i>Y</i> Single class roster of instructors</p> <p><i>N</i> Roster of instructors assigned to teach class or roster of classes when no instructors assigned</p>
	Print Long Section Title	Yes	<p>Enter <i>Y</i> to print the long section title from the syllabus (SSRSYLN) or <i>N</i> to print the existing course title from the section (SSBSECT) or from SCBCRSE if the section title is null. The default is <i>N</i>.</p>	
	Run Mode	Yes	<p>Enter <i>U</i> to produce a Class Roster report and to update the class sort key for the CRN on SFRSTCR or <i>R</i> to create a Class Roster report that does not update SFRSTCR. The default is <i>U</i>.</p>	<p><i>U</i> Create roster and update SFRSTCR</p> <p><i>R</i> Create roster but do not update SFRSTCR</p>

## Report Sample—Class Roster Report (SFRSLST)

25-MAR-2008 03:26:36 PM  
200811

BANNER System Test  
Class Roster

PAGE 1  
SFRSLST

200811 WL sys-test: auto-WL  
Full Term

CRN	TERM	SUBJ	CRSE	SEC	Intro to Business	CREDITS	CL LEVEL(S)
208	200811	BUS	GEN32	0		3.000	UG

INSTRUCTOR(S)	TYPE	DAYS	TIME	BUILD	ROOM
	Lecture	TBA	TBA	TBA	TBA
COLLEGE:	College of Arts & Sciences		DIVISION:		
DEPARTMENT:	Business				

Student Name	ID	Levl	Majr	Cl	Hrs	MGrd	FGrd	Stat	Date	Last Attend
Able, Samuel	A00012710	UG	AUST	FR	3.00	—	—	RE	25-MAR-2008	
Ackermann, Tina	A00012705	UG	AUST	FR	3.00	—	—	RE	25-MAR-2008	
Benson, Chris	A00012704	UG	AUST	FR	3.00	—	—	RE	25-MAR-2008	
Benson, Chris	A00012703	UG	AUST	FR	3.00	—	—	RE	25-MAR-2008	

Waitlist

Conner, Mark	Pos: 1	A00012711	UG	AUST	FR			WL	25-MAR-2008
Davis, Erin	Pos: 2	A00012702	UG	AUST	FR	Expiration	Date :	24-MAR-2008	17:11
Ackermann, Tina	Pos: 3	A00012707	UG	AUST	FR	Expiration	Date :	24-MAR-2008	17:11
Francis, Ted	Pos: 4	A00012814	UG	BUSI	FR			WL	24-MAR-2008
Goran, Fred	Pos: 5	A00012815	UG	BUSI	FR			WL	24-MAR-2008

Instructor's Signature

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25-MAR-2008 03:26:36 PM  
200811

BANNER System Test  
Class Roster

PAGE 1  
SFRSLST

\* \* \* REPORT CONTROL INFORMATION - SFRSLST - Release 8.0 \* \* \*

RPTNAME: SFRSLST  
TITLE:  
TERM: 200811  
PART OF TERM: %  
START RANGE FROM DATE:  
START RANGE TO DATE:  
CRN: 208  
NO GRADE REPORT: N  
SORT ORDER: C  
CAMPUS: %  
SCHEDULE TYPE: %  
INSTRUCTIONAL METHOD: %  
REGISTRATION CODE: %  
DEGREE STATUS AWARD IND: %  
COMBINE CROSSLISTED SECTIONS: N  
PRINT STUDENT ADDRESS AND PHONE NUMBER: N  
ADDRESS SELECTION DATE: 25-MAR-2008  
ADDRESS TYPE(S): 1MA  
PRODUCE ROSTERS FOR PRIMARY INSTRUCTORS ONLY: N  
PRINT LONG SECTION TITLE: N  
RUN MODE: R  
  
RECORD COUNT: 1

## Enrollment Verification Report (SFRENRL)

**Description** This process produces the enrollment verification reports which were processed using the Enrollment Verification Request Form (SFARQST) or selected using the population selection parameters. You can specify the number of copies of the enrollment verification that are to be printed on SFARQST. Term, registration date, or academic year information from SFARQST is used to determine the term information that is included in the report.

The report processes information based on terms that are part of student centric periods. Enrollment dates, attendance information, enrollment history, and course summary information are printed as student centric period data.



### Note

If an academic year is entered in SFARQST, the enrollment verification process examines the terms in the academic year specified in the request to find the earliest term record for the learner in which any records exist (SGBSTDN - general student, SFBETRM - student registration, or SHRTCKN - institutional term course maintenance), and begins printing the terms for the report commencing with that term and including only the terms within that academic year.

If no such data exists within the specified academic year, then no enrollment verification report will be printed.

If no academic year is entered in SFARQST, the enrollment verification will be produced only for the term entered in the Key Block, which will be the term used to process the request. ■

Parameters	Name	Required?	Description	Values
	Student ID	Yes	To request that the verification on a specific student be processed, enter that person's ID number, or enter % to request all IDs which are in the collector file.	
	Enrollment Request Type	No	Enter the enrollment request type for which the verification is to be processed. If all types are to be processed, enter a NULL value.	Enrollment Verification Type Code Validation Form (STVEPRT)
	Address Type	Yes	Enter the address type for which the verification is to be processed.	Address Type Code Validation Form (STVATYP)

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	Select Credit Type to Print	Yes	Enter the credit hours type, (E)arned or (A)ttempted, to be printed on the report.	E Earned A Attempted
	Print Enrollment Request Type	No	Enter <i>Y</i> to have the enrollment request type printed on the report. Enter a NULL value or <i>N</i> to prevent the enrollment request type from printing.	Y Print enrollment request type N Do not print enrollment request type
	Printer	No	Enter the printer destination for the enrollment verifications.	
	Selection Identifier	No	Enter the code that identifies the population with which you wish to work. The selection identifier must be defined on the Population Selection Definition Rules Form (GLRSLCT). All or none of the population selection parameters must be entered.	Population Selection Inquiry Form (GLISLCT)
	Application Code	No	Enter the code that identifies the general area for which the selection identifier was defined. All or none of the population selection parameters must be entered.  The Population Selection Extract Inquiry Form (GLIEXTR) may be used to review the people who will be processed in the load from the selection identifier and application code entered.	Application Inquiry Form (GLIAPPL)
	Creator ID	No	Enter the user ID of the person who created the population rules. All or none of the population selection parameters must be entered.	
	Time Status Calc Credit Type	Yes	Enter the credit hours type (E)arned or (A)ttempted, to be used for the enrollment history time status calculation.	E Earned A Attempted

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	Print Birth Date	Yes	Enter <i>Y</i> to print the student's birth date or <i>N</i> to not print the birth date. The default is <i>N</i> . This parameter allows you to keep this information confidential, unless the student gives you permission to distribute it.	Y Print birth date N Do not print birth date
	Print Long Section Title	Yes	Enter <i>Y</i> to print the long section title from the syllabus (SSRSYLN) or <i>N</i> to print the existing course title from the section (SSBSECT) or from SCBCRSE if the section title is null. The default is <i>N</i> .	Y Print long section title N Do not print long section title
	Print Reg Start/End Dates	Yes	Enter <i>Y</i> to print the registration start and end dates (the original registration start date and the most current expected completion date) for the student or <i>N</i> to not print the dates. The default is <i>N</i> .	Y Print registration start/end dates N Do not print registration start/end dates
	Web Self-Service Options	No	Enter the Web self-service option codes to be used to process the request.	Web Self Service Options Validation Form (STVWSSO)
	Web Payment Options	No	Enter the Web payment option codes to be used to process the request.	Web Payment Options Validation Form (STVWPYO)
	Use Request Cutoff Term	Yes	Enter <i>Y</i> to request that a cutoff term be used or <i>N</i> to not request that a cutoff term be used. The default is <i>N</i> .	Y Use cutoff term N Do not use cutoff term

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	Request Cutoff Term	No	<p>When the Use Request Cutoff Term parameter is set to <i>Y</i>, enter the term to be used as the cutoff term for processing.</p> <p>If the Use Request Cutoff Term parameter is set to <i>Y</i>, and a cutoff term is specified, only learners with registration terms (or terms where academic year is specified) that are less than the specified cutoff term will be printed.</p> <p>For example, when a registration drop or add has been completed, you can redefine the cutoff term, or you can set the Use Request Cutoff Term parameter to <i>N</i>, and remove the term from the Request Cutoff Term parameter.</p>	Term Code Validation Form (STVTERM)
	Process by Student Period	Yes	Enter <i>Y</i> to process enrollment by student centric periods or <i>N</i> to not process enrollment by student centric periods. The default is <i>N</i> .	<p><b>Y</b> Use student centric periods</p> <p><b>N</b> Do not use student centric periods</p>



## Report Sample— Enrollment Verification Report (SFRENRL)

Date Issued: 12-MAR-2010 02:03:01 PM  
 Page: 1  
 Request Type: Student Centric Period

Issued to: IBM  
 124 Main Street  
 Anytown, PA 55555

Fax:  
 Record of: Stanton, Samantha  
 \*\*\* WARNING \*\*\*  
 --No Address--

Student No: A00022141  
 SSN/SIN/TIN: \*\*\*-\*\*-\*\*\*\*

```

=====
ENROLLMENT VERIFICATION FOR 2008A SEPT-DEC
Enrollment Status : Eligible to Register
-----
General Student Information -----
F/P Time          :
Class             : Freshman
Academic Standing :
Residency         : In state Resident
Enrollment Dates : 01-SEP-2007 to 12-DEC-2010
                  --- PRIMARY CURRICULUM ---
Student Type      : New First Time
Program           : BA in Anthropology
College           : College of Arts & Sciences
Campus            : Main
Degree            : Bachelor of Arts
Major             : Anthropology & Sociology
-----
Enrollment Hours and GPA -----
Credit Hours      : 8.000
Centric Period GPA: 2.937
-----
Cumulative Hours and GPA -----
LEVEL   ATTEMPTED HOURS  EARNED HOURS  PASSED HOURS  GPA HOURS
UG      11.000          11.000        11.000        11.000
        QUALITY POINTS: 32.50000      GPA:          2.954
-----
Degree(s) Information -----
Billing Hours and Assessment Information -----
Billing Hours      : 8.000
Assessment         : .00
-----
Attendance Information -----
Attended          : 2008A      2008A Sept-Dec
                  : 2008C      2008C Jan-Apr
Last Attendance   : 2008C      2008C Jan-Apr
-----
Enrollment Course Summary -----
SUBJ CRSE  CRN  COURSE TITLE                CREDIT
                               HOURS GRADE
Fall 2007 (200810)
TEST 300  10129 Test course 200810    5.000  C+
Spring 200820
*****CONTINUED ON NEXT PAGE*****
    
```

Date Issued: 12-MAR-2010 02:03:01 PM  
Page: 2  
Request Type: Student Centric Period

Issued to: IBM  
Record of: Stanton, Samantha

Student No: A00022141  
SSN/SIN/TIN: \*\*\*-\*\*-\*\*\*\*

```
===== ENROLLMENT VERIFICATION FOR 2008A SEPT-DEC =====
----- Enrollment Course Summary -----
SUBJ CRSE  CRN  COURSE TITLE          CREDIT
TEST 300   20016 Test course 200820      3.000  A
----- Enrollment History -----
ATTEND START/END  TIME STATUS/TERM HOURS & GPA
2008A  01-SEP-2007  SCP Half Time
      12-DEC-2010  ATTEMPTED HOURS:      8.000  GPA:          2.937
----- Enrollment Messages -----
*****END OF ENROLLMENT VERIFICATION*****
```

12-MAR-2010 02:03:01 PM Ban Sys Tst SFRENRL  
Enrollment Verification  
\* \* \* REPORT CONTROL INFORMATION - SFRENRL - Release 8.4 \* \* \*

SELECTION IDENTIFIER:  
APPLICATION CODE:  
CREATOR ID:  
ID NUMBER (%=All requests that are in the collector): A00022141  
REQUEST TYPE: SCP  
SEQUENCE NUMBER:  
ADDRESS TYPE: 1MA  
CREDIT HOURS TYPE: A  
PRINTER:  
PRINT ENROLLMENT REQUEST TYPE: Y  
PRINT BIRTH DATE: N  
PRINT LONG SECTION TITLE: N  
PRINT REGISTRATION START/END DATES: N  
WEB SELF SERVICE OPTIONS:  
WEB PAYMENT OPTIONS:  
USE REQUEST CUTOFF TERM: N  
REQUEST CUTOFF TERM:  
PROCESS BY STUDENT PERIOD: Y  
NUMBER OF LINES PRINTED PER PAGE [55]: 55  
  
RECORD COUNT: 1

## Enrollment Verification Request Purge (SFPENRL)

**Description** This process purges the enrollment verification requests which were previously requested.

Parameters	Name	Required?	Description	Values
	Date requested	Yes	Enter the date for which the enrollment verification purge is to take place.	
	Request Type	No	Enter the enrollment request type for which the purge is to be processed.	Enrollment Verification Type Code Validation Form (STVEPRT)
	Run Mode	Yes	Enter an <i>A</i> to indicate that the process is to be run in audit mode. Running in audit mode produces an audit report without updating the database. Enter a <i>U</i> to indicate that the process is to be run in update mode. Running in update mode removes the information from the database and produces the report.	A Audit U Update

### Report Sample—Enrollment Verification Request Purge (SFPENRL)

Term		Id		Name		Request Type		Date		Forwarding Name		User		Print Date	
01/27/2009 12:20:41															
Banner University															
Enrollment Verification Request Purge															
(Audit)															
SFPENRL															
200801	123	Anderson, Abigail A	GOVT	04-JUN-2008	SCT			SAISPRD						23-JUN-2008	
200801	123	Anderson, Abigail A	GOVT	07-JUL-2008	Xerox Corporation			SAISPRD						07-JUL-2008	
200901	234	De Carretta, Joseph A	GOVT	30-AUG-2008	Xerox Corporation			SAISPRD						30-AUG-2008	
200801	234	De Carretta, Joseph A	GOVT	30-AUG-2008	IBM			SAISPRD						30-AUG-2008	
200802	600400006	Von Cook, Lisa	GSL	11-JAN-2009	Xerox Corporation			SAISPRD						11-JAN-2009	
200802	600400006	Von Cook, Lisa	GOVT	11-JAN-2009	Xerox Corporation			SAISPRD						11-JAN-2009	
200801	600400010	Goodyear, Barbara	GOVT	14-JAN-2009	Xerox Corporation			SAISPRD						14-JAN-2009	
200801	202508070	Van Jones, Bryan J	GOVT	15-DEC-2008	Xerox Corporation			SAISPRD						15-DEC-2008	
200801	6004	McGlinchey, Diana	GSL	01-DEC-2008	Xerox Corporation			SAISPRD						01-DEC-2008	
200801	208000002	Morgan, Denise M	GOVT	15-DEC-2008	IBM			SAISPRD						15-DEC-2008	
200901	208000002	Morgan, Denise M	GOVT	15-DEC-2008	Xerox Corporation			SAISPRD						15-DEC-2008	
200801	6006	Williams, Kevin	GOVT	11-JAN-2009	Xerox Corporation			SAISPRD						11-JAN-2009	
200801	6006	Williams, Kevin	GOVT	12-JAN-2009	Xerox Corporation			SAISPRD						12-JAN-2009	
200801	600400013	Williams, Robert	GOVT	11-JAN-2009	Xerox Corporation			SAISPRD						11-JAN-2009	
200801	600400013	Williams, Robert	GOVT	12-JAN-2009	Xerox Corporation			SAISPRD						12-JAN-2009	
200801	6005	La Wonder, Kyle	GSL	01-DEC-2008	Xerox Corporation			SAISPRD						01-DEC-2008	

01/27/2009 12:20:41

Banner University  
Enrollment Verification Request Purge  
(Audit)

SFPENRL

\* \* \* REPORT CONTROL INFORMATION - SFPENRL - Release 8.2 \* \* \*

RPTNAME: SFPENRL  
REQUEST DATE: 27-JAN-2009  
REQUEST TYPE:

RECORD COUNT: 16

## Registration Purge (SFPREGS)

**Description** This process, sorted by student name, lists registrations, and optionally time status history records, which are purged. A total number of students processed and a total number of registrations and class roster records deleted is also provided on the report. The process may be run in either Audit mode for review, or Update mode to purge eligible records. When the SFRSTCR records are purged, the associated SFRAREG records are also deleted. This prevents the creation of orphan records.

Registration and time status history records will not be purged if an outstanding fee assessment record exists in the Batch Fee Assessment Collector Table (SFRBTCH) for the student for the purge term. If a student's information cannot be purged because fee assessment is pending, the message *OUTSTANDING FEE ASSESSMENT PREVENTS DELETE* will print in the report output. Run the Batch Fee Assessment Process (SFRFASC) with the Batch Type parameter set to *C* (Collector) to process outstanding registration assessments.

Registration and time status history records will be deleted in Update mode even if the following conditions exist: a gradable section has not been graded, a non-gradable section has a grade, the student has a course with a non-gradable status, a grade has not been rolled to history, or the registration fee has not been accepted. The process should be run in Audit mode prior to Update, to review these errors and take any necessary action prior to purging the records. *Please be aware that all results of the student's coursework will be deleted during the purge, and if no paper copy of this information is kept, this information will be lost.*

### Note

If registrations are purged, but time status history records are not purged, time status records will no longer be accessible to display online in the Student Course Registration Form (SFAREGS). ■

Component and sub-component records should only be purged for those registration records that are eligible to be purged as a result of existing logic (not graded and not rolled to academic history). This processing prevents the existence of orphaned component and sub-component records. Component records should not be purged if it is required that sub-components records be kept.

- The Purge Component Records parameter is required and can be set to *Y* to purge component records or *N* to not purge component records. The default value is *N*.
- The Purge Sub-Component Records parameter is required and can be set to *Y* to purge sub-component records or *N* to not purge sub-component records. The default value is *N*.

- When both parameters are set to *Y*, component and sub-component records are purged. Messages are displayed on the report for the student (*Component Information* and *Sub-Component Information*), as well as the number of records purged for components or sub-components.
- When both parameters are set to *N*, neither component nor sub-component records are purged. A message is displayed on the report for the student: *NO COMPONENT/SUB-COMPONENT RECORDS PURGED*.
- When the Purge Component Records parameter is *Y* and the Purge Sub-Component Records parameter is *N*, component records are purged. A message is displayed on the report for the student (*Component Information*), as well as the number of records purged for components.
- When the Purge Component Records parameter is *N* and the Purge Sub-Component Records parameter is *Y*, sub-component records are purged. A message is displayed on the report for the student (*Sub-Component Information*), as well as the number of records purged for sub-components.

The start from and to dates are used to isolate all registration records in a range. For traditional courses (which are assigned to a part-of-term), the part-of-term start date associated with the section is used to determine inclusion. For open learning courses, the start date of the original SFRAREG record for the student is used.

If you need to isolate a portion of a term for processing, enter either a valid term or a wildcard (%) to search all terms. The wildcard feature is only permitted if start from and to dates are also entered. In this instance, only registration records in a particular term matching the date range entered would be purged.

Term	Date Range	Results
Fall 1999		All registration records for the Fall 1999 term would be purged.
Fall 1999	01-SEP-1999 to 30-NOV-1999	All registration records with a registration start date between the date range (inclusive) for the Fall 1999 term would be purged.
%	01-SEP-1999 to 30-NOV-1999	All registration records with a registration start date between the date range (inclusive), regardless of term, would be purged.

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	Purge Term	Yes	Enter the term code which is to be purged of registration information.	Term Code Validation Form (STVTERM)
	Start Range From Date	Yes	Enter the start date for which registration records are to be purged.	
	Start Range To Date	Yes	Enter the end date for which registration records are to be purged.	
	Report Type	No	Enter the type of purge to be processed. Either students with errors will be purged, or all students will be purged.	
	Run Mode	Yes	Enter an <i>A</i> to indicate that the process is to be run in audit mode, which purges no records. Enter a <i>U</i> to run in update mode, which purges the registration data.	A Audit U Update
	Purge Time Status History	Yes	Enter <i>Y</i> to purge time status history records. Enter <i>N</i> to bypass the purge of time status history records.	Y Purge time status history records N Bypass purge
	Purge Component Records	Yes	Enter <i>Y</i> to purge component records. Enter <i>N</i> to bypass the purge of component records. The default value is <i>N</i> .	Y Purge component records N Bypass purge
	Purge Sub-Component Records	Yes	Enter <i>Y</i> to purge sub-component records. Enter <i>N</i> to bypass the purge of sub-component records. The default value is <i>N</i> .	Y Purge sub-component records N Bypass purge
	Purge Audit Records	Yes	Enter <i>Y</i> to purge registration audit trail records or <i>N</i> to not purge the records. The default is <i>N</i> .	Y Purge registration audit trail records N Bypass purge

## Report Sample—Registration Purge (SFPREGS)

29-APR-2003 10:37:40 200371	BANNER University Registration Purge Audit Report Only	PAGE 1 SFPREGS
210009501 Clark, Henry	OUTSTANDING FEE ASSESSMENT PREVENTS DELETE	
210009224 Crichton, James	** WARNING ** Registration Fee Not Accepted	
	200371 Component Information	DELETED
	200371 Sub-Component Marks Information	DELETED
	200371 Registration Archive	DELETED
	200371 Open Learning Registration	DELETED
	200371 Class Roster Information	DELETED
	200371 Time Status History Information	0 DELETED
	200371 Additional Fees	0 DELETED
	200371 Registration Information	1 DELETED
533049565 Gresswell, Angela M	OUTSTANDING FEE ASSESSMENT PREVENTS DELETE	
445900008 Griffiths, Joyce	OUTSTANDING FEE ASSESSMENT PREVENTS DELETE	
445900003 Hammons, Alice	OUTSTANDING FEE ASSESSMENT PREVENTS DELETE	
445900006 Itzco, Paul	OUTSTANDING FEE ASSESSMENT PREVENTS DELETE	
467891100 Jackson, William	OUTSTANDING FEE ASSESSMENT PREVENTS DELETE	
445900001 Jamison, Rick	OUTSTANDING FEE ASSESSMENT PREVENTS DELETE	
658910001 Lowrie, James	OUTSTANDING FEE ASSESSMENT PREVENTS DELETE	
320056999 Pawlings, Horace	** WARNING ** Registration Fee Not Accepted	
	200371 Component Information	0 DELETED
	200371 Sub-Component Marks Information	0 DELETED
	200371 Registration Archive	0 DELETED
	200371 Open Learning Registration	0 DELETED
	200371 Class Roster Information	0 DELETED
	200371 Time Status History Information	5 DELETED
	200371 Additional Fees	0 DELETED
	200371 Registration Information	1 DELETED



29-APR-2003 10:37:40  
200371

BANNER University  
Registration Purge  
Audit Report Only

PAGE 2  
SFPREGS

\* \* \* REPORT CONTROL INFORMATION - SFPREGS - Release 6.0 \* \* \*

PURGE TERM: 200371  
START RANGE FROM DATE:  
START RANGE TO DATE:  
ERROR OPTION: Y  
RUN MODE: A  
PURGE TIME STATUS HISTORY: Y  
PURGE SUB-COMPONENT RECORDS: Y  
PURGE COMPONENT RECORDS: Y  
PURGE REGISTRATION AUDIT RECORDS: Y

NO STUDENTS SELECTED: 10  
STUDENTS WITH ERRORS: 2  
NUMBER OF POTENTIAL REGISTRATION RECORDS DELETED: 2  
NUMBER OF POTENTIAL CLASS ROSTER RECORDS DELETED: 0  
NUMBER OF POTENTIAL FEE(S) DELETED: 0  
NUMBER OF POTENTIAL TIME STATUS RECORDS DELETED: 5  
NUMBER OF POTENTIAL COMPONENT RECORDS DELETED: 0  
NUMBER OF POTENTIAL SUB-COMPONENT RECORDS DELETED: 0  
NUMBER OF POTENTIAL ARCHIVE(STCA) DELETED: 0  
NUMBER OF POTENTIAL OPEN LEARNING (AREG) DELETED: 0

## Waitlist Enrollment Purge (SFPWAIT)

**Description** This process removes the waitlist enrollment information for those students who could not be placed in the class section. It also adjusts the waitlist counts on the Schedule Form (SSASECT). It should be run after the end of the drop/add period after *all* enrollment data has been processed for the term. A report, sorted by student name, will list the waitlist enrollments which are purged. A total number of students processed and a total number of enrollments deleted is also provided on the report. Multiple parts-of-term may be purged. Expired notifications can also be purged for the term or part-of-term and registration status.

The process uses the course statuses defined on the Course Registration Status Code Validation Form (STVRSTS). Only those course statuses with the **Waitlist Indicator** checkbox checked (set to *Y*) and the **Count in Enrollment** and **Count in Assessment** checkboxes unchecked (set to *N*) will be acceptable for processing.

Parameters	Name	Required?	Description	Values
	Purge Term	Yes	Enter the term code for which waitlist enrollments are to be purged.	Term Code Validation Form (STVTERM)
	Part-of-Term	Yes	Enter the part of term code for which the waitlist enrollments are to be purged. Multiple parts of term codes can be entered or a % can be used to indicate that all parts of term within the purge term are to be processed.	Part of Term Code Validation Form (STVPTRM)
	Status	Yes	Enter the waitlist status codes to be deleted. Only those statuses with the <b>Waitlist Indicator</b> checked (set to <i>Y</i> ) and the <b>Count in Enrollment</b> and <b>Count in Assessment</b> checkboxes unchecked (set to <i>N</i> ) on the Course Registration Status Code Validation Form (STVRSTS) are available for processing. Multiple waitlist status may be entered. % is not a valid selection parameter.	

Parameters	Name	Required?	Description	Values
	Audit or Update Option	Yes	Enter an <i>A</i> to indicate that the process is to be run in audit mode. Running in audit mode produces an audit report without updating the database. Enter a <i>U</i> to indicate that the process is to be run in update mode. Running in update mode removes the information from the database and produces the report.	A Audit U Update
	Purge All Expired Notifications	Yes	Enter <i>Y</i> to purge all expired waitlist notifications for the term or part-of-term or <i>N</i> to not purge expired notifications. The default is <i>N</i> .  The Audit or Update Option parameter must set to <i>Update</i> to use this option.	

### Report Sample—Waitlist Enrollment Purge (SFPWAIT)

27-JUL-2010 03:07:26 PM 200810	SUNGARD UNIVERSITY of BANNER Wait List Enrollment Purge					PAGE 1 SFPWAIT
	ID	NAME	CRN	PART OF TERM	STATUS	
	208000002	Morgan, Denise	10069	1	WL	
	208000002	Morgan, Denise	10070	1	WL	
	208000001	Scott, Barry	10069	1	WL	
	208000001	Scott, Barry	10070	1	WL	

27-JUL-2010 03:07:26 PM 200810	SUNGARD UNIVERSITY of BANNER Wait List Enrollment Purge					PAGE 2 SFPWAIT
* * * REPORT CONTROL INFORMATION - SFPWAIT - Release 8.4.0.4 * * *						
PURGE TERM: 200810						
SELECTED PART(S) OF TERM:						
%						
SELECTED STATUS(S):						
WL						
DELETE ALL EXPIRED NOTIFICATIONS: Y						
STUDENTS SELECTED: 2						
NUMBER OF STUDENT ENROLLMENTS DELETED: 4						
NUMBER OF EXPIRATIONS DELETED: 0						

## Course Request Load Process (SFPBLCK)

**Description** This process defaults the CRNs of a student's block code to the selected student's record on the Student Course Request Form (SFACREQ) for the effective term and tracks student populations by block schedule codes for effective and report terms.

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	Selection Identifier	No	Enter the code that identifies the population with which you wish to work. The selection identifier must be defined on the Population Selection Definition Rules Form (GLRSLCT). All or none of the population selection parameters must be entered.	Population Selection Inquiry Form (GLISLCT)
	Application Code	No	Enter the code that identifies the general area for which the selection identifier was defined. All or none of the population selection parameters must be entered.  The Population Selection Extract Inquiry Form (GLIEXTR) may be used to review the people who will be processed in the load from the selection identifier and application code entered.	Application Inquiry Form (GLIAPPL)
	Creator ID	No	Enter the user ID of the person who created the population rules. All or none of the population selection parameters must be entered.	
	Report Term	Yes	Enter the code representing the term for which the report is to be run. This is the term that will be used in headers and student selection.	Term Code Validation Form (STVTERM)
	Effective Term	Yes	Enter the effective term of the general student record to be scanned to a matching block code.	Term Code Validation Form (STVTERM)
	Block Schedule Code	Yes	Enter the block schedule code to be used to create sections as input to batch scheduling.	Block Schedule Code Validation Form (STVBLCK)

## Report Sample—Course Request Load Process (SFPBLCK)

06-NOV-1992 11:04:49

Banner University  
Course Request Load Process

PAGE 1  
SFPBLCK

ID	BLOCK/CRN	MESSAGE
179000001	94FRESH-1A 10016 10017 10116 10205	
179000002	94FRESH-1A 10016 10017 10116 10205	
179000003	94FRESH-1A 10016 10017 10116 10205	
179000005	94FRESH-1A 10016 10017 10116 10205	
179000004	94FRESH-1A 10016 10017 10116 10205	
@00000909	94BUAD-2A 10089 10190 10203 10204	

```
@00000910 94BUAD-2A
           10089
           10190
           10203
           10204

@00000911 94BUAD-2A
           10089
           10190
           10203
           10204

@00000912 94BUAD-2A
           10089
           10190
           10203
           10204

@00000913 94BUAD-2A
           10089
           10190
           10203
           10204

@00000914 94NURSE-3A
           10206
           10207
           10208
           10209

@00000915 94NURSE-3A
           10206
           10207
           10208
           10209

@00000916 94NURSE-3A
           10206
           10207
           10208
           10209
```

06-NOV-1992 11:04:49

Banner University  
Course Request Load Process

PAGE 2  
SFPBLCK

\* \* \* REPORT CONTROL INFORMATION - SFPBLCK - Release 2.1.5 \* \* \*

RPTNAME: SFPBLCK  
SELECTION IDENTIFIER: SFPBLCK  
APPLICATION CODE: SFPBLCK  
CREATOR ID: SAISMNT

RECORD COUNT: 24  
NUMBER OF PERSONS SELECTED FOR PROCESSING: 24  
NUMBER OF PERSONS DROPPED:  
NUMBER OF BLOCKS SELECTED FOR PROCESSING:  
NUMBER OF CRNS ADDED TO COURSE REQUEST FILE: 96

# Unsatisfied Links Report (SFRLINK)

**Description** This report produces a list of students who have unsatisfied or missing section links for a term.

This report will find sections with missing links only if links were not checked at the time of registration, when *No Check* is selected for the **Links** radio group on the Registration Error Checking window of the Term Control Form (SOATERM).

Parameters	Name	Required?	Description	Values
	Term	Yes	Enter the term code representing the term for which the unsatisfied linking is to be checked.	Term Code Validation Form (STVTERM)

## Report Sample—Unsatisfied Links Report (SFRLINK)

24-NOV-1992 11:31:38 199401		Banner University Unsatisfied Links Report	PAGE 1 SFRLINK
<u>ID</u>	<u>NAME</u>	<u>CRN</u>	
202502003	Boris Becker	10033 10182 10234	
202507002	Cindy A Frieswyk	10033 10182 10231 10234	
202502000	Linda More	10182 10231 10234	

30-NOV-1992 10:31:39 199401		Banner University Unsatisfied Links Report	PAGE 2 SFRLINK
* * * REPORT CONTROL INFORMATION - SFRLINK - Release 2.1.5 * * *			
TERM: 199401			
STUDENTS PROCESSED: 57			
NUMBER OF SECTIONS REGISTERED FOR: 191			
UNSATISFIED LINKED SECTIONS: 10			

## Clearinghouse Extract Report (SFRNSLC)

This report extracts student enrollment information for the purpose of reporting to the National Student Clearinghouse (NSC). The report should first be run in the Report of Missing/Invalid Data mode, and then run in either the EDI or EDI.Smart mode to create the extract file. All errors must be corrected, and the Report of Missing/Invalid Data may be run as many times as needed, to diagnose and resolve problems with the data. When all data problems have been resolved, the message *No invalid or missing student data found for the <term code> term.* will print on the report output. Some informational messages may appear on the report output when all missing/invalid data has been corrected or resolved. Only institutions that have licensed EDI.Smart and have made arrangements with the Clearinghouse to transmit the extract file with EDI.Smart should select that run mode option.

The report processes information based on terms that are part of a student centric period. Data comes from the SFASTSR and SFASCPR forms.

The report uses the **Third Party Withdrawal Indicator** on STVESTS to determine students who have withdrawn. When the **Third Party Withdrawal Indicator** is checked for the student's enrollment status code, the student will be reported as a withdrawn student to the NSLDS through the NSLDS SSCR Process (SFRSSCR) or the NSC through the Clearinghouse Extract Report (SFRNSLC). When the indicator is unchecked, the SFRNSLC report will not consider the student as withdrawn and will report the last time status for the student.

The report uses the **Third Party Report Indicator** on STVLEAV to select the leave of absence codes for the student. When the indicator is checked, the report will select leave of absence codes from the general student record to report the leaves to third parties.

The Create Summary parameter is used to produce a summary report/overview of the data to be transmitted to the NCS. This summary can be used to easily view student information such as: names, Banner IDs, SSNs, dates of birth, enrollment statuses, term start and end dates, and graduation dates. This file is created in addition to the pipe-delimited files and the missing/invalid data report that are produced by SFRNSLC.

The files created by SFRNSLC are handled as follows:

- When SFRNSLC is run through job submission (GJAPCTL), three files are created and stored in the job submission directory:
  - sfrnslc\_oneup#.log
  - sfrnslc\_oneup#.lis
  - sfrnslc\_oneup#.txt



- The `sfrnslc_oneup#.log` and `sfrnslc_oneup#.lis` files are viewable on the GJIREVO form.
- The `sfrnslc_oneup#.txt` file can be found in the job submission directory.

When the Run Mode parameter is set to *1* (Report of Missing/Invalid Data), no output is created for the pipe-delimited data file (`.txt`). Only the error report (`.lis`) is created with a control page and a `.log` file.

When the Run Mode parameter is set to *2* (EDI TS190) or *3* (EDI.Smart TS190), and the Create Summary Report parameter is set to *Y*, (create a summary report for Run Modes *2* (EDI TS190) and *3* (EDI.Smart TS190)), the summary report is created (`.lis`) with a control page. The pipe-delimited file is created (`.txt`), and a `.log` file is created.

When the Run Mode parameter is set to *2* (EDI TS190) or *3* (EDI.Smart TS190), and the Create Summary Report parameter is set to *N*, (do not create a summary report for Run Modes *2* (EDI TS190) and *3* (EDI.Smart TS190)), the summary report is created (`.lis`) with the message: *Summary Report Not Requested*, and a control page is printed. The pipe-delimited file is created (`.txt`), and a `.log` file is created.

Parameters	Name	Required?	Description	Values
	Term Code	Yes	Enter the registration enrollment term for the report/extract.	Term Code Validation Form (STVTERM)
	Student Attributes to Exclude	No	<p>Enter the student attributes that will identify enrolled (registered) students for the term who should not be included in reporting to the Clearinghouse.</p> <p>If specific students who have registration term header records for the term of the report should not be included in the extract, a specific student attribute (Student Attribute Validation Form (STVATTS)) should be assigned to those students on the Additional Student Information Form (SGASADD).</p> <p>The Clearinghouse reporting term should fall between the effective term start and end range for the attribute.</p>	Student Attribute Validation Form (STVATTS)

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	Report Flag	Yes	<p>Enter <i>Y</i> to select a standard report. Enter <i>N</i> to select a non-standard report.</p> <p><b>Note:</b> Non-standard reports are submitted only for specific occasions, such as a summer term or a graduation report.</p>	<p>Y Standard report</p> <p>N Non-standard report</p>
	Address Hierarchy	Yes	Enter the address types for reporting address information for enrolled (registered) students.	Address Type Code Validation Form (STVATYP)
	Report Date	Yes	<p>Enter the certification date for the report/extract. This is the date that will be used to determine the enrollment status for registered students to be reported to the Clearinghouse.</p> <p>This date is used to find each student's time status on the certification date by selecting the maximum time status record less than or equal to the report date. Hours and minutes are stored with this date. If the current date default is overridden with a prior date, the current hours and minutes will be appended to the date. This date is also used in subsequent reports for the same term as the basis of determining whether a student's enrollment status has changed to a lower status from the last report submitted.</p>	

Parameters	Name	Required?	Description	Values
	Run Mode	Yes	<p>Enter the appropriate run mode. Enter 1 for Report of Missing/Invalid Data, 2 for EDI TS190 output, or 3 for EDI.Smart TS190 output.</p> <p>Run Mode 1 must be selected first, when preparing to report to the Clearinghouse and to print a report of missing/invalid data. After correcting all missing/invalid data, select either Run Mode 2 or 3 to produce the extract file that is submitted to the Clearinghouse.</p> <p><b>Note:</b> Only institutions that have licensed EDI.Smart and have made arrangements directly with the Clearinghouse to transmit an EDI.Smart file should select Run Mode 3.</p>	<p>1 Report of Missing/Invalid Data</p> <p>2 EDI TS190</p> <p>3 EDI.Smart TS190</p>
	Graduate Level Code	No	Enter the code for graduate level courses. For example, <i>GR</i> . Multiple codes may be entered.	Level Code Validation Form (STVLEVL)
	Application Code	No	<p>Enter the code that identifies the general area for which the selection identifier was defined. All or none of the population selection parameters must be entered.</p> <p>The Population Selection Extract Inquiry Form (GLIEXTR) may be used to review the people who will be processed in the load from the selection identifier and application code entered.</p>	Application Inquiry Form (GLIAPPL)
	Selection Identifier	No	Enter the code that identifies the population with which you wish to work. The selection identifier must be defined on the Population Selection Definition Rules Form (GLRSLCT). All or none of the population selection parameters must be entered.	Population Selection Inquiry Form (GLISLCT)
	Creator ID	No	Enter the user ID of the person who created the population rules. All or none of the population selection parameters must be entered.	

Parameters	Name	Required?	Description	Values
	User ID	No	Enter the user ID for the population selection. This is the ID of the user who selected the population of people. This may or may not be the same as the Creator ID. All or none of the population selection parameters must be entered.	
	Effective Withdrawal Date	Yes	Enter <i>Y</i> to select the effective withdrawal date from the student withdrawal record (SFRWDRL_EFF_WDRL_DATE) if one exists for term, otherwise the date from the enrollment record (SFBETRM_ESTS_DATE) will be used. Enter <i>N</i> to select the date from the enrollment record (SFBETRM_ESTS_DATE). The default is <i>N</i> .	Y Use date from SFRWDRL N Use date from SFBETRM
	Branch Code	No	Enter the two digit numeric branch code to be associated with the header record and individual records when transmitted in the file to third party agencies. If left blank, 00 will default.	
	Create Summary Report	Yes	<p>This parameter allows you to produce a summary of the data being transmitted.</p> <p>Enter <i>Y</i> to create a Summary Report for Run Modes 2 (EDI TS190) and 3 (EDI.Smart TS190). Enter <i>N</i> to not create a summary report. The default is <i>Y</i>.</p> <p>This summary output shows all students included in the EDI output file and has a suffix of .lis.</p> <p>Run Mode 1 will produce the Report of Missing/Invalid Data, regardless of the value selected for this parameter.</p>	Y Summary for Run Modes 2 and 3 N No summary report

Parameters	Name	Required?	Description	Values
	FICE Code	No	<p>Enter the institutional FICE code to be associated with the header record and individual records when transmitted in the file to third party agencies. If no code is entered, the institutional FICE code from SHACTRL will be used. If no code exists on SHACTRL, 000000 will default.</p> <p><b>Note:</b> When the Run Mode parameter is set to 2 or 3, the FICE code must exist on SHACTRL when SFRNSLC is run, or it must be entered here. If no FICE code is provided for Run Modes 2 or 3, the value will default to 000000, and the process will terminate with an error.</p>	
	Major 1 and CIP Code	No	<p>Enter <i>Y</i> to include the Major 1 and CIP code in the extract. Leave blank to not include this data. The default is <i>Null</i>.</p> <p>The primary major comes from the concurrent curricula tables. The CIP code comes from STVMAJR and STVCIPC.</p> <p>Used with Run Mode 2 or 3.</p>	<p>Y Include Major 1 and CIP code</p> <p>Null Do not include</p>
	Major 2 and CIP Code	No	<p>Enter <i>Y</i> to include the Major 2 and CIP code in the extract. Leave blank to not include this data. The default is <i>Null</i>.</p> <p>The secondary major (field of study) comes from the concurrent curricula tables. The CIP code comes from STVMAJR and STVCIPC.</p> <p>Used with Run Mode 2 or 3.</p>	<p>Y Include Major 2 and CIP code</p> <p>Null Do not include</p>

Parameters	Name	Required?	Description	Values
	Email Address	No	<p>Enter <i>Y</i> to include the email address in the extract. Leave blank to not include this data. The default is <i>Null</i>.</p> <p>The email address reported is determined by the following criteria:</p> <ul style="list-style-type: none"> <li>• If one email address exists, it is reported.</li> <li>• If multiple email addresses exist, the preferred email address is reported. (The <b>Preferred</b> checkbox is checked on SPAIDEN.)</li> <li>• If multiple email addresses exist, and none are designated as preferred, no email address is reported.</li> </ul> <p>Used with Run Mode 2 or 3.</p>	<p>Y Include email address</p> <p>Null Do not include</p>
	Gender	No	<p>Enter <i>Y</i> to include the gender in the extract. Leave blank to not include this data. The default is <i>Null</i>.</p> <p>Used with Run Mode 2 or 3.</p>	<p>Y Include gender</p> <p>Null Do not include</p>
	Race	No	<p>Enter <i>Y</i> to include the race in the extract. Leave blank to not include this data. The default is <i>Null</i>.</p> <p>Used with Run Mode 2 or 3.</p>	<p>Y Include race</p> <p>Null Do not include</p>
	Class Level	No	<p>Enter <i>Y</i> to include the class level in the extract. Leave blank to not include this data. The default is <i>Null</i>.</p> <p>An NSC class level translation equivalent must be set up for each class level code on STVCLAS using the <b>NSC Class Level Translation</b> field.</p> <p>Used with Run Mode 2 or 3.</p>	<p>Y Include class level</p> <p>Null Do not include</p>

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	Banner ID	No	Enter <i>Y</i> to include the Banner ID in the extract. Leave blank to not include this data. The default is <i>Null</i> .  Used with Run Mode 2 or 3.	Y Include Banner ID Null Do not include
	SSN	No	Enter <i>Y</i> to include the SSN in the extract. Leave blank to not include this data. The default is <i>Y</i> .  <b>Note:</b> The SSN data is required by the NSC for federal compliance reporting. Questions concerning whether the SSN is required by your institution should be submitted to the NSC.  Used with Run Mode 2 or 3.	Y Include SSN Null Do not include
	Report Start and End Dates	No	Enter <i>Y</i> to report the enrollment start and end dates by student for the term. Leave blank to not include this data. The default is <i>Null</i> .  The process looks at the registration record for the student and reports the minimum start date and the maximum end date from all enrolled courses.  Courses must have the <b>Count in Enrollment</b> indicator checked on STVRSTS for the course registration status code, and the student cannot be withdrawn.  Used with Run Mode 2 or 3.	Y Report enrollment dates Null Do not report dates
	Process by Student Period	Yes	Enter <i>Y</i> to process enrollment by a student centric period for the extract or <i>N</i> to not process enrollment by a student centric period. The default is <i>N</i> .	Y Use student centric period N Do not use student centric period

## Report Sample—Clearinghouse Extract Report (SFRNSLC)

*This sample shows sample errors from the Report of Missing/Invalid Data, Run Mode 1.*

Student ID	Student Name	Error Message
01-MAR-2010 15:10:32 202010		Ban Sys Tst Clearinghouse Extract Report
		PAGE 1 SFRNSLC
IPDSTST00	Berry, Jerry	--- No Address on SPAIDEN ---
IPDSTST00	Berry, Jerry	--- No NSC Equiv for PB on STVTMST ---
IPDSTST01	Burns, Howard	--- No SSN Number on SPAPERS ---
IPDSTST02	Carey, Carrie	--- SSN Not Numeric on SPAPERS ---
IPDSTST03	Carter, Quentin	--- No Term Record on SFBETRM ---
IPDSTST04	Carter, Samantha	--- No Time Status on SFAREGS ---
IPDSTST05	Courier, James	--- No Address on SPAIDEN ---
JC2020100	Frankly, Carl	--- Zipcode length exceeds 9 characters ---
JC2020100	Frankly, Carl	--- No Time Status on SFAREGS ---
SGRKNOW01	Green, Johnny	--- Zipcode length is less than 5 characters ---
SGRKNOW01	Green, Johnny	--- No Time Status on SFAREGS ---
SGRKNOW02	Grey, Doris	--- Time Status Calc Error on SFAREGS ---
SGRKNOW03	Hamilton, Richard	--- No NSC Equiv for 3Q on STVTMST ---
SGRKNOW03	Hamilton, Richard	--- No Expected Grad Date on SGASTDN ---
SGRKNOW05	Howard, Howie	--- SGASTDN Grad Date precedes term end ---



01-MAR-2010 15:10:32  
202010

Ban Sys Tst  
Clearinghouse Extract Report

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SFRNSLC

\* \* \* REPORT CONTROL INFORMATION - SFRNSLC - Release 8.4 \* \* \*

TERM: 202010  
STUDENT EXCLUDE ATTRIBUTES: None entered.  
REPORT FLAG: Y  
REPORT DATE: 01-MAR-2010  
ADDRESS HIERARCHY: IMA 2PR  
RUN MODE: 1  
CODE FOR GRAD LEVEL: GR  
APPLICATION CODE:  
SELECTION IDENTIFIER:  
CREATOR ID:  
USER ID:  
BRANCH: 00  
FICE: SCTXML  
EFFECTIVE WITHDRAWAL DATE: Y  
CREATE SUMMARY REPORT: N  
PROCESS BY STUDENT CENTRIC PERIOD: Y

***This sample shows the message that displays on the output when the Report of Missing/Invalid Data (Run Mode 1) is selected, and all errors have been corrected.***

01-MAR-2010 15:10:32  
202010

BANNER System Test  
Clearinghouse Extract Report

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Student ID      Student Name

Error Message

-----  
\*\*\*\*\* No invalid or missing student data found for the 202010 term \*\*\*\*\*

01-MAR-2010 15:10:32  
202010

BANNER System Test  
Clearinghouse Extract Report

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SFRNSLC

\* \* \* REPORT CONTROL INFORMATION - SFRNSLC - Release 8.4 \* \* \*

                  TERM: 202010  
STUDENT EXCLUDE ATTRIBUTES: None entered.  
                  REPORT FLAG: Y  
                  REPORT DATE: 01-MAR-2010  
                  ADDRESS HIERARCHY: 1MA 2PR  
                  RUN MODE: 1  
                  CODE FOR GRAD LEVEL:  
                  APPLICATION CODE: STUDENT  
SELECTION IDENTIFIER: NSC\_PAM1  
                  CREATOR ID: SYSTEST22  
                  USER ID: SYSTEST22  
                  BRANCH: 11  
                  FICE: 123456  
EFFECTIVE WITHDRAWAL DATE: Y  
                  CREATE SUMMARY REPORT: N  
PROCESS BY STUDENT CENTRIC PERIOD: Y

***This sample shows the Summary Report produced for Run Mode 2 when the parameters from Major 1 and CIP Code through Process by Student Centric Period are set to Y.***

03-MAR-2010 11:15:50 202011		Ban Sys Tst Clearinghouse Extract Report				PAGE 1 SFRNSLC	
BANNER ID	Name	SSN	DOB	EB Status	EB Change Status Date	Enroll Start/End	Grad Date
-----	-----	-----	---	-----	-----	-----	-----
IPDSTST00	Berry, Jerry	999111111	19671212	EB6 - F		20200901 - 20201230	
IPDSTST01	Burns, Howard	999222222	19661209	EB7 - H		20200901 - 20201230	
IPDSTST02	Carey, Carrie	999333333	00000000	EB7 - H		20200901 - 20201230	
IPDSTST03	Carter, Quentin	999444444	19801225	EB7 - H		20200901 - 20201230	
IPDSTST04	Carter, Samantha	999555555	19751031	EB7 - H		20200901 - 20201230	
IPDSTST05	Courier, James	999666666	19680808	EB7 - H		20200901 - 20201230	
IPDSTST06	Cower, Kelli	999777777	00000000	-		20201101 - 20201230	
IPDSTST07	Dawnley, Dawn	999888888	19670808	EB8 - L		20201101 - 20201230	
IPDSTST08	Deer, Johney	999999991	19661209	EB8 - L		20201101 - 20201230	
IPDSTST09	Edwards, Gloria	999999992	19801209	EB8 - L		20201101 - 20201230	
IPDSTST10	Edwards, Ken	999999990	19751212	EB8 - L		20201101 - 20201230	
IPDSTST11	Ewin, Erin	999999993	19681212	EB8 - L		20201101 - 20201230	
JC2020100	Frankly, Carl	999999977	00000000	EB6 - F		20200901 - 20201030	
SFRNSLC01	Fowner, Jesse	112233445	19871213	EB6 - F		20200901 - 20201230	
SGRKNOW01	Green, Johnny	000000011	19450119	EB8 - L		20200901 - 20201030	
SGRKNOW02	Grey, Doris	000000022	19451212	EB7 - H		20200901 - 20201230	
SGRKNOW03	Hamilton, Richard	000000044	19900715	EB7 - H		20200901 - 20201230	
SGRKNOW05	Howard, Howie	000000055	19541216	EB6 - F		20200901 - 20201230	
SGRKNOW06	Little, Jeffrey	000000066	19651126	EB8 - L		20201101 - 20201230	
SGRKNOW09	Mindle, Kindra	000000099	19751212	EB8 - L		20201101 - 20201230	
WTHDRWL01	Norris, Joshua	112211221	19561214	EB3 - W		20200901 - 20201030	
WTHDRWL02	William, Kelli	333446666	19481213	EB3 - W		20200901 - 20201230	

03-MAR-2010 11:15:50  
202011

Ban Sys Tst  
Clearinghouse Extract Report

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SFRNSLC

\* \* \* REPORT CONTROL INFORMATION - SFRNSLC - Release 8.4 \* \* \*

TERM: 202011  
STUDENT EXCLUDE ATTRIBUTES: None entered.  
REPORT FLAG: Y  
REPORT DATE: 03-MAR-2010  
ADDRESS HIERARCHY: IMA 2PR  
RUN MODE: 2  
CODE FOR GRAD LEVEL: GR  
APPLICATION CODE:  
SELECTION IDENTIFIER:  
CREATOR ID:  
USER ID:  
BRANCH: 00  
FICE: SCTXML  
EFFECTIVE WITHDRAWAL DATE: Y  
CREATE SUMMARY REPORT: Y  
MAJOR 1 AND CIPC CODE: Y  
MAJOR 2 AND CIPC CODE: Y  
EMAIL ADDRESS: Y  
GENDER: Y  
RACE: Y  
CLASS LEVEL: Y  
BANNER ID: Y  
SSN: Y  
REPORT START AND END DATES: Y  
PROCESS BY STUDENT CENTRIC PERIOD: Y  
RECORD COUNT: 22  
Please see .txt file for NSC flat file.

**This sample shows the extract file that is produced when Run Mode 2, EDI TS190 output, is selected, and the parameters from Major 1 and CIP Code through Process by Student Centric Period are set to Y. There are no gaps (page breaks) in the actual extract file.**

```

ISA|00|          |00|          |ZZ|SCTSCTXML000000|ZZ|CLEARINGHOUSE00|100303|1115|U|00300|000000000|0|P|:
GS|SV|SCTSCTXML000000|CLEARINGHOUSE00|100303|1115|000000000|X|004010
ST|190|000000001
BGN|11|000000001|100303|1115|ES
ENR|EB6|UN|D8|    |    |N|Y|D8|20100303
DTP|382|RD8|20200901-20201230
ENT|01|S2|34|999111111
IN2|02|Jerry
IN2|05|Berry
DMG|D8|19671212|M|R
N3|LINE 1|LINE 2
N4|TOWNIE|TX|1231231|
ENT|02|M8|DS|SCTXML00|    ||U2|FALL 2020B
ENT|03|S2|93|IPDSTST00
SES|202011|    |    |    |    |21
FOS|M|81|451001|History
FOS|M|81|060201|Art
SE|16|000000001
ST|190|000000002
BGN|11|000000002|100303|1115|ES
ENR|EB7|UN|D8|    |    |N|Y|D8|20100303
DTP|382|RD8|20200901-20201230
ENT|01|S2|34|999222222
IN2|02|Howard
IN2|05|Burns
DMG|D8|19661209|F|U
N3|STREET 1|STREET 2
N4|CITY|PA|123456|
ENT|02|M8|DS|SCTXML00|    ||U2|FALL 2020B
ENT|03|S2|93|IPDSTST01
SES|202011|    |    |    |    |26
FOS|M|81|270101|Mathematics
SE|15|000000002
ST|190|000000003
BGN|11|000000003|100303|1115|ES
ENR|EB7|UN|D8|    |    |N|Y|D8|20100303
DTP|382|RD8|20200901-20201230
ENT|01|S2|34|999333333
IN2|02|Carrie
IN2|05|Carey
DMG|D8|00000000|U|7
N3|11 Texas Street|Apt 22
N4|PLANO|TX|123456|
ENT|02|M8|DS|SCTXML00|    ||U2|FALL 2020B
ENT|03|S2|93|IPDSTST02
SES|202011|    |    |    |    |21
FOS|M|81|    |Australian Studies
FOS|M|81|060201|Accounting
SE|16|000000003
ST|190|000000004
BGN|11|000000004|100303|1115|ES
ENR|EB7|UN|D8|    |    |N|Y|D8|20100303
DTP|382|RD8|20200901-20201230

```

```

ENT|01|S2|34|999444444
IN2|02|Quentin
IN2|05|Carter
DMG|D8|19801225|F||T
N3|Street 1|Apt 2
N4|BOET|MO|456789|
ENT|02|M8|DS|SCTXML00|||U2|FALL 2020B
ENT|03|S2|93|IPDSTST03
SES|202011|||21
FOS|M|81|Australian Studies
SE|15|000000004
ST|190|000000005
BGN|11|000000005|100303|1115|ES
ENR|EB7|UN|D8|||N|Y|D8|20100303
DTP|382|RD8|20200901-20201230
ENT|01|S2|34|999555555
IN2|02|Samantha
IN2|05|Carter
DMG|D8|19751031|M||Q
N3|Lane 1|Apt 2
N4|Dallas|MO|123456|
ENT|02|M8|DS|SCTXML00|||U2|FALL 2020B
ENT|03|S2|93|IPDSTST04
SES|202011|||21
FOS|M|81|Australian Studies
SE|15|000000005
ST|190|000000006
BGN|11|000000006|100303|1115|ES
ENR|EB7|UN|D8|||N|Y|D8|20100303
DTP|382|RD8|20200901-20201230
ENT|01|S2|34|999666666
IN2|02|James
IN2|05|Courier
DMG|D8|19680808|M||R
N3|Street 1|Apt 2
N4|NY|NY|90653|
ENT|02|M8|DS|SCTXML00|||U2|FALL 2020B
ENT|03|S2|93|IPDSTST05
SES|202011|||21
FOS|M|81|400501|Chemistry
SE|15|000000006
ST|190|000000007
BGN|11|000000007|100303|1115|ES
ENR|UN|||N|Y|D8|20100303
DTP|382|RD8|20201101-20201230
ENT|01|S2|34|999777777
IN2|02|Kelli
IN2|05|Cower
DMG|D8|00000000|U||7
N3|Lane 1|House 2
N4|Burlington|VT|145879|
ENT|02|M8|DS|SCTXML00|||U2|FALL 2020B
ENT|03|S2|93|IPDSTST06
SES|202011|||21
FOS|M|81|400501|Chemistry
SE|15|000000007
ST|190|000000008

```

```

BGN 11|000000008|100303|1115|ES
ENR EB8|UN|||||N|Y|D8|20100303
DTP 382|RD8|20201101-20201230
ENT 01|S2|34|999888888
IN2 02|Dawn
IN2 05|Dawnley
DMG D8|19670808|M||R
N3|Road 1|Villa 2
N4|Daytona|FL|45789|
ENT|02|M8|DS|SCTXML00||||U2|FALL 2020B
ENT 03|S2|93|IPDSTST07
SES 202011|||||||21
FOS M|81|451001|History
SE|15|000000008
ST|190|000000009
BGN 11|000000009|100303|1115|ES
ENR EB8|UN|||||N|Y|D8|20100303
DTP 382|RD8|20201101-20201230
ENT 01|S2|34|999999991
IN2 02|Johney
IN2 05|Deer
DMG D8|19661209|F||U
N3|Route 1|Box 2
N4|Little|AR|124567|
ENT|02|M8|DS|SCTXML00||||U2|FALL 2020B
ENT 03|S2|93|IPDSTST08
SES 202011|||||||21
FOS M|81|060201|Art
SE|15|000000009
ST|190|000000010
BGN 11|000000010|100303|1115|ES
ENR EB8|UN|||||N|Y|D8|20100303
DTP 382|RD8|20201101-20201230
ENT 01|S2|34|999999992
IN2 02|Gloria
IN2 05|Edwards
DMG D8|19801209|F||T
N3|Route 1|Apt 2
N4|Rolla|MO|654897|
ENT|02|M8|DS|SCTXML00||||U2|FALL 2020B
ENT 03|S2|93|IPDSTST09
SES 202011|||||||21
FOS M|81|520000|Business Management, Marketing
SE|15|000000010
ST|190|000000011
BGN 11|000000011|100303|1115|ES
ENR EB8|UN|||||N|Y|D8|20100303
DTP 382|RD8|20201101-20201230
ENT 01|S2|34|999999990
IN2 02|Ken
IN2 05|Edwards
DMG D8|19751212|M||Q
N3|Lane 1|Block 2
N4|Hot Springs|AK|456789|
ENT|02|M8|DS|SCTXML00||||U2|FALL 2020B
ENT 03|S2|93|IPDSTST10
SES 202011|||||||21

```

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FOS M|81|451001|History
SE|15|000000011
ST|190|000000012
BGN|11|000000012|100303|1115|ES
ENR|EB8|UN|N|Y|D8|20100303
DTP|382|RD8|20201101-20201230
ENT|01|S2|34|999999993
IN2|02|Erin
IN2|05|Ewin
DMG|D8|19681212|M|R
N3|Street 1|Box 2
N4|Belle|MO|265489|
ENT|02|M8|DS|SCTXML00|||U2|FALL 2020B
ENT|03|S2|93|IPDSTST11
SES|202011|||21
FOS M|81|060201|Art
SE|15|000000012
ST|190|000000013
BGN|11|000000013|100303|1115|ES
ENR|EB6|UN|D8|N|Y|D8|20100303
DTP|382|RD8|20200901-20201030
ENT|01|S2|34|999999977
IN2|02|Carl
IN2|05|Frankly
DMG|D8|00000000|U|7
N3|Road 1|House 2
N4|Citier|LA|125456|
ENT|02|M8|DS|SCTXML00|||U2|FALL 2020B
ENT|03|S2|93|JC2020100
SES|202011|||21
FOS M|81|060201|Art
SE|15|000000013
ST|190|000000014
BGN|11|000000014|100303|1115|ES
ENR|EB6|UN|D8|N|Y|D8|20100303
DTP|382|RD8|20200901-20201230
ENT|01|S2|34|112233445
IN2|02|Jesse
IN2|05|Fowner
DMG|D8|19871213|F|R
N3|Street 11|Lane 22
N4|Townier|PA|12456|
ENT|02|M8|DS|SCTXML00|||U2|FALL 2020B
ENT|03|S2|93|SFRNSLC01
SES|202011|||21
FOS M|81|060201|Art
SE|15|000000014
ST|190|000000015
BGN|11|000000015|100303|1115|ES
ENR|EB8|UN|N|Y|D8|20100303
DTP|382|RD8|20200901-20201030
ENT|01|S2|34|000000011
IN2|02|Johnny
IN2|05|Green
DMG|D8|19450119|F|S
N3|Street 111111|Box 222222222
N4|Dallas|TX|1231231321|

```



```

ENT|02|M8|DS|SCTXML00|||U2|FALL 2020B
ENT|03|S2|93|SGRKNOW01
SES|202011|||21
FOS|M|81|Australian Studies
SE|15|000000015
ST|190|000000016
BGN|11|000000016|100303|1115|ES
ENR|EB7|UN|D8|||N|Y|D8|20100303
DTP|382|RD8|20200901-20201230
ENT|01|S2|34|000000022
IN2|02|Doris
IN2|05|Grey
DMG|D8|19451212|M|R
N3|Lane 1|Block 2
N4|Dorien|PA|18298336|
ENT|02|M8|DS|SCTXML00|||U2|FALL 2020B
ENT|03|S2|93|SGRKNOW02
SES|202011|||21
FOS|M|81|Australian Studies
SE|15|000000016
ST|190|000000017
BGN|11|000000017|100303|1115|ES
ENR|EB7|UN|D8|||N|Y|D8|20100303
DTP|382|RD8|20200901-20201230
ENT|01|S2|34|000000044
IN2|02|Richard
IN2|05|Hamilton
DMG|D8|19900715|F|Q
N3|Street 1|Lane 2
N4|TOWNIER|CA|45645|
ENT|02|M8|DS|SCTXML00|||U2|FALL 2020B
ENT|03|S2|93|SGRKNOW03
SES|202011|||21
FOS|M|81|Australian Studies
SE|15|000000017
ST|190|000000018
BGN|11|000000018|100303|1115|ES
ENR|EB6|UN|D8|||N|Y|D8|20100303
DTP|382|RD8|20200901-20201230
ENT|01|S2|34|000000055
IN2|02|Howie
IN2|05|Howard
DMG|D8|19541216|F|S
N3|STREET 1|STREET 2
N4|Dallas|TX|89786|
ENT|02|M8|DS|SCTXML00|||U2|FALL 2020B
ENT|03|S2|93|SGRKNOW05
SES|202011|||21
FOS|M|81|Australian Studies
SE|15|000000018
ST|190|000000019
BGN|11|000000019|100303|1115|ES
ENR|EB8|UN|||N|Y|D8|20100303
DTP|382|RD8|20201101-20201230
ENT|01|S2|34|000000066
IN2|02|Jeffrey
IN2|05|Little
DMG|D8|19651126|F|R

```

```

N3|Street 1|Street 2
N4|Fayette|MO|65243|
ENT|02|M8|DS|SCTXML00|||U2|FALL 2020B
ENT|03|S2|93|SGRKNOW06
SES|202011|||21
FOS|M|81||Australian Studies
SE|15|000000019
ST|190|000000020
BGN|11|000000020|100303|1115|ES
ENR|EB8|UN|||N|Y|D8|20100303
DTP|382|RD8|20201101-20201230
ENT|01|S2|34|000000099
IN2|02|Kindra
IN2|05|Mindle
DMG|D8|19751212|F|R
N3|Lane 1|Box 2
N4|Citier|PA|19355|
ENT|02|M8|DS|SCTXML00|||U2|FALL 2020B
ENT|03|S2|93|SGRKNOW09
SES|202011|||21
FOS|M|81||Australian Studies
SE|16|000000020
ST|190|000000021
BGN|11|000000021|100303|1115|ES
ENR|EB3|UN|||N|Y|D8|20100303
DTP|382|RD8|20200901-20201030
DTP|007|D8|
ENT|01|S2|34|112211221
IN2|02|Joshua
IN2|05|Norris
DMG|D8|19561214|M|R
N3|Street 1|Box 2
N4|Townie|PA|123456|
ENT|02|M8|DS|SCTXML00|||U2|FALL 2020B
ENT|03|S2|93|WTHDRWL01
SES|202011|||21
FOS|M|81|450601|Economics
SE|16|000000021
ST|190|000000022
BGN|11|000000022|100303|1115|ES
ENR|EB3|UN|||N|Y|D8|20100303
DTP|382|RD8|20200901-20201230
DTP|007|D8|
ENT|01|S2|34|333446666
IN2|02|Kelli
IN2|05|Williams
DMG|D8|19481213|F|R
N3|Street 5|PO Box6
N4|Bethel|MO|124567|
ENT|02|M8|DS|SCTXML00|||U2|FALL 2020B
ENT|03|S2|93|WTHDRWL02
SES|202011|||21
FOS|M|81|060201|Accounting
SE|16|000000022
GE|23|000000000
IEA|1|000000000

```

***This sample shows Run Mode 3, EDI.Smart TS190, when the parameters from Major 1 and CIP Code through Process by Student Centric Period are set to Y.***

03-MAR-2010 14:17:49 202011		Ban Sys Tst Clearinghouse Extract Report				PAGE 1 SFRNSLC	
BANNER ID	Name	SSN	DOB	EB Status	EB Change Status Date	Enroll Start/End	Grad Date
-----	-----	-----	---	-----	-----	-----	-----
IPDSTST00	Berry, Jerry	999111111	19671212	EB6 - F		20200901 - 20201230	
IPDSTST01	Burns, Howard	999222222	19661209	EB7 - H		20200901 - 20201230	
IPDSTST02	Carey, Carrie	999333333	00000000	EB7 - H		20200901 - 20201230	
IPDSTST03	Carter, Quentin	999444444	19801225	EB7 - H		20200901 - 20201230	
IPDSTST04	Carter, Samantha	999555555	19751031	EB7 - H		20200901 - 20201230	
IPDSTST05	Courier, James	999666666	19680808	EB7 - H		20200901 - 20201230	
IPDSTST06	Cower, Kelli	999777777	00000000	-		20201101 - 20201230	
IPDSTST07	Dawnley, Dawn	999888888	19670808	EB8 - L		20201101 - 20201230	
IPDSTST08	Deer, Johney	999999991	19661209	EB8 - L		20201101 - 20201230	
IPDSTST09	Edwards, Gloria	999999992	19801209	EB8 - L		20201101 - 20201230	
IPDSTST10	Edwards, Ken	999999990	19751212	EB8 - L		20201101 - 20201230	
IPDSTST11	Ewin, Erin	999999993	19681212	EB8 - L		20201101 - 20201230	
JC2020100	Frankly, Carl	999999977	00000000	EB6 - F		20200901 - 20201030	
SFRNSLC01	Fowner, Jesse	112233445	19871213	EB6 - F		20200901 - 20201230	
SGRKNOW01	Green, Johnny	000000011	19450119	EB8 - L		20200901 - 20201030	
SGRKNOW02	Grey, Doris	000000022	19451212	EB7 - H		20200901 - 20201230	
SGRKNOW03	Hamilton, Richard	000000044	19900715	EB7 - H		20200901 - 20201230	
SGRKNOW05	Howard, Howie	000000055	19541216	EB6 - F		20200901 - 20201230	
SGRKNOW06	Little, Jeffrey	000000066	19651126	EB8 - L		20201101 - 20201230	
SGRKNOW09	Mindle, Kindra	000000099	19751212	EB8 - L		20201101 - 20201230	
WTHDRWL01	Norris, Joshua	112211221	19561214	EB3 - W		20200901 - 20201030	
WTHDRWL02	William, Kelli	333446666	19481213	EB3 - W		20200901 - 20201230	

03-MAR-2010 14:17:49  
202011

Ban Sys Tst  
Clearinghouse Extract Report

PAGE 2  
SFRNSLC

\* \* \* REPORT CONTROL INFORMATION - SFRNSLC - Release 8.4 \* \* \*

TERM: 202011  
STUDENT EXCLUDE ATTRIBUTES: None entered.  
REPORT FLAG: Y  
REPORT DATE: 03-MAR-2010  
ADDRESS HIERARCHY: IMA 2PR  
RUN MODE: 3  
CODE FOR GRAD LEVEL: GR  
APPLICATION CODE:  
SELECTION IDENTIFIER:  
CREATOR ID:  
USER ID:  
BRANCH: 00  
FICE: SCTXML  
EFFECTIVE WITHDRAWAL DATE: Y  
CREATE SUMMARY REPORT: Y  
MAJOR 1 AND CIPC CODE: Y  
MAJOR 2 AND CIPC CODE: Y  
EMAIL ADDRESS: Y  
GENDER: Y  
RACE: Y  
CLASS LEVEL: Y  
BANNER ID: Y  
SSN: Y  
REPORT START AND END DATES: Y  
PROCESS BY STUDENT CENTRIC PERIOD: Y  
RECORD COUNT: 22  
Please see .txt file for NSC flat file.

*This sample shows the extract file that is produced when Run Mode 3, EDI.Smart TS190 output, is selected, and the parameters from Major 1 and CIP Code through Process by Student Centric Period are set to Y. There are no gaps (page breaks) in the actual extract file.*

*The EDI.Smart TS190 extract file is a subset of the EDI TS190 extract file that can be produced using Run Mode 2.*

```
BGN
ENR EB6|UN|D8| |||||N|Y|D8|20100303
DTP 382|RD8|20200901-20201230
ENT 01|S2|34|999111111
IN2 02|Jerry
IN2 05|Berry
DMG D8|19671212|M||R
N3 LINE 1|LINE 2
N4 TOWNIE|TX|1231231|
ENT 02|M8|DS|SCTXML00|||U2|FALL 2020B
ENT 03|S2|93|IPDSTST00
SES 202011|||21
FOS M|81|451001|History
FOS M|81|060201|Art
BGN
ENR EB7|UN|D8| |||||N|Y|D8|20100303
DTP 382|RD8|20200901-20201230
ENT 01|S2|34|999222222
IN2 02|Howard
IN2 05|Burns
DMG D8|19661209|F||U
N3 STREET 1|STREET 2
N4 CITY|PA|123456|
ENT 02|M8|DS|SCTXML00|||U2|FALL 2020B
ENT 03|S2|93|IPDSTST01
SES 202011|||26
FOS M|81|270101|Mathematics
BGN
ENR EB7|UN|D8| |||||N|Y|D8|20100303
DTP 382|RD8|20200901-20201230
ENT 01|S2|34|999333333
IN2 02|Carrie
IN2 05|Carey
DMG D8|00000000|U||7
N3 11 Texas Street|Apt 22
N4 PLANO|TX|123456|
ENT 02|M8|DS|SCTXML00|||U2|FALL 2020B
ENT 03|S2|93|IPDSTST02
SES 202011|||21
FOS M|81|Australian Studies
FOS M|81|060201|Accounting
BGN
ENR EB7|UN|D8| |||||N|Y|D8|20100303
DTP 382|RD8|20200901-20201230
ENT 01|S2|34|999444444
IN2 02|Quentin
IN2 05|Carter
DMG D8|19801225|F||T
```

N3 | 1 | 2  
 N4 | BOET | MO | 456789 |  
 ENT | 02 | M8 | DS | SCTXML00 | || | U2 | FALL 2020B  
 ENT | 03 | S2 | 93 | IPDSTST03  
 SES | 202011 | || | || | || | 21  
 FOS | M | 81 | | Australian Studies  
 BGN  
 ENR | EB7 | UN | D8 | || | || | N | Y | D8 | 20100303  
 DTP | 382 | RD8 | 20200901 - 20201230  
 ENT | 01 | S2 | 34 | 999555555  
 IN2 | 02 | Samantha  
 IN2 | 05 | Carter  
 DMG | D8 | 19751031 | M | | Q  
 N3 | Lane 1 | Apt 2  
 N4 | Dallas | MO | 123456 |  
 ENT | 02 | M8 | DS | SCTXML00 | || | U2 | FALL 2020B  
 ENT | 03 | S2 | 93 | IPDSTST04  
 SES | 202011 | || | || | || | 21  
 FOS | M | 81 | | Australian Studies  
 BGN  
 ENR | EB7 | UN | D8 | || | || | N | Y | D8 | 20100303  
 DTP | 382 | RD8 | 20200901 - 20201230  
 ENT | 01 | S2 | 34 | 999666666  
 IN2 | 02 | James  
 IN2 | 05 | Courier  
 DMG | D8 | 19680808 | M | | R  
 N3 | Street 1 | Apt 2  
 N4 | NY | NY | 90653 |  
 ENT | 02 | M8 | DS | SCTXML00 | || | U2 | FALL 2020B  
 ENT | 03 | S2 | 93 | IPDSTST05  
 SES | 202011 | || | || | || | 21  
 FOS | M | 81 | 400501 | Chemistry  
 BGN  
 ENR | UN | || | || | || | N | Y | D8 | 20100303  
 DTP | 382 | RD8 | 20201101 - 20201230  
 ENT | 01 | S2 | 34 | 999777777  
 IN2 | 02 | Kelli  
 IN2 | 05 | Cower  
 DMG | D8 | 00000000 | U | | 7  
 N3 | Lane 1 | House 2  
 N4 | Burlington | VT | 145879 |  
 ENT | 02 | M8 | DS | SCTXML00 | || | U2 | FALL 2020B  
 ENT | 03 | S2 | 93 | IPDSTST06  
 SES | 202011 | || | || | || | 21  
 FOS | M | 81 | 400501 | Chemistry  
 BGN  
 ENR | EB8 | UN | || | || | || | N | Y | D8 | 20100303  
 DTP | 382 | RD8 | 20201101 - 20201230

```

ENT|01|S2|34|999888888
IN2|02|Dawn
IN2|05|Dawnley
DMG|D8|19670808|M||R
N3|Road 1|Villa 2
N4|Daytona|FL|45789|
ENT|02|M8|DS|SCTXML00|||U2|FALL 2020B
ENT|03|S2|93|IPDSTST07
SES|202011|||21
FOS|M|81|451001|History
BGN
ENR|EB8|UN|||N|Y|D8|20100303
DTP|382|RD8|20201101-20201230
ENT|01|S2|34|999999991
IN2|02|Johney
IN2|05|Deer
DMG|D8|19661209|F||U
N3|Route 1|Box 2
N4|Little|AR|124567|
ENT|02|M8|DS|SCTXML00|||U2|FALL 2020B
ENT|03|S2|93|IPDSTST08
SES|202011|||21
FOS|M|81|060201|Art
BGN
ENR|EB8|UN|||N|Y|D8|20100303
DTP|382|RD8|20201101-20201230
ENT|01|S2|34|999999992
IN2|02|Gloria
IN2|05|Edwards
DMG|D8|19801209|F||T
N3|Route 1|Apt 2
N4|Rolla|MO|654897|
ENT|02|M8|DS|SCTXML00|||U2|FALL 2020B
ENT|03|S2|93|IPDSTST09
SES|202011|||21
FOS|M|81|520000|Business Management, Marketing
BGN
ENR|EB8|UN|||N|Y|D8|20100303
DTP|382|RD8|20201101-20201230
ENT|01|S2|34|999999990
IN2|02|Ken
IN2|05|Edwards
DMG|D8|19751212|M||Q
N3|Lane 1|Block 2
N4|Hot Springs|AK|456789|
ENT|02|M8|DS|SCTXML00|||U2|FALL 2020B
ENT|03|S2|93|IPDSTST10
SES|202011|||21

```

```

FOS M|81|451001|History
BGN
ENR EB8|UN|||N|Y|D8|20100303
DTP 382|RD8|20201101-20201230
ENT 01|S2|34|999999993
IN2 02|Erin
IN2 05|Ewin
DMG D8|19681212|M|R
N3 Street 1|Box 2
N4 Belle|M0|265489|
ENT 02|M8|DS|SCTXML00|||U2|FALL 2020B
ENT 03|S2|93|IPDSTST11
SES 202011|||21
FOS M|81|060201|Art
BGN
ENR EB6|UN|D8|||N|Y|D8|20100303
DTP 382|RD8|20200901-20201030
ENT 01|S2|34|999999977
IN2 02|Carl
IN2 05|Frankly
DMG D8|0000000|U|7
N3 Road 1|House 2
N4 Citier LA|125456|
ENT 02|M8|DS|SCTXML00|||U2|FALL 2020B
ENT 03|S2|93|JC2020100
SES 202011|||21
FOS M|81|060201|Art
BGN
ENR EB6|UN|D8|||N|Y|D8|20100303
DTP 382|RD8|20200901-20201230
ENT 01|S2|34|112233445
IN2 02|Jesse
IN2 05|Fowner
DMG D8|19871213|F|R
N3 Street 11|Lane 22
N4 Townier|PA|12456|
ENT 02|M8|DS|SCTXML00|||U2|FALL 2020B
ENT 03|S2|93|SFRNSLC01
SES 202011|||21
FOS M|81|060201|Art

```



## Time Status Calculation Update Process (SFRTMST)

**Description** This process calculates student enrollment time statuses in batch mode and updates/inserts time status history records in preparation for reporting student enrollment data to the National Student Clearinghouse (NSC). Students are selected for processing only if the current time status calculated by this process is different from the most recent existing time status that is stored in the database. This process should be run if the **Calculate Time Status (Indicator)** on the Term Control Form (SOATERM) has been unchecked (set to *N*) during any period of registration processing for a term.

This process uses the **Count in Time Status (Indicator)** on STVRSTS for each course registration status code on each CRN to determine which sections are included in the time status calculation. The time status calculation will use the sum of the credit hour hold values (SFRSTCR\_CREDIT\_HR\_HOLD) where the **Count in Time Status (Indicator)** is set to *Y*. Therefore, if the **Count in Time Status (Indicator)** is checked for a course registration status code on STVRSTS, the SFRSTCR\_CREDIT\_HR\_HOLD value will be used. Otherwise, time status hours will default to zero for the course. This allows an institution to set the **Count in Enrollment (Indicator)** to any value needed for institutional processing and without creating any processing issues for the time status calculation.

The process should initially be run in Audit Mode to allow messages to be reviewed. Any messages that reflect errors in the database must be corrected. The process can be run in Audit Mode as many times as needed prior to being run in Update Mode. If no records need to be updated, the message *No Time Status Records to be Updated* will print on the report output. This process can also be used as an additional error detection process in conjunction with the of running the Clearinghouse Extract Process (SFRNSLC) in the Report of Missing/Invalid Data Mode.

The process calculates the student centric period time status in addition to the existing term time status when the student has a cycle designator in effect for the registration term and CRNs being processed. A new student centric period time status history record is inserted in SFRSTSH if the time status for the student centric period has changed since the last update. If the time status has not changed, no additional record is created. When a student has a manually inserted time status record, no additional time status record is inserted.

Parameters	Name	Required?	Description	Values
	Run Sequence Number	No	System-generated by Job Submission.	
	Term Code	Yes	Enter the registration enrollment term for the time status update.	Term Code Validation Form (STVTERM)
	Campus Code	Yes	Enter the single campus to be processed, or enter % for all.	Campus Code Validation Form (STVCAMP)

<i>Parameters</i> (cont)	Name	Required?	Description	Values
	Level Code	Yes	Enter the single level to be processed, or enter % for all.	Level Code Validation Form (STVLEVL)
	Run Mode (A=Audit or U=Update)	Yes	A or audit mode will print a report of the calculated student enrollment time statuses, without actually updating the database. U or update mode will update/insert time status history records.	A Audit U Update
	Calculate SCP Time Status	Yes	Enter Y to calculate the student centric period time status for students assigned to a cycle designator for the term being processed or N to not calculate the student centric period time status. The default is N.  If the new student centric period time status is different from the previous one, and the Run Mode parameter is set to U, the new student centric period time status history record will be inserted into the database.	Y Calculate student centric period time status N Do not calculate student centric period time status

## Report Sample—Time Status Calculation Update Process (SFRTMST)

*This sample shows the output when the process is run in Update Mode.*

05-MAR-2010 10:06:22 200830	BANNER System Test Time Status Calculation Update	PAGE 1 SFRTMST
** Time Status Updated		
ID/Name -----	Time Status Code(Term Basis) Existing Revised Comments -----	Time Status Code(Student Centric Period Basis) Existing Revised Comments -----
A00022126 Adams, Terry	LH    **	SL    **
A00022074 Connors, Susan	LH    HT    **	SH    SF    **
A00022076 Ferree, Marie	LH    HT    **	SL    SF    **
A00022083 Lanat, Louisa	FT    **	SF    **
A00022127 Summers, Rhonda	LH    **	
A00022081 Turner, Brett	LH    **	

05-MAR-2010 10:06:22 200830	BANNER System Test Time Status Calculation Update	PAGE 2 SFRTMST
* * * REPORT CONTROL INFORMATION - SFRTMST - Release 8.4 * * *		
TERM: 200830		
CAMPUS CODE: %		
LEVEL CODE: %		
RUN MODE: U		
CALCULATE SCP(Student Centric Period)TIME STATUS: Y		
Number of Records Processed: 18		
Number of Records Eligible for Update: 6		
Number of Records Updated: 10		
Number of Records for Review: 0		

*This sample shows the output in Audit Mode when no records require updating.*

```
05-MAR-2010 10:06:22          BANNER System Test          PAGE 1
200830                      Time Status Calculation Update      SFRTMST

                               ** Time Status to be Updated

ID/Name                      Time Status Code(Term Basis)      Time Status Code(Student Centric Period Basis)
-----                      -
                               Existing Revised Comments          Existing Revised Comments

                               *** No Time Status Records to be Updated ***
```

```
05-MAR-2010 10:06:22          BANNER System Test          PAGE 2
200830                      Time Status Calculation Update      SFRTMST

                               * * * REPORT CONTROL INFORMATION - SFRTMST - Release 8.4 * * *

TERM: 200830
CAMPUS CODE:
LEVEL CODE:
RUN MODE: A
CALCULATE SCP(Student Centric Period)TIME STATUS: N

Number of Records Processed: 0
Number of Records Eligible for Update: 0
Number of Records to be Updated: 0
Number of Records for Review: 0
```

## NSLDS SSCR Process (SFRSSCR)

### Description

This process is used to read and process the NSLDS Student Status Confirmation Report (SSCR) Roster and Error Notification Files. The Roster File is the first file that is received, and should be run in Audit mode, then Create flat file mode. All errors identified in Audit mode must be corrected, and Audit mode may be run as many times as needed, to diagnose and resolve problems with the data. When all data problems have been resolved, no errors will appear under either the Matched Records heading or the New Students Added to SSCR File heading on the report output. Any records listed under the Unmatched Records heading will be reported as unknown to your institution when the process is run in Create flat file mode. The process should be run in Create flat file mode to produce the Submittal File that is returned to NSLDS. The Create flat file mode report should be reviewed for any errors that would cause invalid or missing data to be submitted.

After NSLDS processes the Submittal File, and Error Notification File will be returned. That file should be processed in Error listing mode. The report information will indicate if the Submittal File was accepted without errors, or if errors exist that need correction. If errors exist, both Audit and Create flat file modes should be used to review the data and create an Error Correction File that is submitted to NSLDS.

Two output files are created when the Roster file or Error Notification file is processed in Create flat file mode. The two output files are: 1) the report control information listing, which includes appropriate messages about the data and/or processing of the file, and 2) the data file with updates that would be transmitted back to NSLDS. The name of the report listing will conform to existing standards for job submission processing or command line (host) execution. The name of the data file produced from the Roster file will be `sfrsubm.dat` (Submittal file), and the name of the data file produced from the Error Notification file will be `sfrserrc.dat` (Error Correction file), regardless if executed from job submission or the command line. Only a report control information listing is produced when the Roster file is processed in Audit mode, and the Error Notification file is processed in Audit or Error listing mode.

This process uses the **Third Party Withdrawal Indicator** on STVESTS to report students as withdrawn to the NSLDS. When the indicator is not checked, the process will not consider the student as withdrawn and will report the last time status for the student.

The process also uses the **Third Party Report Indicator** on STVLEAV to select leave of absence codes for the student. The process will select leave of absence codes from the general student record to be reported as valid leaves when the indicator is checked.

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	Term Code	Yes	Enter the registration enrollment term for processing.  Time status for enrolled students for this term is used to update enrollment status, if a change has occurred.	Term Code Validation Form (STVTERM)
	SSCR File to Process	Yes	Enter the path and file name for the SSCR Roster or Error file to process. The path and file name entered must not exceed 30 characters. If no extension for the file name is supplied, an extension of .dat is assumed.	
	SSCR File Type	Yes	Enter <i>R</i> for a Roster File or <i>E</i> for an Error Notification File.	R Roster file E Error Notification file
	Run Mode	Yes	Enter <i>A</i> to create an audit file, <i>C</i> to create a flat file, or <i>E</i> to create an error listing. Only <i>A</i> and <i>C</i> are valid run modes for processing a Roster File. If <i>E</i> is entered, Audit mode will default. <i>A</i> , <i>C</i> , and <i>E</i> are valid modes for processing an Error Notification File.	A Audit C Create flat file E Error listing
	Address Hierarchy	Yes	Enter the address type and hierarchy for reporting permanent address information. For example, 1MA. Multiple values may be entered.  This parameter will not be used when the Error Notification File is processed in Error listing mode.	Address Type Code Validation Form (STVATYP)

Parameters	Name	Required?	Description	Values
	Aid Year Code(s)	No	<p>Enter the aid year code(s) to select the students with new loans.</p> <p>This parameter allows you to run the process in Audit mode and provide a report for matched and unmatched students only. When one or more aid year codes are entered in both Audit and Create flat file modes, the report control information will include a listing of the new students that are reported.</p> <p>This parameter will not be used when the Error Notification File is processed in Error listing mode.</p>	Aid Year Inquiry Form (ROIADY)
	Level Code for New Students	No	Enter the level code(s) to select students with new loans. The default value for this parameter is % for all levels.	Level Code Validation Form (STVLEVL)
	College Code for New Students	No	Enter the college code(s) to select students with new loans. The default value for this parameter is % for all colleges.	College Code Validation Form (STV_COLL)
	Campus Code for New Students	No	Enter the campus code(s) to select students with new loans. The default value for this parameter is % for all campuses.	Campus Code Validation Form (STV_CAMP)
	Match on ID Only	No	Enter <i>Y</i> to match on ID/SSN only or <i>N</i> to match on ID/SSN and last name. The default is <i>N</i> .	<p>Y Match on ID/SSN</p> <p>N Match on ID/SSN and last name</p>
	Effective Withdrawal Date	Yes	Enter <i>Y</i> to select the effective withdrawal date from the student withdrawal record (SFRWDRL_EFF_WDRL_DATE) if one exists for term, otherwise the date from the enrollment record (SFBETRM_ESTS_DATE) will be used. Enter <i>N</i> to select the date from the enrollment record (SFBETRM_ESTS_DATE). The default is <i>N</i> .	<p>Y Use date from SFRWDRL</p> <p>N Use date from SFBETRM</p>

## Report Sample—NSLDS SSCR Process (SFRSSCR)

*This sample shows a Roster File processed in Audit Mode.*

18-OCT-2006 14:59:24 200855	BANNER System Test NSLDS SSCR Process				PAGE 1 SFRSSCR
Roster File Records with Missing or Invalid Data					
Matched Records					
BANNER ID	Last Name	First Name	M	Birth Date	%Error Message
A00-01-2207	Allen	Danica	L	26-JUL-1985	No Expected Graduation Date on SGASTDN
A00-01-2246	Bartholomew	George		08-AUG-1980	No Expected Graduation Date on SGASTDN
A00-00-0431	Maglioti	Sheila		02-FEB-1982	No Expected Graduation Date on SGASTDN
A00-00-5441	Sanchez	Michael		03-MAR-1983	No Expected Graduation Date on SGASTDN

18-OCT-2006 14:59:24 200855	BANNER System Test NSLDS SSCR Process				PAGE 2 SFRSSCR
Roster File Records with Missing or Invalid Data					
Unmatched Records					
SSCR SSN	Last Name Address	First Name	M	Birth Date	%
238-69-8541	ROBINSON 201 JACKSON RD	SETH HARDWICK	J	27-FEB-1979 MA	01037
192-83-7467	SMITH 4030 NE 56TH ST	SKIP VANCOUVER	I	20-MAR-1979 WA	98661

18-OCT-2006 14:59:24 200855	BANNER System Test NSLDS SSCR Process				PAGE 3 SFRSSCR
Roster File Records with Missing or Invalid Data					
New Students Added to SSCR File					
BANNER ID	Last Name	First Name	M	Birth Date	%Error Message
A00-01-2231	Jackson	Carlos		22-FEB-1986	SSN must be entered on SPAPERS Time Status on SFAREGS is missing or invalid No Expected Graduation Date on SGASTDN
A00-01-2230	Nguyen	Lee		08-AUG-1965	No Address on SPAIDEN Expected Grad Date on SGASTDN precedes current date
A00-01-2232	Westfield	Charles		19-DEC-1989	



18-OCT-2006 14:59:24  
200855

BANNER System Test  
NSLDS SSCR Process

PAGE 4  
SFRSSCR

\* \* \* REPORT CONTROL INFORMATION - SFRSSCR - Release 7.3.1 \* \* \*

RPTNAME: SFRSSCR  
TERM: 200855  
SSCR FILE NAME: /banner/jobsub/sfrsscr.dat  
SSCR FILE TYPE: R  
RUN MODE: A  
ADDRESS HIERARCHY: 1MA  
AID YEAR: 0607  
LEVEL CODE FOR NEW STUDENTS:  
COLLEGE CODE FOR NEW STUDENTS:  
CAMPUS CODE FOR NEW STUDENTS:  
MATCH ON ID ONLY: Y  
EFFECTIVE WITHDRAWAL DATE: N

Total Records Processed: 14  
SSCR Matched Records: 9  
SSCR Unmatched Records: 2  
SSCR New Records: 3

***This sample shows an Error Notification File processed in Error Listing Mode.***

19-OCT-2006 10:40:05  
200855

BANNER System Test  
NSLDS SSCR Process

PAGE 1  
SFRSSCR

Error Notification File

Status of Submittal File for Roster File Date of 30-JAN-2006

SSCR SSN	Last Name SSCR Errors	First Name	M	Birth Date	Enroll Status	Enroll Date	Anticipated Completion
----------	--------------------------	------------	---	------------	---------------	-------------	------------------------

-----  
\* \* \* Submittal File accepted and processed without errors \* \* \*

19-OCT-2006 10:40:05  
200855

BANNER System Test  
NSLDS SSCR Process

PAGE 2  
SFRSSCR

\* \* \* REPORT CONTROL INFORMATION - SFRSSCR - Release 7.3.1 \* \* \*

RPTNAME: SFRSSCR  
TERM: 200855  
SSCR FILE NAME: /banner/jobsub/sscrerror.dat  
SSCR FILE TYPE: E  
RUN MODE: E  
ADDRESS HIERARCHY: 1MA (Entered but not used)  
AID YEAR:

Submittal File Records Processed: 11  
Submittal File Records Accepted: 11  
Submittal File Records Rejected:

***This sample shows an Error Notification File processed in Error Listing Mode.***

19-OCT-2006 15:52:38 200855	BANNER System Test NSLDS SSCR Process						PAGE 1 SFRSSCR
Error Notification File							
Status of Submittal File for Roster File Date of 31-OCT-2006							
SSCR SSN	Last Name SSCR Errors	First Name	M	Birth Date	%Enroll Status	Enroll Date	Anticipated Completion
122-54-3374	SMITH Missing Code for Enrollment Status	IRIS	W	26-JUN-1965			01-MAY-2007
332-14-4349	JONES Missing Date of Enrollment Status Effective; mandatory when Code for Enrollment Status is not equal to 'D' for Deceased	HADEN	R	01-APR-1980			15-DEC-2007
456-33-3218	EDWARDS Missing Code for Enrollment Status Missing Date of Enrollment Status Effective; mandatory when Code for Enrollment Status is not equal to 'D' for Deceased	JOHNNY	O	25-NOV-1980	F	13-AUG-2006	00000000
453-32-4450	SMITH Invalid Date of Anticipated Completion Attempted to add an ad hoc student but the student was not found in the database	MISTY	E	01-FEB-1984	F	25-JUN-2006	00000000
443-32-1113	JONES Invalid Date of Anticipated Completion	MARIN	R	25-MAR-1980	F	22-MAY-2006	00000000
765-48-8735	EDWARDS Invalid Date of Anticipated Completion Attempted to add an ad hoc student but the student was not found in the database	ANGELA	C	29-JAN-1986	H	22-OCT-2005	00000000
336-66-5554	WARE Invalid Date of Anticipated Completion Attempted to add an ad hoc student but the student was not found in the database	MARISA		12-JAN-1987	F	23-JUL-2005	00000000

19-OCT-2006 15:52:38 200855	BANNER System Test NSLDS SSCR Process						PAGE 2 SFRSSCR
* * * REPORT CONTROL INFORMATION - SFRSSCR - Release 7.3.1 * * *							
RPTNAME: SFRSSCR TERM: 200855 SSCR FILE NAME: /banner/jobsub/sscrerror.dat SSCR FILE TYPE: E RUN MODE: E ADDRESS HIERARCHY: 1MA (Entered but not used) AID YEAR: 0607 (Entered but not used) LEVEL CODE FOR NEW STUDENTS: COLLEGE CODE FOR NEW STUDENTS: CAMPUS CODE FOR NEW STUDENTS: MATCH ON ID ONLY: Y EFFECTIVE WITHDRAWAL DATE: N  Submittal File Records Processed: 197 Submittal File Records Accepted: 190 Submittal File Records Rejected: 7							

## Compliance Listener Start Up Process (SFRPINI)

**Description** This process is used to initialize the SFRPIPE process to run in the background, listening for Oracle pipe calls to execute the compliance process for registration prerequisite processing with CAPP. Run SFRPINI from the host. There are no job submission parameters for this process.

The terminal displays the following when the process is run:

```
This program starts the SFKREG servers to service requests to handle
compliance from the Banner System. It reads the SFBPIPE table,
and then starts an SFKPIPE process for each pipe in the table.

The userid and password used need privileges to read and update
the SFBPIPE table and access the SFKPIPE named pipes.

Starting pipe with command: sfrpipe plawler/u_pick_it SFKPIPE01 &
Starting pipe with command: sfrpipe plawler/u_pick_it SFKPIPE02 &
Starting pipe with command: sfrpipe plawler/u_pick_it SFKPIPE03 &

Servers started.
Connected.
Connected.
Connected.
```

There is no hardcopy output from this process.

## Compliance Pipe Process (SFRPIPE)

**Description** This process is used as a listening agent for Oracle pipes, to initiate the compliance process to perform registration prerequisite processing with CAPP. Run SFRPIPE from the host. There are no job submission parameters for this process.

The terminal displays the following when the process is run:

```
Waiting for work on pipename...
```

There is no hardcopy output from this process.

### GTVSDAX Rules

These GTVSDAX rules can be used with pipes processing for debugging purposes.

Internal Code	Internal Group Code	External Code	Description
PIPETIME	PIPETIMEOUT	300	SFRPIPE timeout in seconds
PIPESIZE	PREREQUISITES	4048	SFRPIPE pipe size
PREREGDEBG	PREREQUISITES	FALSE	Debug Msg in PreReg

The *PIPETIME* rule allows you to change the timeout period for the pipe process. The default timeout period is 300 seconds or five minutes. The SFKPREL and SFKPIP1 packages are used by this rule.

The *PIPESIZE* rule allows you to change the size of the `dbms_pipe` used for the pipe process. The default pipe size is the Oracle default of 4048.

#### **Warning**

This value should not be changed unless specified by a SunGard Higher Education technician. ■

The *PREREGDEBG* rule allows you to perform testing and debugging for pipe processing.

 **Warning**

It is strongly advised that this rule only be set to *FALSE* when pipe process testing is taking place. Numerous calls to the *dbms\_output* item are performed, which could affect system performance in a production environment. ■

## Queue Initialization Process (SFRQINI)

**Description** This process initializes the SFRADVQ listener process to be run in the background, where it listens for Oracle advanced queue calls to execute the compliance process. It can be run from job submission. SFRQINI can be compared to the SFRPINI pipe initialization process.

Parameters	Name	Required?	Description	Values
	Number of Listeners to Start	Yes	Enter the number of advanced queue listeners to be started from SFRADVQ. The default is 10.	

### Report Sample—Queue Initialization Process (SFRQINI)

The control report displays the following when the process is run:

```
10-SEP-2010      SUNGARD UNIVERSITY of BANNER
                  Compliance Listener Start Up Log          SFRQINI

This program starts the listener service(s) to handle
Compliance from the Banner System(all of webcapp, and
CAPP area prereqs for both web and INB).

Attempting to Purging Queues.
Attempting to stop any existing sfradvq listeners.

Starting queue with command: echo client_password | sfradvq client_username 1 &

Server Started

Starting queue with command: echo client_password | sfradvq client_username 2 &
Server Started

Starting queue with command: echo client_password | sfradvq client_username 3 &
Server Started
^L
  * * * REPORT CONTROL INFORMATION - SFRQINI - Release 8.4.1 * * *

                          Sessionid: 3457207
```

## Compliance Advanced Queue Process (SFRADVQ)

**Description** This process is a listening agent for Oracle advanced queue processing. It tells advanced queuing to perform compliance processing. Run the SFRQINI process to start the SFRADVQ process. SFRADVQ can be compared to the SFRPIPE pipe listener process. There are no job submission parameters for this process.

### GTVSDAX Rules

These GTVSDAX rules can be used with advanced queue processing.

Internal Code	Internal Group Code	External Code	Description
AQ4PIPES	CAPP	Y	All CAPP Processing
QUEUETIME	QUEUETIMEOUT	300	SFRADVQ timeout in seconds

The *AQ4PIPES* rule for the internal group code of *CAPP* is used to toggle between pipes processing (SFRPINI and SFRPIPE) and advanced queue processing (SFRQINI and SFRADVQ).

The *QUEUETIME* rule is used to change the timeout period for the advanced queue process. The delivered default timeout period is 300 seconds (five minutes). You need to set the rule to the timeout value you choose for the queue to work with the advanced queuing. The SFKCOMM package uses the *AQ4PIPES* rule to determine the transmission protocol, while the SOKADVQ package uses the *QUEUETIME* rule.

The *QUEUETIME* rule is equivalent to the *PIPETIME* GTVSDAX rule. The *QUEUETIME* rule states the amount of time the user is willing to wait for a response for compliance processing while using the advanced queuing option, while the *PIPETIME* rule denotes the amount of time the user is willing to wait for a response for the compliance processing while using pipes processing.

Advanced queuing can be used in place of pipes processing, but using advance queuing is not required for communication protocol. The GTVSDAX rules are delivered with a value of *N*, you can continue to use pipes processing.

### Report Sample—Compliance Advanced Queue Process (SFRADVQ)

The control report displays the following when the process is run:



18-AUG-2010 SUNGARD UNIVERSITY of BANNER  
Compliance Listener Log File

sfradvq\_s10b80v\_1

sfradvq\_s10b80v\_1 listener waiting for work ...  
Date Process Jobsub\_No RunMode Banner ID Request\_no Process Time(sec.)

Notice: This Queue is being shut down because :  
\* \* \* Exit command recieved at 18-AUG-2010 07:43:41 \* \* \* ^L

\* \* \* REPORT CONTROL INFORMATION - sfradvq\_s10b80v\_1 - Release 8.4.1 \* \* \*

Sessionid : 3427456  
Total Requests Processed on this Queue : 0  
Total PREQ processed : 0  
Average PREQ Processing Time : 0.00  
Total CAPP Evaluations processed : 0  
Average CAPP Evaluation Processing Time : 0.00

## Withdraw Pending Status Change Report (SFRNOWD)

**Description** This report is used to show which students have zero enrollment hours but have not officially withdrawn from the institution (in other words, students who have been enrolled in a term and whose status indicates they are eligible to enroll, but no longer have any active registration for a term, because there are no SFRSTCR records with a **Status Code** checked as **Count in Enrollment** on the Course Registration Status Code Validation Form (STVRSTS)).



### Note

The **Withdrawal Code** on STVESTS is used to show that the enrollment status code is also a withdrawn indicator for this reporting process. ■

You can display several different groups of students in the report output:

- those who have received or could have received Title IV financial aid,
- those who received only non-Title IV aid, or
- those with no financial aid.

The report also allows you to include those students who have enrollment for the term but no credit hours in academic history (all F's, for example).

Date parameters are included in this report so as not to include students previously identified as withdrawn if desired. Dates are based on activity date on SFRSTCA.

Parameters	Name	Required?	Description	Values						
	Term Code	Yes	Enter the code of the term for which you want to run the report.	Term Code Validation Form (STVTERM)						
	Student Level(s)	Yes	Enter the student level or levels (such as undergraduate or graduate) for which you want to run the report. Multiple levels may be entered.	Level Code Validation Form (STVLEVL)						
	Financial Aid Selection	Yes	Enter the type of financial aid recipient. Enter <i>T</i> for Title IV recipients only, <i>F</i> for Financial Aid recipients, or <i>A</i> for all students. The default is <i>T</i> .	<table> <tr> <td>T</td> <td>Title IV recipients</td> </tr> <tr> <td>F</td> <td>Financial Aid recipients</td> </tr> <tr> <td>A</td> <td>All students</td> </tr> </table>	T	Title IV recipients	F	Financial Aid recipients	A	All students
T	Title IV recipients									
F	Financial Aid recipients									
A	All students									

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	Verify Enrollment	Yes	Enter <i>Y</i> to verify enrollment or <i>N</i> to not verify enrollment. The default is <i>Y</i> .	Y Verify enrollment N Do not verify enrollment
	Start Date	No	Enter the start date in DD-MON-YYYY format. Use this parameter to exclude students previously identified as withdrawn. Dates are based on the activity date on SFRSTCA.	
	End Date	No	Enter the end date in DD-MON-YYYY format. Use this parameter to exclude students previously identified as withdrawn. Dates are based on the activity date on SFRSTCA.	
	Verify History	Yes	Enter <i>Y</i> to verify history or <i>N</i> to not verify history. The default is <i>Y</i> .  Use this parameter to include those students who have enrollment for the term but no credit hours in academic history (all F's, for example).	Y Verify history N Do not verify history
	Grade Which Reflects Drop	No	Enter any grades which may reflect a drop.	
	Campus Selection	Yes	Enter the campus for which you wish to run the report, or % for all. The default is %.	Campus Code Validation Form (STVCAMP)
	Sort Order	Yes	Enter the sort order for the report output. Enter <i>I</i> to sort on Student ID, <i>N</i> to sort on Name, <i>L</i> to sort on Level.	I Student ID N Name L Level

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	Application Code	No	<p>Enter the code that identifies the general area for which the selection identifier was defined. All or none of the population selection parameters must be entered.</p> <p>The Population Selection Extract Inquiry Form (GLIEXTR) may be used to review the people who will be processed in the load from the selection identifier and application code entered.</p>	Application Inquiry Form (GLIAPPL)
	Selection Identifier	No	<p>Enter the code that identifies the population with which you wish to work. The selection identifier must be defined on the Population Selection Definition Rules Form (GLRSLCT). All or none of the population selection parameters must be entered.</p>	Population Selection Inquiry Form (GLISLCT)
	Creator ID	No	<p>Enter the user ID of the person who created the population rules. All or none of the population selection parameters must be entered.</p>	
	User ID	No	<p>Enter the user ID for the population selection. This is the ID of the user who selected the population of people. This may or may not be the same as the Creator ID. All or none of the population selection parameters must be entered.</p>	

## Report Sample—Withdraw Pending Status Change Report (SFRNOWD)

15-MAY-2000 03:59:PM		Banner University							PAGE: 1	
		STUDENTS ELIGIBLE TO ENROLL WHO HAVE NO ACTIVE REGISTRATION							SFRNOWD	
		TERM: FALL 2000								
		STUDENTS WITH FINANCIAL AID								
NAME	ID	LEVEL	ENROLLED	CAMPUS/ COLLEGE	LAST CHANGE	ORIGINAL INST CHGS	NET INST CHGS	TITLE IV	TOTAL AID	BALANCE
DeSalvo, Jonathan Paul	TIV110000	UG	15-MAY-00	M/BU	15-MAY-00	2400.00	2400.00	4588.00	7338.00	-2635.00
CRN	P/T	SUBJECT	COURSE	SECTION	CAMPUS	STATUS	STATUS DATE	LAST DATE ATTENDED		
10005	1	ENGL	300	C	M	DC	15-MAY-00	05-NOV-00		
10025	1	GEOL	040	O	M	DC	28-APR-00			
10035	1	SPAN	050	D	M	DC	28-APR-00			
10045	1	ANTH	061	C	M	DC	28-APR-00			
Manley, John R	TIV270000	UG	11-MAY-00	M/BU	11-MAY-00	600.00	600.00	0.00	250.00	600.00
CRN	P/T	SUBJECT	COURSE	SECTION	CAMPUS	STATUS	STATUS DATE	LAST DATE ATTENDED		
10005	1	ENGL	300	C	M	DW	11-MAY-00			
Meehan, Helen Ellie	TIV120000	UG	07-APR-00	M/AS	28-APR-00	2600.00	2600.00	5063.00	7663.00	-3660.00
CRN	P/T	SUBJECT	COURSE	SECTION	CAMPUS	STATUS	STATUS DATE	LAST DATE ATTENDED		
10005	1	ENGL	300	C	M	DC	28-APR-00			
10018	1	NURS	295	B	M	DC	28-APR-00			
10019	1	CHEM	100	A	M	DC	28-APR-00			
10021	1	STAT	140	A	M	DC	28-APR-00			

15-MAY-2000 03:59:PM		Banner University		PAGE: 2	
		TOTAL PAGE			
* * * REPORT CONTROL INFORMATION - SFRNOWD - Release 4.3 * * *					
TERM CODE	:	200110			
STUDENT LEVEL(S)	:	UG			
FINANCIAL AID SELECTION	:	F			
VERIFY ENROLLED	:	YES			
START DATE	:				
END DATE	:				
VERIFY HISTORY	:	YES			
GRADES WHICH REFLECT DROP	:	CAMPUS	:	ALL CAMPUSES SELECTED	
SORT ORDER	:	N			
APPLICATION ID	:	NO APPLICATION ID ENTERED			
SELECTION ID	:	NO SELECTION ID ENTERED			
CREATOR ID	:	NO CREATOR ID ENTERED			
USER ID	:	NO USER ID ENTERED			
TOTAL OF STUDENTS PROCESSED	:	3			

## Withdrawn Student Report (SFRWDRL)

**Description** This report is used to identify students who have withdrawn from the term and need to have a Title IV refund calculated (in other words, those students who have had a withdrawal status code with the **TIV Update Ind(icator)** checked on the Student Withdrawal Status Code Validation Form (STVWDRL) and entered on their student record). This report can also be used to record the student's withdrawal date for Title IV purposes and to create a withdrawal record for those students who received Title IV funds.

The report allows you to:

- Select only those students who have been awarded Title IV funds or all students.
- Select only the withdrawal enrollment status codes requested. The default for the parameter is all withdrawal enrollment status codes. You have the option of selecting all withdrawal status codes, one withdrawal status code, or multiple withdrawal status codes.
- Review the student status date and Accounts Receivable institutional charge detail to determine if changes are required.
- Use population selection.
- Sort by activity date, ID, name, withdrawal status code, and level.



### Note

Address type codes need to be set up on the Crosswalk Validation Form (GTVSDAX) to map to the home address type and campus address type if you want addresses to print on the report. The value in the **Internal Code** field is used to identify the GTVSDAX address hierarchy.

Parameters	Name	Required?	Description	Values
	Audit or Update Mode	Yes	Enter <i>A</i> for audit or <i>U</i> for update. Update mode will update the database records by creating a withdrawal record for those students who received Title IV funds.	A Audit U Update
	Term Code	Yes	Enter the code of the term for which you want to run the report.	Term Code Validation Form (STVTERM)

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	Student Level	Yes	Enter the student level or levels (such as undergraduate or graduate) for which you want to run the report. Multiple levels may be entered.	Level Code Validation Form (STVLEVL)
	Campus Code (% for all)	Yes	Enter the code of the campus for which you want to run the report, or enter % for all. The default is %.	Campus Code Validation Form (STVCAMP)
	Title IV Recipients Only	No	Enter <i>Y</i> to include only Title IV recipients or <i>N</i> to include all students.	Y Title IV recipients only N All students
	Enrollment Status Code (% for all)	Yes	Enter the enrollment status code for the type of enrollment status to be included in the report or % for all enrollment codes. Multiple values may be entered.	Enrollment Status Code Validation Form (STVESTS)
	Default WDRL Code	Yes	Enter the withdrawal code to be used for records that do not have an associated withdrawal code on STVESTS.	Withdrawal Code Validation Form (STVWDRL)
	Major Sort Sequence	Yes	Enter the sort sequence for the primary sort order: <i>I</i> for ID, <i>N</i> for Name, <i>S</i> for Status Code, <i>D</i> for Date, or <i>L</i> for Level.  Sorting is performed by calendar date, using the SFBETRM_ESTS_DATE value and the DATE format.	I ID N Name S Status code D Date L Level
	Minor Sort Sequence	No	Enter the sort sequence for the secondary sort order: <i>I</i> for ID or <i>N</i> for Name, when the Major Sort Sequence parameter is set to <i>S</i> , <i>D</i> , or <i>L</i> .	I ID N Name
	Home Address SDAX Code	Yes	Enter the address type to be used as the home address for Title IV processing. This code must be defined on the Crosswalk Validation Form (GTVSDAX).	Crosswalk Validation Form (GTVSDAX)

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	Campus Address SDAX Code	Yes	Enter the address type to be used as the campus address for Title IV processing. This code must be defined on the Crosswalk Validation Form (GTVSDAX).	Crosswalk Validation Form (GTVSDAX)
	Selection Identifier	No	Enter the code that identifies the population with which you wish to work. The selection identifier must be defined on the Population Selection Definition Rules Form (GLRSLCT). All or none of the population selection parameters must be entered.	Population Selection Inquiry Form (GLISLCT)
	Application Code	No	Enter the code that identifies the general area for which the selection identifier was defined. All or none of the population selection parameters must be entered.  The Population Selection Extract Inquiry Form (GLIEXTR) may be used to review the people who will be processed in the load from the selection identifier and application code entered.	Application Inquiry Form (GLIAPPL)
	Creator ID	No	Enter the user ID of the person who created the population rules. All or none of the population selection parameters must be entered.	
	User ID	No	Enter the user ID for the population selection. This is the ID of the user who selected the population of people. This may or may not be the same as the Creator ID. All or none of the population selection parameters must be entered.	



## Report Sample—Withdrawn Student Report (SFRWDRL)

03-OCT-2006 11:33:46		BANNER SYSTEM TEST Withdrawn Student Report			PAGE 1 SFRWDRL
RUN MODE: AUDIT		TERM: 200635 Summer 2006 (PB) LEVEL: UG Undergraduate 2			
NAME Dom Wehner	ID A00012214	CAMPUS/COLLEGE /AS	STUDENT STATUS WP Withdrawl	EFFECTIVE DATE 06-OCT-2006	ACCOUNT BALANCE 950.00
HOME ADDRESS 678 Norwood Street Malix, CA 123456789		CAMPUS ADDRESS 256 Sherman Ave Northampton, MA 01063			
TRAN	CODE	DESC	DATE	AMOUNT	ORIGINAL
2	ACTF	Activity Fee	03-OCT-2006	50.00	
1	T101	Undergraduate Tuition	03-OCT-2006	900.00	Y
ORIGINAL CHARGE TOTAL:		900.00	TITLE IV ACCEPTED:		
ADJUSTMENTS:		50.00	TITLE IV PAID:		
NET:		950.00	TOTAL AID ACCEPTED:		
			TOTAL AID PAID:		
*Note: Withdrawal record will be created for student.					

03-OCT-2006 11:33:46		BANNER SYSTEM TEST Withdrawn Student Report			PAGE 2 SFRWDRL
* * * REPORT CONTROL INFORMATION - SFRWDRL - Release 7.3.1 * * *					
Parameter Name	Value				
RUN SEQUENCE NUMBER:	23096				
AUDIT OR UPDATE MODE:	A				
TERM CODE:	200635				
STUDENT LEVEL:	UG				
CAMPUS CODE (%=ALL):	%				
TITLE IV RECIPIENTS ONLY:	N				
ENROLLMENT STATUS CODE (%=ALL):	%				
DEFAULT WDRL CODE:	05				
MAJOR SORT SEQUENCE:	N				
MINOR SORT SEQUENCE:					
HOME ADDRESS SDAX CODE:	HOMEADDR				
CAMPUS ADDRESS SDAX CODE:	CAMPADDR				
APPLICATION ID:					
SELECTION ID:					
CREATOR ID:					
USER ID:					
NUMBER OF RECORDS INSERTED:	0				
NUMBER OF RECORDS UPDATED:	0				
NUMBER OF RECORDS PROCESSED:	1				

## Auto Grade Assignment Process (SFPAGR)

**Description** This process is used to assign an incomplete or institutionally defined letter grade to long-standing, ungraded, open learning registration records. If a student has passed their expected completion date by a defined period of time (as defined in the report parameters), then the registration record will given the specified grade, thereby closing the record. The information displayed on the report comes from the student and section registration information in the SFRSTCR and SFRAREG records.



### Note

After you run the Auto Grade Assignment Process (SFPAGR), you need to run the Grade Roll to Academic History (SHRROLL).

Parameters	Name	Required?	Description	Values
	Processing Term	No	Enter the term code or codes for the terms to be checked for incomplete registration records.	Term Code Validation Form (STVTERM)
	Start Range From Date	No	Enter the start date for which registration records are to be processed.	
	Start Range To Date	No	Enter the end date for which registration records are to be processed.	
	CRN	No	Enter the CRN or CRNs for the sections to be processed, or enter % for all sections. The default is %.	
	Schedule Type	No	Enter the schedule type code or codes for the sections to be processed, or enter % for all. The default is %. For example, you could select all sections with a schedule type of self-paced.	Schedule Type Code Validation Form (STVSCHD)
	Instructional Method	No	Enter the instructional method or methods for the sections to be processed, or enter % for all. The default is %. For example, you could select all sections with an instructional method of Web-based.	Instructional Method Validation Form (GTVINSM)

Parameters	Name	Required?	Description	Values
	Instructor	No	Enter the ID of the instructor for the sections to be processed. You may only enter one instructor in this parameter.	
	Grade Deadline Grace Period	No	Enter the number of calendar days for the grace period deadline. The default is 45. The number of calendar days is added to the most recent expected completion date. If the derived date is less than or equal to the current date, i.e., the registration record has passed the grade period for which a grade can be entered, then the record will be updated.	
	Grade	Yes	Enter the grade code to be assigned to the registration record. The default is <i>I</i> (Incomplete). Make sure the grade code is defined for each existing grading mode so SHRROLL will run correctly.	Grade Code Maintenance Form (SHAGRDE)
	Run Mode	Yes	Enter <i>R</i> to produce a report of those students still without grades or <i>U</i> to update the database. The default is <i>R</i> .	R Audit U Update
	Report Sequence	Yes	Enter <i>S</i> to sort the report output by student name or <i>C</i> to sort the report by CRN within term. The default is <i>S</i> .	S Sort by student name C Sort by CRN within term

### Report Sample—Auto Grade Assignment Process (SFPAGR)

22-APR-2003		BANNER University Automatic Grade Assignment Process UPDATE MODE			Page: 1 SFPAGR
ID	Name	Term	CRN	Title	Expected Completion Date
445800001	Griffiths, Tom	200371	71012	Biological Principles 199520	05-APR-2003

\* \* \* REPORT CONTROL INFORMATION - SFPAGRD - Release 6.0 \* \* \*

Report Name : SFPAGRD  
Term : 200371  
Start From Date : %  
Start To Date : %  
CRN : 71012  
Schedule Type : %  
Instructional Method : %  
Instructor : %  
Grade Deadline Grace Period : 5  
Grace Date : 17-APR-2003  
Grade : I  
Run Mode [Audit/Update]: Update  
Sort Order : Name  
  
Processing Totals .....  
Records Selected : 1  
Records Updated : 1  
Session ID : 185622

## Registration Admin Messages Report (SFRRGAM)

**Description** This report is used to track registration errors for administrative purposes, check for in-progress prerequisites errors, view any potential schedule conflicts due to changes in class schedule, or find students who took in-progress prerequisites that may have not met the requirements. You can use the error checking settings for registration restrictions on SOATERM when the report is run, or you can define the error checking settings using individual parameters. This report reruns the edit checking based on the settings entered by the user. These errors are not stored anywhere in the database, as this information can change constantly.



### Note

When DegreeWorks prerequisite checking is in use, the report displays DegreeWorks prerequisite error messages. ■

If a single term is entered in the Term Code parameter, both date parameters (Start Date From Date and Start Date To Date) will be set to NULL for the running of the report, even if valid dates have been entered in these two parameters. The control report will display NULL for these two fields, even though they contain the user-entered values in Banner job submission (GJAPCTL).

If a date range is used for the report (i.e., the Term Code parameter is set to %), the Use SOATERM Error Check Flags parameter will be set to *N* for this running of the report, even though it may have been set to *Y* on GJAPCTL. The field value will be displayed on the control report as *N*, indicating that the SOATERM error checking values were not used for this specific running of the report. The values that exist on GJAPCTL for all the error checking parameters will be used for this specific running of the report, and they will be displayed on the control report.

If an individual course is entered in the CRN parameter, the process will operate only on that CRN. It is important to remember that a CRN may be involved in an error condition, even though no error is reported against that CRN. For example, if a student registers for CRN 1 and CRN 2, and a time conflict exists between the two sections, only the latter, based on the date and time it was added to the student's schedule, is assigned an error message. Therefore, if the report is run for CRN 1, no error will be generated. If the report is run for CRN 2, the time status error will be generated.



### Note

If CAPP prerequisites are being processed and the pipes (SFRPINI and SFRPIPE) are not being run, the report will display an error such as *CAPP pipes error* or *CAPP processing error*.

The *Active Registration Cannot Process* error means that another user was in the record at the time this report was run, and it will need to be run against that student at a later time. ■

<b>Parameters</b>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	Term Code	No	<p>Enter the registration term for which administrative messages are to be processed. Enter % when using a date range.</p> <p>If % is entered in the Term Code parameter, a date range must be entered.</p>	Term Code Validation Form (STVTERM)
	Start Date From Date	No	<p>Enter the start date from which registration records should be selected. Enter in MON-DD-YYYY format.</p> <p>If a date is entered in this parameter, the value of % must have been entered in the Term Code parameter.</p>	
	Start Date To Date	No	<p>Enter the start date to which registration records should be selected. Enter in MON-DD-YYYY.</p> <p>If a date is entered in this parameter, the value of % must have been entered in the Term Code parameter.</p>	
	Application Code	No	<p>Enter the code that identifies the general area for which the selection identifier was defined. All or none of the population selection parameters must be entered.</p> <p>The Population Selection Extract Inquiry Form (GLIEXTR) may be used to review the people who will be processed in the load from the selection identifier and application code entered.</p>	Application Inquiry Form (GLIAPPL)
	Selection Identifier	No	<p>Enter the code that identifies the population with which you wish to work. The selection identifier must be defined on the Population Selection Definition Rules Form (GLRSLCT). All or none of the population selection parameters must be entered.</p>	Population Selection Inquiry Form (GLISLCT)

Parameters	Name	Required?	Description	Values
	Creator ID	No	Enter the user ID of the person who created the population rules. All or none of the population selection parameters must be entered.	
	User ID	No	Enter the user ID for the population selection. This is the ID of the user who selected the population of people. This may or may not be the same as the Creator ID. All or none of the population selection parameters must be entered.	
	Student ID	No	Enter the ID of the student for which administrative messages are to be reported. Multiple IDs may be entered.	
	CRN	No	Enter the CRNs for which administrative messages are to be reported. Multiple CRNs may be entered.	
	Report Option	Yes	Enter <i>P</i> to report failed in-progress prerequisite messages. This option is valid <i>only</i> if prerequisite checking was turned on during registration. Enter <i>A</i> to report all messages. The default is <i>A</i> .	<p><b>P</b> Failed in-progress prerequisites</p> <p><b>A</b> All messages</p>
	Registration Access Errors	Yes	Enter <i>I</i> to include the reporting of students whose courses could not be evaluated because they had an active registration session in progress at the time the report was run. Enter <i>E</i> to exclude the reporting of these students. The default is <i>I</i> .	<p><b>I</b> Include</p> <p><b>E</b> Exclude</p>
	Use SOATERM Error Check Flags	No	Use this parameter when the Report Option parameter is set to <i>A</i> . Enter <i>Y</i> to use the error checking flags for registration restrictions on SOATERM. Enter <i>N</i> to use the parameters which follow for error checking. The default is <i>Y</i> .	<p><b>Y</b> Use SOATERM flags</p> <p><b>N</b> Use parameters</p>
			If dates have been entered in the Start Date From Date and Start Date To Dates parameters, this parameter must be set to <i>N</i> .	

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>	
	Duplicates	No	Use this parameter instead of the error checking flag on SOATERM to check for duplicates errors. Enter <i>F</i> to check for fatal errors or <i>N</i> to not check for errors. The default is <i>N</i> .	F	Fatal
				N	No checking
	Links	No	Use this parameter instead of the error checking flag on SOATERM to check for links errors. Enter <i>F</i> to check for fatal errors or <i>N</i> to not check for errors. The default is <i>N</i> .	F	Fatal
				N	No checking
	Corequisites	No	Use this parameter instead of the error checking flag on SOATERM to check for corequisite errors. Enter <i>F</i> to check for fatal errors or <i>N</i> to not check for errors. The default is <i>N</i> .	F	Fatal
				N	No checking
	Prerequisites	No	Use this parameter instead of the error checking flag on SOATERM to check for prerequisite errors. Enter <i>F</i> to check for fatal errors or <i>N</i> to not check for errors. The default is <i>N</i> .	F	Fatal
				N	No checking
	Max Hours	No	Use this parameter instead of the error checking flag on SOATERM to check for maximum hours errors. Enter <i>F</i> to check for fatal errors or <i>N</i> to not check for errors. The default is <i>N</i> .	F	Fatal
				N	No checking
	Time	No	Use this parameter instead of the error checking flag on SOATERM to check for time errors. Enter <i>F</i> to check for fatal errors or <i>N</i> to not check for errors. The default is <i>N</i> .	F	Fatal
				N	No checking
	Approval	No	Use this parameter instead of the error checking flag on SOATERM to check for approval errors. Enter <i>F</i> to check for fatal errors or <i>N</i> to not check for errors. The default is <i>N</i> .	F	Fatal
				N	No checking



<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>	
	Field of Study	No	Use this parameter instead of the error checking flag on SOATERM to check for field of study/major errors. Enter <i>F</i> to check for fatal errors or <i>N</i> to not check for errors. The default is <i>N</i> .	F	Fatal
				N	No checking
	College	No	Use this parameter instead of the error checking flag on SOATERM to check for college errors. Enter <i>F</i> to check for fatal errors or <i>N</i> to not check for errors. The default is <i>N</i> .	F	Fatal
				N	No checking
	Level	No	Use this parameter instead of the error checking flag on SOATERM to check for level errors. Enter <i>F</i> to check for fatal errors or <i>N</i> to not check for errors. The default is <i>N</i> .	F	Fatal
				N	No checking
	Class	No	Use this parameter instead of the error checking flag on SOATERM to check for class errors. Enter <i>F</i> to check for fatal errors or <i>N</i> to not check for errors. The default is <i>N</i> .	F	Fatal
				N	No checking
	Repeat Hours	No	Use this parameter instead of the error checking flag on SOATERM to check for repeat hours errors. Enter <i>F</i> to check for fatal errors or <i>N</i> to not check for errors. The default is <i>N</i> .	F	Fatal
				N	No checking
	Repeat Limit	No	Use this parameter instead of the error checking flag on SOATERM to check for repeat limit errors. Enter <i>F</i> to check for fatal errors or <i>N</i> to not check for errors. The default is <i>N</i> .	F	Fatal
				N	No checking
	Campus	No	Use this parameter instead of the error checking flag on SOATERM to check for campus errors. Enter <i>F</i> to check for fatal errors or <i>N</i> to not check for errors. The default is <i>N</i> .	F	Fatal
				N	No checking

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>	
	Degree	No	Use this parameter instead of the error checking flag on SOATERM to check for degree errors. Enter <i>F</i> to check for fatal errors or <i>N</i> to not check for errors. The default is <i>N</i> .	F	Fatal
				N	No checking
	Program	No	Use this parameter instead of the error checking flag on SOATERM to check for program errors. Enter <i>F</i> to check for fatal errors or <i>N</i> to not check for errors. The default is <i>N</i> .	F	Fatal
				N	No checking
	Department	No	Use this parameter instead of the error checking flag on SOATERM to check for department errors. Enter <i>F</i> to check for fatal errors or <i>N</i> to not check for errors. The default is <i>N</i> .	F	Fatal
				N	No checking
	Student Attribute	No	Use this parameter instead of the error checking flag on SOATERM to check for student attribute errors. Enter <i>F</i> to check for fatal errors or <i>N</i> to not check for errors. The default is <i>N</i> .	F	Fatal
				N	No checking
	Cohort	No	Use this parameter instead of the error checking flag on SOATERM to check for cohort errors. Enter <i>F</i> to check for fatal errors or <i>N</i> to not check for errors. The default is <i>N</i> .	F	Fatal
				N	No checking
	Mutual Exclusion	No	Use this parameter instead of the error checking flag on SOATERM to check for mutual exclusion errors. Enter <i>F</i> to check for fatal errors or <i>N</i> to not check for errors. The default is <i>N</i> .	F	Fatal
				N	No checking

## Report Sample—Registration Admin Messages Report (SFRRGAM)

PAGE	1	SUNGARDHE University Registration Admin Messages							RUN DATE 06-MAR-2009 RUN TIME 11:42 AM	
SFRRGAM 8.2		ID	Name	LV Term	Date Added	Crse Start	Crse End	CRN	Subj Crse	Message
		300444063	Cerassy, Perry	UG 200912	06-MAR-2009	01-JAN-2009	30-JUN-2009	10003	BIOL 1011	Corequisite BIOL 1010 required
				UG 200912	06-MAR-2009	01-JAN-2009	30-JUN-2009	10005	BIOL 1401	Linked course required (Lab)
		610009508	Charles, Henry	UG 200912	06-MAR-2009	01-JAN-2009	30-JUN-2009	9744	IND 400	Mutual Exclusion with GEOL 1040
		300444001	Checkers, Ameila	UG 200912	06-MAR-2009	01-JAN-2009	30-JUN-2009	10168	MAH1 132	Field of Study Restriction - Major
		300444058	Cheney, Burt	UG 200912	06-MAR-2009	01-JAN-2009	30-JUN-2009	10007	ACCT 2340	Time conflict with CRN 10015
		A00018889	Dickens, Emma	UG 200912	04-MAR-2009	01-JAN-2009	30-JUN-2009	10023	CHSM 1000	Duplicate Course with Section 1008
		A00049415	English, Alex	UG 200912	04-MAR-2009	01-JAN-2009	30-JUN-2009	10067	NUTR 2120	Maximum hours exceeded
		210009107	George, Gail	UG 200912	03-MAR-2009	01-JAN-2009	30-JUN-2009	3012	MATH 1030	Repeat count exceeds 0
		300444058	Heney, Burt	UG 200912	03-MAR-2009	01-JAN-2009	30-JUN-2009	10013	BIOL 1401	Linked course required (Lecture)
				UG 200912	03-MAR-2009	01-JAN-2009	30-JUN-2009	10015	BIOL 1205	Linked course required (Lab)

\* \* \* REPORT CONTROL INFORMATION \* \* \*

Parameters have been entered via Job Submission.

Parameter Name	Value
Parameter Seq No:	215463
Term Code:	200912
Reg Start FROM Date:	
Reg Start TO Date:	
Application Code:	
Selection ID:	
Creator ID:	
User ID:	
Student ID:	
CRN:	
Report Option:	A
Access Report Option:	I
Use SOATERM Error Checks Option:	Y
SOATERM Error Checking Values	
Duplicates:	F
Links:	F
Corequisites:	F
Prerequisites:	F
Max Hours:	F
Time:	F
Approval:	F
Field of Study:	F
College:	F
Level:	F
Class:	F
Repeat Hours:	F
Repeat Limit:	F
Campus:	F
Degree:	F
Program:	F
Department:	F
Student Attribute:	F
Cohort:	F
Mutual Exclusion:	F
Number of Student/Term Recs Read:	10
Number of Access Errors:	0
Number of Messages Printed:	10

## Fee Assessment Report (SFRFEES)

**Description** This report is used to assist in troubleshooting and debugging fee assessment processing. It is intended to be an efficient way to gather needed information when a question on arises on fee assessment. The report will be the primary method for the ActionLine to obtain contact data, (along with additional delivered SQL\*Plus scripts).

This report lists various data values stored for a student that have the potential to meet registration assessment rule criteria. The values displayed are for enrollment data, student data, curriculum data, course registration data, optional mock fee assessment data, previous and current fee assessment, and accounts receivable records. The report processes a single ID or a population selection for a term. The report also lists a basic summary of learner data that may be used for assessment verification and can be helpful when troubleshooting assessment results. The supported parameters will be expanded in later releases to assist with reviewing assessment information.

This report can also be used as a tool for institutions to evaluate their processing rules or check on a specific group of students. For example, an institution may want to update a rule. They could take a sample population selection, and then compare the current assessment with a mock assessment to determine if this change would be appropriate. Another potential use would be if a user wanted to review assessment results for students who have a specific drop registration status (i.e., *DD*). They would create a population selection containing these students, and run the report. This allows them to easily compare the current assessment to the previous one, and determine if the refund was performed correctly.

Parameters	Name	Required?	Description	Values
	Term	Yes	Enter the registration term for which fee assessment is to be reported.	Term Code Validation Form (STVTERM)
	Student ID	No	Enter the ID of the student for which fee assessment is to be reported.	
	Application Code	No	Enter the code that identifies the general area for which the selection identifier was defined. All or none of the population selection parameters must be entered.  The Population Selection Extract Inquiry Form (GLIEXTR) may be used to review the people who will be processed in the load from the selection identifier and application code entered.	Application Inquiry Form (GLIAPPL)

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	Selection Identifier	No	Enter the code that identifies the population with which you wish to work. The selection identifier must be defined on the Population Selection Definition Rules Form (GLRSLCT). All or none of the population selection parameters must be entered.	Population Selection Inquiry Form (GLISLCT)
	Creator ID	No	Enter the user ID of the person who created the population rules. All or none of the population selection parameters must be entered.	
	User ID	No	Enter the user ID for the population selection. This is the ID of the user who selected the population of people. This may or may not be the same as the Creator ID. All or none of the population selection parameters must be entered.	
	Mock Assessment Indicator	Yes	Enter <i>Y</i> to process mock fee assessment or <i>N</i> to not process mock fee assessment. The default is <i>N</i> .	Y Mock assessment N No mock assessment
	Mock Assessment Effective Date	No	Enter the date for the mock fee assessment in DD-MON-YYYY format.  This parameter is the equivalent of the Assessment Date parameter in Registration Fee Assessment Process (SFRFASC). This parameter could be used to expand on the details of accounting transactions.	
	Assessment Detail Indicator	Yes	Enter a value to select the level of report detail. Enter <i>C</i> for current detail, <i>P</i> for previous detail, or <i>B</i> for both kinds of information. The default is <i>B</i> .	C Current P Previous B Both
	Sort Order	Yes	Enter a value to select the sort order for the output. Enter <i>N</i> for name order or <i>I</i> for student ID order. The default is <i>N</i> .	N Order by name I Order by student ID

## Report Sample—Fee Assessment Report (SFRFEES)

PAGE 1  
SFRFEES 8.0  
200820

SUNGARDHE University  
Fee Assessment Report

RUN DATE 04-APR-2008  
RUN TIME 09:53 AM

Term Student ID Student Name  
200820 A00114929 Flynn, Samantha

Message

Enrollment: Add Date ESTS Code/Date Last Assessment Date Activity Date  
01-MAR-08 EL 01-MAR-2008 00:00:00 04-APR-2008 09:26:56 04-APR-2008 09:26:56

Student: Rate Class STYP RESD Activity Date Attributes  
LOCAL FR N R 04-APR-2008 09:53:08

Curricula	Coll	Program	LV	Camp	Degree	LCUR Rate	LCUR Type	Admit Term	FOS	Type	Code	Dept	Attach	Majr
1	AE	BS-BIOL	UG	M	BS			200820	1	MAJ	BIOL			
2	AS	BA-ANTHRO	UG	CD2	BA			200710	1	MAJ	ANTH			

Course:	CRN	CAMP	Level	PTRM	RSTS Code/Date	GMOD	INSM	SCHD	Bill	Waive	Credits	Attributes
	10002	M	UG	1	RE 01-MAR-2008 16:45:29	S	TR	WOK	3.000	3.000	3.000	
	10008	M	UG	1	RE 01-MAR-2008 16:45:36	S		L	3.000	3.000	3.000	
	10004	A	UG	1	RE 01-MAR-2008 16:46:05	S	TR	WOK	4.000	4.000	4.000	NATL
	10006	M	UG	1	DC 04-APR-2008 09:37:37	S	TR	WOK	4.000	4.000	.000	

Mock Assessment: 04-APR-2008 09:53:47  
Course Liability:

CRN	RSTS Code/Date	PTRM	LVL	CAMP	GMOD	INSM	SCHD	Bill Hrs	TUI Liab%	TUI Liab Hrs	FEE Liab%	FEE Liab Hrs
10002	RE 01-MAR-2008 16:45:29	1	UG	M	S	TR	WOK	3	100	3	100	3
10008	RE 01-MAR-2008 16:45:36	1	UG	M	S		L	3	100	3	100	3
10004	RE 01-MAR-2008 16:46:05	1	UG	A	S	TR	WOK	4	100	4	100	4
10006	DC 04-APR-2008 09:37:37	1	UG	M	S	TR	WOK	4	30	1.2	30	1.2

Audit Seq	Detail	Description	Amount	Tran Date	Rule Type/No	CRN
1	CRSE	Course Fee	15.00	04-APR-2008	Section Fee	10008
2	CRSE	Course Fee	150.00	04-APR-2008	Section Fee	10004
4	CRED	Per Credit Tuition	1,558.20	04-APR-2008	STUDENT 3	
5	GFEE	GL enterable, foapal exists	32.00	04-APR-2008	STUDENT 4	
6	FEE1	Fee Charge 1	180.20	04-APR-2008	STUDENT 5	
7	FEE2	Fee Charge 2	0.00	04-APR-2008		
8	FLAT	Flat Tuition	0.00	04-APR-2008		
		Net Audit Liability:	1,935.40			

Acct Srce	Detail	Description	Amount	CRN
R	GFEE	GL enterable, foapal exists	32.00	
R	FEE1	Fee Charge 1	180.20	
R	CRED	Per Credit Tuition	1,558.20	
R	CRSE	Course Fee	150.00	10004
R	CRSE	Course Fee	15.00	10008
R	FLAT	Flat Tuition	0.00	
R	FEE2	Fee Charge 2	0.00	
		Registration Accounting Total:	1,935.40	

Current Assessment: 04-APR-2008 09:26:56

Audit Seq	Detail	Description	Amount	Tran Date	Rule Type/No	CRN
1	CRSE	Course Fee	15.00	04-APR-2008	Section Fee	10008
2	CRSE	Course Fee	150.00	04-APR-2008	Section Fee	10004

Term 200820 Student ID A00114929 Student Name Flynn, Samantha Message

4	GFEE	GL enterable, foapal exists	32.00	04-APR-2008	STUDENT 4
5	FEE2	Fee Charge 2	204.00	04-APR-2008	STUDENT 6
6	FLAT	Flat Tuition	1,764.00	04-APR-2008	STUDENT 7
Net Audit Liability:			2,165.00		

Acct Srce	Detail	Description	Amount	CRN
R	GFEE	GL enterable, foapal exists	32.00	
R	CRSE	Course Fee	150.00	10004
R	CRSE	Course Fee	15.00	10008
R	FLAT	Flat Tuition	1,764.00	
R	FEE2	Fee Charge 2	204.00	
Registration Accounting Total:			2,165.00	

Previous Assessment: 03-APR-2008 16:46:57

Audit Seq	Detail	Description	Amount	Tran Date	Rule Type/No	CRN
1	CRSE	Course Fee	15.00	03-APR-2008	Section Fee	10008
2	CRSE	Course Fee	150.00	03-APR-2008	Section Fee	10004
Net Audit Liability:			165.00			

Acct Srce	Detail	Description	Amount	CRN
R	CRSE	Course Fee	150.00	10004
R	CRSE	Course Fee	15.00	10008
Registration Accounting Total:			165.00	

Rules:

Type	Seq	Wv	Crse	Crse	Crse	DETL	Per Hr	Min	Max	From	To	From	To	Flat	OL Hr	Stud	Stud	Stud	
			CAMP	LEVL	ATTR					LiabHrs	LiabHrs	FlatHrs	FlatHrs	Amount	Start	POT	LEVL	MAJR	Rate
R	STUD	7	N			FLAT	147.00	0.00	99999.00	12.00	99.00	12.00	99.00	1764.00	18.00				LOCAL
R	STUD	5	N			FEE1	17.00	0.00	99999.00	0.01	11.99								LOCAL
R	STUD	3	N			CRED	147.00	0.00	99999.00	0.01	11.99								LOCAL
R	STUD	4	N			GFEE	0.00	32.00	32.00	0.01	99.99							BIOL	LOCAL
R	STUD	6	N			FEE2	17.00	0.00	99999.00	12.00	99.00	12.00	99.00	204.00					LOCAL

Term 200820 Student ID A00114930 Student Name Russell, Scott Message

Enrollment: Add Date 04-APR-08 ESTS Code/Date EL 04-APR-2008 00:00:00 Last Assessment Date 04-APR-2008 09:34:50 Activity Date 04-APR-2008 09:34:50

Student: Rate LOCAL Class FR STYP N RESD R Activity Date 03-APR-2008 16:59:07 Attributes

Curricula	Coll	Program	LV	Camp	Degree	LCUR Rate	LCUR Type	Admit Term	FOS	Type	Code	Dept	Attach	Majr
1	AE	BS-BIOL	UG	M	BS			200820	1	MAJ	BIOL			
2	AS	BA-ANTHRO	UG	M	BA			200820	1	MAJ	ANTH	ANTH		

Course:	CRN	CAMP	Level	PTRM	RSTS Code/Date	GMOD	INSM	SCHD	Bill	Waive	Credits	Attributes
	10002	M	UG	1	RE 04-APR-2008 09:32:47	S	TR	WOK	3.000	3.000	3.000	
	10009	M	UG		EX 04-APR-2008 09:34:50	S	TR	L	3.000	3.000	3.000	



Term Student ID Student Name  
 200820 A00114930 Russell, Scott

Message

Mock Assessment: 04-APR-2008 09:53:47  
 Course Liability:

CRN	RSTS Code/Date	PTRM	LVL	CAMP	GMOD	INSM	SCHD	Bill Hrs	TUI Liab%	TUI Liab Hrs	FEE Liab%	FEE Liab Hrs
10002	RE 04-APR-2008 09:32:47	1	UG	M	S	TR	WOK	3	100	3	100	3
10009	EX 04-APR-2008 09:34:50		UG	M	S	TR	L	3	100	3	100	3

Audit Seq	Detail	Description	Amount	Tran Date	Rule Type/No	CRN
1	EXPB	Extension Fee	55.00	04-APR-2008	Extension Fee	10009
3	T101	Undergraduate Tuition	600.00	04-APR-2008	STUDENT 1	
4	CRED	Per Credit Tuition	882.00	04-APR-2008	STUDENT 3	
5	GFEE	GL enterable, foapal exists	32.00	04-APR-2008	STUDENT 4	
6	FEE1	Fee Charge 1	102.00	04-APR-2008	STUDENT 5	
		Net Audit Liability:	1,671.00			

Acct Srce	Detail	Description	Amount	CRN
R	GFEE	GL enterable, foapal exists	32.00	
R	FEE1	Fee Charge 1	102.00	
R	CRED	Per Credit Tuition	882.00	
R	T101	Undergraduate Tuition	600.00	
R	EXPB	Extension Fee	55.00	10009
		Registration Accounting Total:	1,671.00	

Current Assessment: 04-APR-2008 09:34:50

Audit Seq	Detail	Description	Amount	Tran Date	Rule Type/No	CRN
6	EXPB	Extension Fee	55.00	04-APR-2008	Extension Fee	10009
8	T101	Undergraduate Tuition	600.00	04-APR-2008	STUDENT 1	
9	CRED	Per Credit Tuition	882.00	04-APR-2008	STUDENT 3	
10	GFEE	GL enterable, foapal exists	32.00	04-APR-2008	STUDENT 4	
11	FEE1	Fee Charge 1	102.00	04-APR-2008	STUDENT 5	
		Net Audit Liability:	1,671.00			

Acct Srce	Detail	Description	Amount	CRN
R	GFEE	GL enterable, foapal exists	32.00	
R	FEE1	Fee Charge 1	102.00	
R	CRED	Per Credit Tuition	882.00	
R	T101	Undergraduate Tuition	600.00	
R	EXPB	Extension Fee	55.00	10009
		Registration Accounting Total:	1,671.00	

Previous Assessment: 04-APR-2008 09:33:29

Audit Seq	Detail	Description	Amount	Tran Date	Rule Type/No	CRN
2	T101	Undergraduate Tuition	600.00	04-APR-2008	STUDENT 1	
3	CRED	Per Credit Tuition	882.00	04-APR-2008	STUDENT 3	
4	GFEE	GL enterable, foapal exists	32.00	04-APR-2008	STUDENT 4	

Term 200820 Student ID A00114930 Student Name Russell, Scott Message

5 FEE1 Fee Charge 1 102.00 04-APR-2008 STUDENT 5  
Net Audit Liability: 1,616.00

Acct Srce	Detail	Description	Amount	CRN
R	GFEE	GL enterable, foapal exists	32.00	
R	FEE1	Fee Charge 1	102.00	
R	CRED	Per Credit Tuition	882.00	
R	T101	Undergraduate Tuition	600.00	
		Registration Accounting Total:	1,616.00	

Rules:

Type	Seq	Wv	Crse CAMP	Crse LEVL	Crse ATTR	DETL	Per Hr	Min	Max	From LiabHrs	To LiabHrs	From FlatHrs	To FlatHrs	Flat Amount	OL Start	Hr POT	Stud LEVL	Stud MAJR	Stud Rate
R	STUD	5	N			FEE1	17.00	0.00	99999.00	0.01	11.99								LOCAL
R	STUD	1	N			T101	100.00	0.00	99999.00	0.01	99.00								
R	STUD	3	N			CRED	147.00	0.00	99999.00	0.01	11.99								LOCAL
R	STUD	4	N			GFEE	0.00	32.00	32.00	0.01	99.99								BIOL LOCAL

Term 200820 Student ID A00114931 Student Name Winter, Ryan Message

Enrollment: Add Date 04-APR-08 ESTS Code/Date EL 04-APR-2008 00:00:00 Last Assessment Date 04-APR-2008 09:35:36 Activity Date 04-APR-2008 09:35:36

Student: Rate LOCAL Class FR STYP S RESD 0 Activity Date 03-APR-2008 16:51:47 Attributes

Curricula	Coll	Program	LV	Camp	Degree	LCUR	Rate	LCUR Type	Admit	Term	FOS	Type	Code	Dept	Attach	Majr
1	EN	DMF	UG		BS				200820		1	MAJ	BIOL			

Course:

CRN	CAMP	Level	PTRM	RSTS Code/Date	GMOD	INSM	SCHD	Bill	Waive	Credits	Attributes
10002	M	UG	1	RE 04-APR-2008 09:35:29	S	TR	WOK	3.000	3.000	3.000	
10006	M	UG	1	RE 04-APR-2008 09:35:32	S	TR	WOK	4.000	4.000	4.000	
10008	M	UG	1	RE 04-APR-2008 09:35:49	S	L	WOK	3.000	3.000	3.000	
10004	A	UG	1	RE 04-APR-2008 09:35:54	S	TR	WOK	4.000	4.000	4.000	NATL

Mock Assessment: 04-APR-2008 09:53:48  
Course Liability:

CRN	RSTS Code/Date	PTRM	LVL	CAMP	GMOD	INSM	SCHD	Bill Hrs	TUI Liab%	TUI Liab Hrs	FEE Liab%	FEE Liab Hrs
10002	RE 04-APR-2008 09:35:29	1	UG	M	S	TR	WOK	3	100	3	100	3
10006	RE 04-APR-2008 09:35:32	1	UG	M	S	TR	WOK	4	100	4	100	4
10008	RE 04-APR-2008 09:35:49	1	UG	M	S	L	WOK	3	100	3	100	3
10004	RE 04-APR-2008 09:35:54	1	UG	A	S	TR	WOK	4	100	4	100	4

Audit Seq	Detail	Description	Amount	Tran Date	Rule Type/No	CRN
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PAGE 5  
 SFRFEES 8.0  
 200820

SUNGARDHE University  
 Fee Assessment Report

RUN DATE 04-APR-2008  
 RUN TIME 09:53 AM

Term	Student ID	Student Name	Message														
200820	A00114931	Winter, Ryan															
	1	CRSE	Course Fee	15.00	04-APR-2008	Section Fee	10008										
	2	CRSE	Course Fee	150.00	04-APR-2008	Section Fee	10004										
	4	GFEE	GL enterable, foapal exists	32.00	04-APR-2008	STUDENT 4											
	5	FEE2	Fee Charge 2	204.00	04-APR-2008	STUDENT 6											
	6	FLAT	Flat Tuition	1,764.00	04-APR-2008	STUDENT 7											
	7	FEE1	Fee Charge 1	0.00	04-APR-2008												
	8	CRED	Per Credit Tuition	0.00	04-APR-2008												
			Net Audit Liability:	2,165.00													
Acct Srce	Detail	Description	Amount								CRN						
R	GFEE	GL enterable, foapal exists	32.00														
R	FEE1	Fee Charge 1	0.00														
R	CRED	Per Credit Tuition	0.00														
R	CRSE	Course Fee	150.00				10004										
R	CRSE	Course Fee	15.00				10008										
R	FLAT	Flat Tuition	1,764.00														
R	FEE2	Fee Charge 2	204.00														
		Registration Accounting Total:	2,165.00														
Current Assessment: 04-APR-2008 09:35:36																	
Audit Seq	Detail	Description	Amount	Tran Date	Rule Type/No	CRN											
2	CRED	Per Credit Tuition	1,029.00	04-APR-2008	STUDENT 3												
3	GFEE	GL enterable, foapal exists	32.00	04-APR-2008	STUDENT 4												
4	FEE1	Fee Charge 1	119.00	04-APR-2008	STUDENT 5												
		Net Audit Liability:	1,180.00														
Acct Srce	Detail	Description	Amount								CRN						
R	GFEE	GL enterable, foapal exists	32.00														
R	FEE1	Fee Charge 1	119.00														
R	CRED	Per Credit Tuition	1,029.00														
		Registration Accounting Total:	1,180.00														
Previous Assessment:																	
Rules:	Crse	Crse	Crse	From	To	From	To	Flat	OL Hr	Stud	Stud	Stud					
Type	Seq	Wv	CAMP LEVL ATTR	DETL	Per Hr	Min	Max	LiabHrs	LiabHrs	FlatHrs	FlatHrs	Amount	Start	POT	LEV	MAJR	Rate
R	STUD	5	N	FEE1	17.00	0.00	99999.00	0.01	11.99								LOCAL
R	STUD	7	N	FLAT	147.00	0.00	99999.00	12.00	99.00	12.00	99.00	1764.00	18.00				LOCAL
R	STUD	3	N	CRED	147.00	0.00	99999.00	0.01	11.99								LOCAL
R	STUD	4	N	GFEE	0.00	32.00	32.00	0.01	99.99							BIOL	LOCAL
R	STUD	6	N	FEE2	17.00	0.00	99999.00	12.00	99.00	12.00	99.00	204.00					LOCAL

Processed: 3

PAGE 6  
SFRFEES 8.0  
200820

SUNGARDHE University  
Fee Assessment Report  
\* \* \* REPORT CONTROL INFORMATION \* \* \*  
Parameters have been entered via Job Submission.

RUN DATE 04-APR-2008  
RUN TIME 09:53 AM

Parameter Name	Value
Parameter Seq No:	183107
Term:	200820
Student ID:	
Application name:	STUDENT
Selection name:	FEES
Selection creator ID:	PBERRY
Selection user ID:	PBERRY
Run Mock Assessment:	Y
Mock Assessment Eff date:	
Assessment detail indicator:	B
Sort order:	N
Start date/time:	04-APR-2008 09:53 AM
End date/time:	04-APR-2008 09:53 AM

## Batch Waitlist Notification Process (SFRBWLP)

**Description** This process is used to produce waitlist notifications by term for new available seats based on entries in the SFRCOLW collector table. It will search the waitlisted sections for entries that are pending or expired (SFRWLNT) and remove those students from the waitlist. The waitlist enrollment count will then be updated for the CRN. Sleep/wake processing is used with batch waitlist notification, and the results can be sent to a specific printer.

Parameters	Name	Required?	Description	Values
	Term	Yes	Enter the term for which waitlist notifications are to be processed.	Term Code Validation Form (STVTERM)
	Printer ID	Yes	Enter the ID of the printer to be used with sleep/wake processing.	Printer Validation Form (GTVPRNT)
	Run in sleep/wake mode (Y/N)	No	Enter <i>Y</i> to use sleep/wake processing or <i>N</i> to not use sleep/wake cycling. The default is <i>N</i> .  Sleep/wake mode does not produce any printed output.	Y Use sleep/wake N Do not use sleep/wake
	Sleep Interval	No	Enter the time in seconds that the process should pause before running the job. Use values from 1 to 999999.	
	Print Control Report (Y/N)	Yes	Enter <i>Y</i> to print the control report in the output or <i>N</i> to not print the control report. The default is <i>N</i> .	Y Print control report N Do not print control report

## Report Sample—Batch Waitlist Notification Process (SFRBWLP)

16-JUN-2010 03:45:54  
200910

SUNGARDHE University  
Batch Waitlist Notification  
Fall 2008 (200910)

PAGE 1  
SFRBWLP

TERM	CRN	AVAILABLE SEATS	XLST GROUP	XLST AVAILABLE SEATS
200910	10036	5		
200910	10037	6		
200910	10038	1	W1	5
200910	10044			
200910	10049			
200910	10050			
200910	10069	1		
200910	10070			
200910	10071			
200910	10082			
200910	10085	7		
200910	10088	1	N1	1
200910	10089		N1	1
200910	10094			
200910	10099	2		
200910	10105	1	W2	2
200910	10106		W2	2
200910	10107	1	W2	2
200910	10109	3		
200910	10114			
200910	10115			
200910	10116			
200910	10117			
200910	10119	1		
200910	10121	2		
200910	10125			
200910	10134	5	X1	13
200910	10135		X1	13
200910	10136		X1	13
200910	10139			
200910	10148			
200910	10150			
200910	10154	10		
200910	10157	2		
200910	10158		RX	
200910	10159	1	RX	
200910	10166	2		
200910	10168			
200910	10170			
200910	10172			
200910	10178	1		
200910	10179	8		
200910	10182			
200910	10183			
200910	10184			
200910	10185	5		
200910	10186			
200910	10187			
200910	10188			
200910	10190			
200910	10191	3		
200910	10192	1		

200910	10195		WA	10
200910	10197		WA	10
200910	10198		WB	10
200910	10202	2	W4	2
200910	10203	4	W4	2
200910	10204	4	W4	2
200910	10205	3	W5	1
200910	10206	2	W6	3
200910	10208	3	W7	5
200910	10209	3	W7	5
200910	10215	3	WE	7
200910	10216	2	WF	4
200910	10218	4	WG	7
200910	10219	3	WG	7
200910	10222	2		
200910	10224	2		
200910	10239	5	WQ	3
200910	10240	1	WQ	3
200910	10241	8		
200910	10244	4	WQ	3
200910	10253	7		
200910	10261	6	J1	10
200910	10262	6	J1	10
200910	10265	2		
200910	10270	6		
200910	10271	2		
200910	10273	1		
200910	10274	1		
200910	10275	1		
200910	10276	1		
200910	10277	1		
200910	10278	1		
200910	10279	4		
200910	10280	1		
200910	10281	2		
200910	10282	1		
200910	10285	4		
200910	10286	3		
200910	10287	3		
200910	10288	1		
200910	10289	5		
200910	10290			
200910	10291	2	JQ	2
200910	10292	1	JQ	2
200910	10293	2		
200910	10299	4		
200910	10303	1		

16-JUN-2010 03:45:54  
200910

SUNGARDHE University  
Batch Waitlist Notification  
Fall 2008 (200910)

PAGE 2  
SFRBWLP

\* \* \* REPORT CONTROL INFORMATION - SFRBWLP - Release 8.4.0.1 \* \* \*

RPTNAME: SFRBWLP  
TERM: 200910  
PRINTER: //sctmnt20/4cv\_west\_8150  
RUN IN SLEEP/WAKE MODE (Y/N): N  
PRINT CONTROL REPORT (Y/N): Y

SCHEDULE COUNT: 1



## Waitlist Priority Reorder Process (SFPWLRO)

**Description** This process is used to reorder positions in the waitlist queue based on the rules defined on SOAWLTC. Waitlists are sorted by waitlist priority order and the timestamp for the course registration status code (STVRSTS). Reordering can be performed by term and CRN or by term and cross list group. Manual overrides can be included in the reordering process. If an entry has a manually assigned waitlist priority that is not overridden, it will not be processed.

Reordering is only applied to sections that fit the selection criteria and is done on a first come, first served basis within each rule. Waitlists for cross-listed courses are consolidated and reordered as a single waitlist for the group. Waitlists for courses with reserved seats and overflow allowances are consolidated and reordered as a single waitlist. Waitlists for courses with reserved seats but without overflow allowances are treated as a single waitlist.

Parameters	Name	Required?	Description	Values
	Term	Yes	Enter the term code for which waitlist priorities are to be reordered.	Term Code Validation Form (STVTERM)
	CRN	No	Enter one or more CRNs for which waitlist priorities are to be reordered. If a value is entered in this parameter, the Cross List Group parameter cannot be used.	
	Cross List Group	No	Enter the cross list group (SSAXLST) to be used to process specific cross-listed CRNs. This parameter cannot be used when a value is entered in the CRN parameter.	
	Manual Override	Yes	Enter <i>Y</i> to include manual overrides in the reordering process or <i>N</i> to not include the overrides.	Y Include manual overrides N Do not include manual overrides

## Report Sample—Waitlist Priority Reorder Process (SFPWLRO)

SFPWLRO 8.0

BANNER System Test  
Waitlist Priority Reorder

PAGE 1  
RUN DATE 25-MAR-2008  
RUN TIME 03:55 PM

SFPWLRO process completed successfully.

\* \* \* REPORT CONTROL INFORMATION \* \* \*  
Parameters have been entered via Job Submission.

Parameter Name	Value
Parameter Seq No:	36438
Term:	200811
CRN:	190
XLIST Group:	
Manual Override:	N

# Contents



## Chapter 13 Academic History

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# 13 Academic History



## Academic History Procedures

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### Enter Pre-Banner Data

Any academic history records that are not currently computerized may be entered into Banner® as bulk hours if the institution is not doing a detail conversion. The hours are entered on the Pre-Banner Summary Hours and GPA Form (SHAPCMP) by student level. The **(GPA) Type** field is used to indicate Institutional (*I*) or Transfer (*T*) pre-Banner information. The GPA is recalculated when information is deleted from this form. The **Campus** field is used when calculating a Campus GPA. Campus may only be entered on institutional information.

### Concurrent Curricula Processing

Concurrent curricula processing allows an institution to record and use multiple curricula for a person who is moved through the student cycle. This functionality is used by the Recruiting, Admissions, General Student, Registration, and Academic History modules.

Please refer to “Appendix C - Concurrent Curricula Processing” for detailed information on using concurrent curricula in Banner Student.

### Mass Entry Processing

Mass entry processing is used with Admissions, General Student, Registration, Academic History graduation, and athletic compliance processing. Mass entry forms are used to search on data, perform updates, and then display the results. Search and update criteria are user-defined and include student and curriculum elements where appropriate. The selected students can be reviewed and their updates processed immediately, or the updates can be held for later processing in job submission using a batch process. An audit form is used to view processing results for the mass entry forms.

Please refer to “Appendix D - Mass Entry Processing” for detailed information on using mass entry in Banner Student.

## Study Path Processing

Study path processing is used with the Admissions, General Student, Registration, and Academic History modules. Study paths provide a means by which a learner can associate specific course registration records to learner curriculum records during registration. The study path records allow the institution to track separate student status codes and academic standings (along with various other data) based on the student's curriculum. Likewise, a study path term enrollment record permits the tracking of enrollment eligibility that is separate from a student's overall enrollment status. The grade roll uses study paths to keep courses with an associated study path within the degree sequence created for that study path.

Please refer to “Appendix E - Study Path Processing” for detailed information on using study paths in Banner Student.

## Manual Curriculum Roll Processing

Manual curriculum roll processing allows an institution to select a single student's curriculum and create a degree record and an outcome curriculum record. The outcome curriculum record is referenced on transcripts when a degree is awarded. Outcome refers to a completion of a course of study, which could be a degree. However, not all courses of study result in a degree. Some can result in a certificate or license, for example.

A separate process is used to control the creation of the outcome records. This streamlines processing and assists with manual corrections on the final degree record. This process can be initiated at any point, in baseline and self-service, without running a batch process or rolling grades for an entire class. This avoids the creation of unnecessary records in the SHRDGMR table, as the degree sequence number is only created for the final curriculum and the intended degree. A job submission process can be used to select groups of learners and create degree records when your institution decides to do so.

Self-service graduation application processing can also be used to create degree records for outcome curricula and to update current outcome records with learner curriculum changes.

### Roll to Outcome Process Flow

Here is a process flow for the roll to outcome process. This process rolls the learner curriculum record to the outcome. It assumes that the incoming learner curriculum record has been selected to be rolled. The parameters include the entire learner curriculum record that will be rolled, so the record does not have to be re-read. The process validates setting of the **Rolled to Outcome (Indicator)**.

1. The process determines whether a degree with a sought or pending status exists that has the same college, degree, level, and program that are on the learner curriculum record.

2. The process validates: that the learner curriculum record is current and active, that the learner curriculum term is greater than or equal to the processing term, whether the learner curriculum record was previously rolled but the outcome curriculum no longer exists (it was deleted), and that the learner curriculum term is less than the processing term.

The system only processes learner curriculum records that are current to the processing term, as well as learner curriculum records from previous terms if the outcome records have been deleted. The process then inserts the curriculum records and updates/inserts the degree records based on the following:

- 2.1. whether the rolled sequence number for the learner curriculum record is null or whether the degree was deleted, and
- 2.2. if the learner curriculum record is current and active for the processing term. If the record is current and active, the process then checks:
  - 2.2.1. whether a matching degree record exists with the same learner curriculum level, program, degree, and college. If no match is found, the degree record is inserted.
  - 2.2.1. whether a degree exists for the same learner curriculum level, program, degree, and college, and if that degree has been awarded. If so, a new degree record is inserted.
- 2.3. If the curriculum is not current or active, the process then checks for a previously rolled curriculum record with the same priority.
  - 2.3.1. If no record exists, the curriculum record is not rolled.
  - 2.3.2. If a record exists, the process looks for the degree record for the previously rolled curriculum with the same priority. If that degree was awarded, the curriculum record is not rolled. If it was awarded, the next validation check takes place.
- 2.4. If the curriculum is not current and a degree exists, the process checks for another current, active outcome curriculum record for the degree that has a different priority. If one is found, the non-current curriculum record can be rolled, as it will not leave the outcome record without a current and active curriculum.
- 2.5. If the previous check does not result in the roll of the curriculum record, the process checks for another learner curriculum record that can be rolled that has a different priority, but has the same college, degree, level, and program. This results in the curriculum record being rolled to the same degree, and the degree record will then have at least one current, active curriculum.

3. A final check is made before the curriculum record is rolled to verify that one current, active curriculum will exist on the outcome record.
  - 3.1. Previous checks are performed again, to ascertain that one active outcome curriculum with the same priority exists for the degree, or that other learner curriculum records are ready to be rolled with the same level, degree, college, and program.
  - 3.1. If the learner curriculum has already been rolled, and the degree exists and has not been awarded, the process updates the degree and updates any field of study changes.
4. The backfill process is executed.

## Roll Curriculum Records from Job Submission

You can roll learner curriculum records to outcome manually or from job submission. The Roll Learner to Outcome Report (SHRROUT) allows you to roll one or more Banner IDs or a population selection using Audit and Update Mode. This process is independent of the end of term grade roll (SHRROLL). It allows you to define which student's learner records are selected and inserted or updated in the SHRDGMR table and to create outcome curriculum records. Record selection can be based on graduation application elements. If the graduation application data includes a diploma name and address that have been submitted using the self-service graduation application process, the report will update the appropriate diploma record with that data.

When the report is run in Update Mode, it uses functionality that is similar to SHRROLL. It checks for an existing degree record where the current, active, outcome curriculum associated with the record matches the level, college, degree, or program of the current, active, learner curriculum for the ID that has been selected for update. If no matching current, active curriculum record is found, the process creates a new degree record in the SHRDGMR table, copies the selected learner curriculum data, and creates a curriculum record with the module of *OUTCOME*. The previous outcome curriculum record is inactivated when the new degree and the outcome curriculum record are inserted. If the curriculum record matches an existing active outcome curriculum, other data elements submitted from the graduation application will be inserted, unless that outcome curriculum record has an active graduation application associated with it. In this case, a new degree sequence is created. The existence of different majors, minors, and concentrations does not constitute the need for a new degree record and the inactivation of the previously existing curriculum record, unless an active graduation application exists. Learner field of study records will be inactivated, and new active records will be inserted.

The curriculum record that is selected based on the parameters entered in job submission is read using the term that is associated with that curriculum. The SORLCUR table is read, and the highest sequence number row for each priority is selected, beginning with the lowest priority number row first. All rows are selected where the term code on SORLCUR is less than the to term of the selected SGBSTDN record.

A new record is created on SHADEGR when the learner record on SORLCUR is active, and no outcome SORLCUR row exists with the same college, degree, level, and program. A new record is also created when an outcome record on SORLCUR exists with the same college, degree, level, and program and a degree status of *AW* (awarded).

An existing record on SHADEGR is updated when an outcome record on SORLCUR exists with the same college, degree, level, and program and a degree status that is not equal to *AW* (awarded). When the learner record on SORLCUR is active, the SHRDGMR\_KEY\_SEQNO field on the matched outcome record is used to determine which outcome record can be updated. (This applies when a curriculum record was created, inactivated, then reactivated.)

When the learner record on SORLCUR is inactive, the process checks for the last rolled learner record that has the same priority. (The SORLCUR\_ROLLED\_SEQNO field is not null.) The SHRDGMR\_LCUR\_SEQNO value is selected from the ROLLED\_SEQNO field of the last rolled learner record to determine which outcome record should be updated. If no rolled learner SORLCUR record exists for that priority, the SORLCUR record is not processed. (Only inactive records need to be rolled, if records were previously rolled to history while they were active.)

Diploma data collected in the Graduation Application Form (SHAGAPP) is inserted if the data has been submitted through self-service, or if you have manually entered or edited the data in the form. When diploma data exists in SHAGAPP and is rolled manually or through job submission, the data is moved to SHADIPL.

When the manual roll is processed, the setting of the SORLCUR\_ROLL\_IND is ignored. This occurs in the following conditions:

- when SHRROUT is run.
- when the **Roll to Outcome** button is used in the Curriculum window on SGASTDN or SFAREGS.
- when the **Create/Update Degree Record** button is used on SHAGAPP.
- when the **Submit Request** button is used on the Graduation Application Summary page (bwsckgrad.p\_disp\_confirm) in Self-Service (and the **Create/Update Degree** checkbox is checked on SHAGADR).

Consider the following conditions when manual roll processing is used with graduation application functionality.

- If a graduation application exists for a learner curriculum record, that curriculum will not be displayed for selection on the Graduation Application page in Banner Student Self-Service.
- If a learner curriculum record has been rolled:
  - you cannot create a graduation application from that learner curriculum record in the Curriculum window;
  - you can create an application from the degree record on SHADEGR;

- the learner curriculum record will not be displayed for selection in self-service.
- If a learner curriculum record is rolled that has an associated graduation application, the outcome curriculum record is associated with the graduation application.
- If a learner curriculum record has been rolled and an associated graduation application exists, neither the learner curriculum record nor the outcome curriculum record will be displayed for selection in self-service.
- If a graduation application does not exist on a learner curriculum record, when the curriculum is rolled and matched to a degree with an existing graduation application, the graduation application from that degree is added to the newly rolled learner curriculum record. (The curriculum matches the level, college, program, and degree.)
- If a graduation application does exist on an unrolled learner curriculum record, when the record is rolled, a new degree will always be created, even if it is matched to an existing degree by level, college, degree, and program. This prevents the process from charging a student twice for the same degree sequence, when graduation charges are in use for self-service graduation applications.
- If a current and active outcome curriculum has an active graduation application derived from a rolled learner curriculum record, that curriculum record cannot be deleted without acknowledging a warning message.
- If a learner curriculum record is copied, you have the option to associate the graduation application to the new curriculum record that is created.
- If the graduation application is created from an outcome curriculum record, the graduation application is not attached to the original learner curriculum record. Since that learner curriculum record was already rolled, you cannot use that record to create a graduation application.
- If an outcome curriculum record is copied, the graduation application is always associated to the new curriculum record that is created.

## Manually Roll Records from Forms

You can manually roll and update learner curriculum records using the **Roll to Outcome** button in the Curriculum windows on SFAREGS and SGASTDN. The **Roll to Outcome** button creates and updates Academic History records and outcome curriculum records for changes made to curriculum records. This button can be masked if you do not wish to use it. It is masked in the Curriculum window on SOILCUR.

The SHKROLS procedure behind the button works independently of SHRROLL. The courses in the curriculum record can be rolled when the rolled sequence number is null and the curriculum record is active and current. The button is disabled when a new curriculum record is inserted, but it is enabled when the record has been saved. The setting of the **Roll Learner** radio group is not considered when the roll is initiated using the **Roll**



**to Outcome** button. The curriculum record will be rolled, even when the **Roll Learner** radio group is set to *No*.

This functionality allows users to make changes to curriculum records from the General Student and Registration modules, for students who are preparing to graduate or complete outcome requirements. The degree record is populated immediately without waiting for SHRROUT or SHRROLL to be run through job submission.

The **Create/Update Degree Record** button on the Graduation Application Status Form (SHAGAPP) is used to create a degree record and an outcome curriculum record when the graduation application has been submitted from self-service. You can activate the manual roll, collect graduation applications, review the data on SHAGAPP, and then immediately update degree sequence records with the graduation and diploma information. The current, active curriculum record is checked for an active graduation application and an unawarded degree, based on the module code (*LEARNER* or *OUTCOME*).

This button triggers the graduation application roll process. It inserts the degree and diploma records when the curriculum attached to the graduation application is from the *LEARNER* module and has not been rolled. This in turn creates the degree record and rolls the learner curriculum record to the outcome. Then the diploma information is inserted from the graduation application information.

The degree is updated and the diploma information is inserted when the curriculum record is from the *OUTCOME* module, when the curriculum record is from the *LEARNER* module and has not been rolled, or when the diploma exists on the graduation application but does not exist for the degree on SHADIPL.

An error is displayed in the following conditions: when the form is running in query-only mode, when the Graduation Application Information block has been modified, when the graduation status is inactive, and when the data returned from the graduation application roll process has an error.

### **Roll to Outcome from SGASTDN and SFAREGS**

The **Roll to Outcome** button on SGASTDN and SFAREGS is active when the **Graduation Sequence** field (rolled sequence number) is null, the curriculum is current and active, and no graduation application exists. The button is not active when a new curriculum record is inserted, but it is enabled with the record is saved.

This button triggers the roll to outcome process, sends the curriculum sequence number, and refreshes the data that is rolled to the outcome. When the button is used to initiate the roll, the setting of the **Roll Learner** radio group is not considered. The curriculum record will be rolled, even when the **Roll Learner** radio group is set to *N*.

The values for the **Graduation Date**, **Graduation Term**, **Graduation Year** fields and the **Fee** radio group are pulled from the graduation application. If no application exists, the graduation date, term, and year information is taken from SGASTDN and from the next

learner curriculum record. If a graduation status code exists in the graduation application for the curriculum, that is also copied into the degree sequence.

Courses are applied to the new degree based on the setting of the **Apply Graded Courses to New Degrees** checkbox on SHACTRL. When the checkbox is checked (set to *Y*), all courses that have not been previously applied to an awarded degree will be applied to the new degree.

## Apply Courses to Degrees

The **Apply Graded Courses to New Degrees** checkbox on SHACTRL is used to determine if previously graded courses (from the learner curriculum) with the same level should be applied to the new degrees created during the manual roll process, when the roll is initiated from SGASTDN or SFAREGS and not from job submission. This checkbox is used in place of the Apply Courses parameter in SHRROUT.

- When this field is checked (set to *Y*), the SHRROUT roll process will award all previously graded courses in which the course has the same level as the degree to the new outcome record. Previously rolled courses which have not been applied to an awarded degree will also be applied.
- If unchecked (set to *N*), previously graded courses will not be awarded to the new degree.

The process to award courses to the new degree will not occur if the degree is created during the SHRROLL grade roll process. That process will apply only the course being rolled to the new degree.

When changes are made to a learner curriculum record before SHRROLL is run, that record may not be available for selection using the graduation application process, as it only exists for the *LEARNER* module, and the last SHRTRM record would be for the prior term. In this case, the changes need to be rolled to the outcome.

Courses are applied or not applied to a degree as follows:

- Courses previously applied to an awarded degree will not be applied to the new degree.
- Courses previously applied to a pending or sought degree will be applied to the new degree.
- Courses not applied to any other degree will be applied to the new degree.

## Delete Learner Curriculum Records

The **Delete Learner Curriculum** checkbox in the Error Severity controls of the Curriculum Rules window on SOACTRL is used to automatically delete the learner curriculum record with the same term as the general student record (SGBSTDN) effective term, when the SGBSTDN record with that effective term is deleted. When this checkbox

is checked (set to *Y*), the error severity message level is set to *Fatal*, and the user can only delete or view the current, active learner curriculum record. The user cannot delete the general student record when a curriculum record exists with the same term and effective term, that is also current for a future general student effective term.

**Example:**

Effective Term	SORLCUR Term	SORLCUR Sequence and Curriculum	Current	Active
200443	200443	1 BA-HISTORY	Y	Y
200520	none exists			

You cannot delete the SGBSTDN record for term 200443, because the curriculum record is also current for term 200520.

An alert is shown if the SGBSTDN record being deleted is not the last general student record. This allows the user to delete the curriculum record as well as the learner curriculum record, or not. The message *Warning: Curriculum data may exist for term. Review curricula and delete if necessary* displays three buttons: **Delete Learner and Curricula**, **Delete Learner**, and **Show Curricula and Cancel**.

When the **Delete Learner Curriculum** checkbox is checked, the **Delete Learner** button is not displayed in the warning message. The user must select either **Delete Learner and Curricula** or **Show Curricula and Cancel**. When the **Delete Learner and Curricula** button is selected, and one of the existing curriculum records is current for a future SGBSTDN effective term, a warning will be displayed, and the user can cancel the delete action.

You cannot delete a general student record (SGBSTDN) if a current, unrolled, curriculum record exists for the term, and it has an associated graduation application that is active. You must delete the graduation application, and then delete the general student record. If the SGBSTDN record is the last record being deleted, it cannot be deleted if it has any associated curriculum records with unrolled graduation applications (existing graduation application sequence numbers).

## Manually Create Graduation Applications

The **Apply to Graduate** button is used to create graduation applications from learner and outcome curriculum records on SGASTDN, SFAREGS, and SHADEGR. This button is masked on SOILCUR. This button is active on learner curriculum records in SGASTDN and SFAREGS when the graduation application sequence number is null for the curriculum record. When a previous graduation application exists for a curriculum record (whether the record is active or inactive), that application must be deleted before the button can be enabled. Just inactivating the application will not allow you to create a new application.

Only one active graduation application can exist for a curriculum record, but multiple curriculum records may have the same graduation application. This can only occur on the outcome curriculum record, which groups primary and secondary curricula together when an application is created for a degree sequence where more than one outcome curriculum record has been associated with it.

The process behind the button used to create the graduation application executes the Graduation Application API (`sb_gradapp`) and updates the graduation sequence number on SORLCUR. The user can then update the graduation application information on SHAGAPP. The graduation application can be created using the graduation application selection display rule code from self-service. However, not all graduation applications are created using self-service. The process that creates applications from baseline does not check any selection rules. Only self-service graduation applications use the selection display rule codes. When a baseline application is created, the user needs to fill in all the graduation application data manually on SHAGAPP.

 **Note**

You can navigate to the Graduation Application Display Rule Selection Form (SHAGADS) and the Self-Service Graduation Application Display Rules Form (SHAGADR) from SHAGAPP to review existing rule information. ■

Outcome curriculum records are created as follows when all significant curriculum elements match the graduation application. When multiple, current, active learner curriculum records exist with same level, college, degree, and program, and the **Apply to Graduate** button is selected, or the application is submitted through self-service, all the curriculum records with the same level, college, degree, and program are grouped together with that single application and graduation application sequence number. This takes place because only one degree is ever created with the same level, college, degree, and program when the learner curriculum records are rolled to the outcome record.

The exception to this scenario is when a graduation application already exists for the matching degree sequence, and then a new degree record is created. It is possible that an institution has already applied a graduation fee to a degree sequence. In order to prevent adding another graduation fee for the same degree sequence, a new degree sequence will be created, even when the college, level, program, and degree match. Users are cautioned about creating graduation charges from self-service when learner curriculum elements may change for the student, such as when only the major is changed (college, level, degree, and program are not changed), after graduation fees have already been applied to the degree sequence.

In the case where a student has applied to graduate and a degree sequence with that graduation application is created, that outcome curriculum record (and learner curriculum record if it was rolled) will not be available for selection from the self-service graduation pages, since the application exists and is active.

If the student changes majors for the same degree (college, level, degree, and program are unchanged), when the user attempts to duplicate or update the learner curriculum record to add the new major, the system asks if the graduation application should be copied to the

new curriculum. (See the “Archiving, Duplicating, and Deleting Curriculum Records with Graduation Application Sequence Numbers” section below.) If no, then the new graduation application needs to be created using the **Apply to Graduate** button. The new curriculum record will not be eligible for application through self-service until the student registers, is graded, and grades are rolled to history. Therefore, it is recommended that graduation applications are copied and updated if necessary at the time the major change is processed. This may occur if a student changes a major in the term that is closest to the intended graduation term, but after the degree sequence and graduation application already exist.

When it is necessary to remove one of the curriculum records from the application, the user needs to delete the existing graduation application with the two matching curriculum records, and inactivate the learner curriculum record on SGASTDN or SFAREGS. Another option is to modify one of the significant elements on the curriculum record (level, college, degree, program), so the two curriculum records are no longer a match. Then the application can be created. The user can delete the degree record and the associated outcome curriculum record where the two matching curricula existed and can use the manual roll process to create the correct degree record with only one rolled curriculum record per degree.

### **Apply to Graduate on SGASTDN and SFAREGS**

The **Apply to Graduate** button in the Curriculum window of SGASTDN and SFAREGS is used as follows. This button triggers the Graduation Application API (`sb_gradapp`), updates the graduation application sequence number on SORLCUR, and opens SHAGAPP so additional data can be entered. Curriculum data is copied from the curriculum record (including **Admission Term, Matriculation Term, Graduation Date, Graduation Term, Graduation Year** values). If that data does not exist, data from SGBSTDN is used.

The button does not insert diploma information into the graduation application. This button is only enabled if the learner curriculum record is current and active. The button is not enabled when the learner curriculum record has been rolled to history, when the graduation application is attached to an awarded degree, or when the graduation application is inactive. When a graduation application exists, the button opens SHAGAPP in update mode for that graduation application.

### **Apply to Graduate on SHADEGR**

The **Apply to Graduate** button is used on SHADEGR to create a graduation application from an outcome record with an **Outcome Status** of *SO (Sought)*. All current and active curriculum records for the outcome will be included in the graduation application, when that application is created. When outcome curriculum is copied, the graduation application sequence is copied to the new record.

This button triggers the Graduation Application API (`sb_gradapp`) to create the application, updates the graduation application sequence number on the outcome curriculum records, and opens SHAGAPP so additional data can be entered. The values

for the **Graduation Date**, **Graduation Term**, **Graduation Year**, **Graduation Status** fields and the **Fee** radio group are inserted into the new graduation application from SHADEGR. The current date is always used as the graduation application date when the new graduation application is created using the **Apply to Graduate** button on SHADEGR. This date can be modified in SHAGAPP. If the graduation application already exists, and the outcome degree status is still *SO* (sought) and the button is enabled, but the user is taken to the existing graduation application.

The button does not insert diploma information into the graduation application. This button is only enabled if the learner curriculum record is current and active. The button is not enabled when the graduation application is attached to an awarded degree or when the graduation application is inactive. When a graduation application exists, the button opens SHAGAPP in update mode for that graduation application.

## Use Graduation Application Sequence Numbers

The **Graduation Sequence** field on SGASTDN, SFAREGS, SHADEGR, and SOIHCUR and the **Graduation Application Sequence** field on SHAGAPP are used to display the graduation application sequence number on the curriculum record for the learner (SGASTDN, SFAREGS) and outcome (SHADEGR) curriculum records.

Graduation application sequence numbering works with the Banner Student Self-Service graduation application processing. It tracks the graduation application sequence number for the learner and outcome curriculum records. When a graduation application is submitted, the application number is generated as a one-up number and is stored with the curriculum record (SORLCUR) that was used to generate the application.

Only one active graduation application can exist for a curriculum. However, multiple curriculum records may be associated with the same graduation application. This situation occurs because a degree has multiple curriculum records associated with it, but that degree record was generated by the same application where the learner curriculum records have matching elements such as level, college, degree, and program.

## Inactivate, Reactivate, and Delete Graduation Applications

Graduation applications can be inactivated and deleted but cannot be reactivated.

### Inactivate

An existing graduation application is inactivated when an inactive graduation application status code is assigned to it. (The **Active Indicator** is unchecked on the Graduation Application Status Validation Form (STVGAST) for that status code.) No further updates to that application are permitted, and that application is not viewable from the View Graduation Applications link on the self-service menu. The graduation application sequence number may be populated, but will appear null when it is displayed, because the graduation application is marked as inactive.

## Reactivate

An inactivated graduation application cannot be reactivated. Once the application is inactive, the user needs to create a new application, either from SGASTDN, SFAREGS, or SHADEGR, or by using the Apply to Graduate option on the Student Records menu in self-service.

## Delete

When a graduation application is deleted, the application number is removed from the curriculum record. The sequence number is deleted, and the history of that application no longer exists. If the application number was *I*, and no other application numbers higher than *I* exist, creating a new application will begin again with the sequence number *I*.

## Archive, Duplicate, and Delete Curriculum Records with Graduation Application Sequence Numbers

Archiving, duplicating, and deleting curriculum records with graduation application sequence numbers can be performed for manual curriculum roll processing.

### Archive

When a curriculum record has been archived, no updates can be made to the graduation application. Curriculum records cannot be archived if a graduation application exists.

### Duplicate

When a curriculum record is created using the Duplicate Record function or any of the non-destructive update functions, the graduation application sequence number will be reset to null. If a user inserts or duplicates records while in the Curriculum window of SGASTDN, SFAREGS, or SHADEGR, a message is displayed with the options to copy the graduation application from the previous curriculum record, inactivate the graduation application from the previous curriculum record, or assign a new priority to the new curriculum record. Assigning a new priority means the graduation application is not copied with the new curriculum record.

### Delete

When a degree record is deleted and a graduation application exists, that graduation application is also deleted. If the curriculum records associated with the graduation application are from the *LEARNER* module, the graduation application sequence number is removed from the learner curriculum record. Otherwise, the outcome curriculum record is deleted along with the associated degree. Curriculum records cannot be deleted if a graduation application exists.

The graduation application sequence number is removed from the learner or outcome curriculum records if the graduation application is deleted. The graduation application

sequence number can be reused after it has been deleted, if it was the maximum application number for the student.

## Use Graduation Application Sequencing Rules

Graduation application sequence numbering functions with curriculum processing as follows. The SHAGAPP record must always have at least one associated curriculum record that is active and current. If all the curriculum records associated with that graduation application are not current, the graduation application status must be inactive, unless the curriculum record was already rolled to the outcome or is already an outcome curriculum, and the degree has been awarded.

- Using the **Replace** button in the Curriculum window will automatically inactivate the STVGAST code for the graduation application, unless the learner curriculum record has been rolled and the degree awarded for that curriculum.

A warning message is displayed that the function will cause the graduation application to be made inactive. You can choose to continue or not continue.

- Using the **Update** and **Duplicate** buttons in the Curriculum window will display a message with the option to copy the graduation application sequence number to the new learner curriculum record, inactivate the existing graduation application, or create a new priority and then inactivate the graduation application. If the graduation application is not to be copied, that graduation application status code is inactivated on STVGAST, as a curriculum record cannot be deleted when a graduation application exists.
- Using the **Replace**, **Duplicate**, and **Update** buttons on SHADEGR will automatically copy the graduation application sequence number to the new curriculum record. If the curriculum record has been rolled to the outcome, and the degree it is associated with has been awarded, the graduation application sequence number is not copied to the new curriculum record, and the prompt is not displayed.

### Replace Functionality on SGASTDN

When the graduation application sequence number is populated for an unrolled learner curriculum record, a message is displayed that the graduation application will be inactivated. The user can then choose to continue or cancel the replacement process. If you continue, the new curriculum record is created with the graduation sequence number set to null, and the previous graduation application is made inactive. If you do not continue, the replacement process is cancelled.

The delete process for SGBSTDN uses the SOBCTRL processing that determines if the learner curriculum record with the same term must be deleted. An alert is shown if the SGBSTDN record being deleted is not the last general person record. This allows the user to delete the curriculum record as well as the learner curriculum record, or not. The message *Warning: Curriculum data may exist for term. Review curricula and delete if*



*necessary* displays three buttons: **Delete Learner and Curricula**, **Delete Learner**, and **Show Curricula and Cancel**.

When the **Delete Learner Curriculum** checkbox is checked in the Curriculum Rules window on SOACTRL, the **Delete Learner** button is not displayed in the warning message. The user must select either **Delete Learner and Curricula** or **Show Curricula and Cancel**. When the **Delete Learner and Curricula** button is selected, and one of the existing curriculum records is current for a future SGBSTDN effective term, a warning will be displayed, and the user can cancel the delete action.

You cannot delete an SGBSTDN record if a current curriculum record exists for the term, and it has an unrolled graduation application. If the SGBSTDN record is the last record being deleted, it cannot be deleted if it has any associated curriculum records with unrolled graduation applications (existing graduation application sequence numbers).

### Replace Functionality on SHADEGR

The **Replace** button works differently on SHADEGR than on SGASTDN. When the **Replace** button is used for an outcome curriculum record that has a graduation application associated with the degree sequence, the new curriculum record will automatically replace the old curriculum record for the graduation application. The outcome delete process will delete the graduation application. If a learner curriculum record exists for a graduation application, the outcome delete process will not delete the graduation application. When an outcome curriculum record is copied, the graduation application sequence number is copied to the new record. This includes processing for the **Update** and **Duplicate** buttons in the Curriculum window.

### Delete and Purge General Student Records

You cannot delete the general student record (SGBSTDN) if the current curriculum record has a graduation application sequence number, and the curriculum record is also being deleted. When an outcome record is deleted, the graduation application is also deleted.

The General Student Purge Process (SGPSTDN) checks whether the SGBSTDN record is the last record for the PIDM and has a curriculum record with an associated graduation application that has not been rolled. In this case, the record will not be deleted. If the SGBSTDN record is not the last record for the PIDM, it still cannot be deleted if it has a current curriculum record with a graduation application that has not been rolled.

### Update and Inactivate Curriculum Records

When the Student Type Update Report (SHRTYPE) is run, the graduation application sequence number is copied to the new learner curriculum record when the student type is changed, unless that curriculum record has already been rolled, and the associated degree has been awarded.

The admissions decision process (SAKDCSN package) inactivates the existing graduation application, when the curriculum record is inactivated as a result of the admit replace

process, unless that curriculum has been rolled to history, and the associated degree has been awarded.

When the student status (STVSTST) is changed on SGASTDN or SHADEGR, the process copies the graduation application sequence number to the new curriculum record with the status change, unless that curriculum has been rolled to history, and the associated degree has been awarded.

## Purge Curriculum Records

You cannot purge curriculum records using SOPLCPV when a graduation application sequence number exists, and the SHAGAPP record exists. The Curriculum API (sb\_curriculum) cannot be purged when a graduation application sequence number exists, and the SHAGAPP record exists. SHAGAPP will display the only current curriculum record in the Curricula Summary block when the graduation application status code is active. It will display all curriculum records when the graduation application status code is inactive.

The Learner Curriculum Purge Process (SOPLCPG) checks whether the curriculum record has an associated graduation application. The curriculum record will not be deleted if the graduation application exists, the module code for the record is *LEARNER*, and the record is not the only curriculum record that is attached to the graduation application.

## Open Learning Registration and Academic History

Open learning allows you to do the following in the Academic History module:

- Run reports (such as student transcripts and grade rolls) using date ranges in place of term.
- Roll open learning registration data to academic history.
- Run transcripts by start date in addition to traditional terms.

For more information on how to set up and use open learning registration, please refer the “Procedures” sections of the “Catalog”, “Class Schedule”, and “Registration” chapters.

## Build Grades

The institution's grading policy is identified to the system on the Grade Code Maintenance Form (SHAGRDE). The grade is defined on this form with information to determine what hours that grade counts in: hours earned, attempted, passed, and whether it is used in a GPA calculation. A grade is also identified with valid grading modes. Any grade that will be entered on a student's record must first be defined on this form. If the Repeat/Equivalent Course Repeat Process (SHRRPTS) will be used, all grades *must* be assigned a numeric value on this form.

A substitute grading policy may also be built using the Grade Code Substitution Form (SHAGRDS). This form is used to set up rules to allow one grade to be substituted for another based on the grading mode of the class. For example, if a student gets a 'B' grade in a class being taken as pass/fail, that *B* may be substituted by a *P*. The substitution rules are used when grades are rolled to academic history in either online or batch methods.

## Enter Grades

Grades for course sections submitted by the faculty are entered on the Class Roster Form (SFASLST). This form allows the grades to be entered for each student in the section. The grades are not validated against the grading mode at the time of entry on SFASLST or on the Web. Validation against grade mode occurs during the roll process, at which time grade substitution rules are also checked. After grades have been rolled to Academic History, they may no longer be changed on the Class Roster Form (SFASLST). Any modification to a student's grade must be done through the Term Course Maintenance Form (SHAINST).

## Roll Grades

All grades entered on the Class Roster Form (SFASLST) or the Class Attendance Roster Form (SFAALST) may be rolled online to Academic History by checking the **Roll (Indicator)** box in the Key Information, and then saving the grades. This process creates a record on the Term Course Maintenance Form (SHAINST) for each student with the grade in the course section. The grade roll process also flags the system that a grade mailer needs to be produced. A batch process may also be run to roll all grades on SFASLST to Academic History.

When information is rolled to academic history either online using the Class Roster Form (SFASLST) or the Class Attendance Roster Form (SFAALST) or in batch using the Grade Roll Process (SHRROLL), the section start and end dates are rolled. If the schedule type of the section permits assignment of a CRN to a co-op activity, and the CRN is assigned to a co-op for the term, the start and end dates for the co-op are rolled. If no co-op exists or the section's type does not permit the assignment of a CRN to a co-op activity, then the section dates are rolled.

The shared SHKROLS package is used to perform all grade roll functionality. It works in conjunction with the Grade Roll Process (SHRROLL) batch program and the online roll process performed on the Class Roster Form (SFASLST) and the Class Attendance Roster Form (SFAALST). SHKROLS package can roll attempted hours for individual courses into Academic History with grade roll processing.

SHKROLS will also populate the term header record with the student centric period when the record is created during the roll process. When a student has a cycle designator in effect for the term, the student centric period associated with the process term and student's cycle designator will be inserted into the SHRTTRM table. This will take place

when grades are rolled from the Class Attendance Roster Form (SFAALST), the Class Roster Form (SFASLST), or the Grade Roll Process (SHRROLL).

You can drop or withdraw a student from a course but retain the original hours for that course for use in Academic History using the **Count in Attempted (Hours Indicator)** on STVRSTS. When this indicator is checked for a course registration status code, the attempted hours rolled will be the hours that existed on the course prior to the dropped or withdrawn status being recorded.

When the **Count in Attempted (Hours Indicator)** is checked on STVRSTS for the course registration status code, the attempted hours displayed on SFAREGS for that CRN will be rolled to the SHRTCKG\_HOURS\_ATTEMPTED column and will be displayed on SHATCKN in the **Attempted Hours** field in the Grades block. If the **Count in Attempted (Hours Indicator)** is unchecked, zero attempted hours will be rolled for the course.

The process will only roll components and sub-components when there is no value for the grade date. The grade update restrictions also apply to components and sub-components.

When a final grade is entered against an individual registration record, the grade date (SFRSTCR\_GRDE\_DATE) is not, as yet, updated. When SHRROLL is run in batch mode, those registration records containing a value in the **Final Grade** field (SFRSTCR\_GRDE\_CODE) and no value in the **(Grade) Date** are rolled to academic history. The existence of a date in this field prevents the batch grade roll process from performing any subsequent rolls to academic history. The presence of this date also prevents the final grade from being updated in either SFASLST or SFAALST.

The same grade update restriction is required for component and sub-component marks. Therefore, when the registration is rolled, the same date that is entered in the registration date field is also used to populate the roll date in the SHRMRKS, SHRCMRK, and SHRSMRK tables for the applicable student.

## Process Flow

Here is a process flow for the logic used by the grade roll process. This process manages the insert of all parts of the course in Academic History, and then inserts or updates the degree and the outcome curriculum record. Finally, it applies the course to the degree.

1. The learner curriculum is selected for the PIDM in which the term code is less than the end term for the student's current learner record.

For example, the student has a general student record for terms Fall2007 and Spring2008. The end term of the Fall2007 record is the term of the next general student record, which is Spring2008. The end term for the Spring2008 term is the end of time.

2. The system checks the setting of the **Rolled to Outcome (Indicator)** for the curriculum record. If it is *Y*, the record is not processed.
  - 2.1. For each record that is selected, the setting of the **Current** checkbox is retrieved.
  - 2.2. The roll to outcome process is called for the curriculum.
  - 2.3. If the degree that is returned from the curriculum record has not been awarded, the course being rolled to history is applied to the degree.

## How Degree Attributes Are Rolled from Catalog to Academic History

1. Degree attributes are entered in the Catalog module (SCAETL).
2. A new schedule record is created in the Class Schedule module, and the catalog attributes populate the schedule attributes (SSAETL).

### **Note**

This is the reason that degree attributes exist on the catalog record, so they can be defaulted into the schedule record. ■

3. A student registers for the section, and the section is graded and rolled to history.
4. For the first student that is rolled in the section, the schedule degree attributes are used to populate the history degree attributes (SHRATTC).
5. The History Course Section Attribute Table (SHRATTR), which is used in CAPP, is populated from SHRATTC.
6. Other students register for the section and have grades rolled. The contents of SHRATTC are used to populate the student's degree attributes.
7. You can view the rolled section degree attributes (SHRATTC) on SHADEGR and SHATCKN, although they are not updateable.
8. To customize the degree attributes on a student's record (SHRATTR), you can insert and/or delete data from the SHRATTR block.

## Grade Roll and Concurrent Curricula Processing

The following processing is used to roll learner (General Student) information from SBGSTDN to the learner outcome (Academic History) and update records on SHADEGR via the Grade Roll Process (SHRROLL).

1. The most current SGBSTDN record for the person is read. This is determined by checking for the maximum learner effective term record that is less than or equal to the term on the course.
2. The SORLCUR table is read beginning with the lowest priority number row first. All rows are selected where the term code on SORLCUR is less than the To Term of the selected SGBSTDN record. All previous term records are read to capture any non-destructive updates on the learner record and to re-roll missing outcome curriculum records.
3. If the SORLCUR\_ROLL\_IND is set to *N*, processing will end. Otherwise, continue to the next step.
4. If the SORLCUR\_ROLL\_SEQNO is *Y*, the following may occur.
  - 4.1. A new SHADEGR record is created if the learner SORLCUR row is active and,  
  
No outcome SORLCUR row exists with the same college, degree, level, and program.  
  
*or*  
  
An outcome SORLCUR row exists with the same college, degree, level, and program with status of *AW* (awarded).  
  
*or*  
  
A graduation record already exists for a degree sequence with the same college, level, degree, and program.
  - 4.2. An existing SHADEGR record is updated if:  
  
An outcome SORLCUR row exists with the same college, degree, level and program with status that is not equal to *AW* (awarded).
    - If the learner SORLCUR row is active, use the SHRDGMR\_KEY\_SEQNO field on the matched outcome row to determine which outcome row can be updated. (This is used if a curriculum was started, inactivated, and then re-started).  
  
The learner SORLCUR row is not rolled during the grade roll process when the term for the row is earlier than the term on the existing degree record (SHADEGR) for the current and active SORLCUR record.
    - If the learner SORLCUR row is inactive, check for the last rolled learner SORLCUR row for the same priority (i.e., the SORLCUR\_ROLLED\_SEQNO field

will not be null). Select the SHRDGMR\_LCUR\_SEQNO value from the ROLLED\_SEQNO field of the last rolled learner record to determine which outcome row is to be updated. If no rolled learner SORLCUR row exists for that priority, do not process the SORLCUR record. (You only need to roll an inactive record, if the record was previously rolled to academic history while it was active).

**4.3.** The copy process for a new or updated SHRDGMR record is as follows.

The learner SORLCUR row is copied, and the module is changed to *OUTCOME*.

The SORLCUR\_ROLLED\_SEQNO field on the learner SORLCUR row is updated to that of the SORLCUR sequence number of the new SORLCUR row for the *OUTCOME* module.

All the active SORLFOS rows attached to the rolled learner SORLCUR row (the highest sequence number for each priority) are read and copied to the new outcome curriculum.

The SORLFOS rolled sequence number (SORLFOS\_ROLLED\_SEQNO) is updated with the new outcome SORLFOS sequence number.

The curriculum status on the newly created SORLFOS outcome rows is defaulted from STVDEGS. If none exists there, the delivered defaults are used.

**5.** If the SORLCUR\_ROLLED\_SEQNO is not blank (i.e., it was previously rolled), the following may occur.

**5.1.** The SORLCUR rows' corresponding SORLFOS rows are read to find rows with blank rolled sequence numbers, and the highest sequence number per priority is selected.

**5.2.** If the selected SORLFOS row is inactive, then it is not rolled if the same field of study type and priority were not previously rolled. (You can determine if the row was previously rolled by selecting the last rolled learner SORLFOS row for the same SORLCUR priority. If none exists, it was not previously rolled.)

**5.3.** Copy all other SORLFOS rows to the outcome SORLFOS rows for the outcomes curriculum previously rolled, (using the SORLCUR\_ROLLED\_SEQNO value of the learner SORLCUR row to which this SORLFOR row is attached). Update the SORLFOS\_ROLLED\_SEQNO field with the new outcome SORLFOS\_SEQNO value. The curriculum status on the newly created SORLFOS outcome rows is defaulted from STVDEGS. If none exists there, the delivered defaults are used.

*Example:*

Here is an example of how the SORLCUR\_ROLLED\_SEQNO and SORLFOS\_ROLLED\_SEQNO fields are used when grade roll processing is run.

A student has an English major in the BA\_UG program:

Table	Curriculum Record
SORLCUR	200510, BA_UG, ACTIVE, ROLLED_SEQNO field is <i>NULL</i>
SORLFOS	200510, ENGL, ACTIVE, INPROGRESS, ROLLED_SEQNO field is <i>NULL</i>

Grades are rolled at end of first semester.

*For the student:*

Table	Curriculum Record
SORLCUR	200510, BA_UG, ACTIVE, ROLLED_SEQNO field is <i>1</i>
SORLFOS	200510, ENGL, ACTIVE, INPROGRESS, ROLLED_SEQNO field is <i>1</i>

*For academic history:*

Table	Curriculum Record
SORLCUR	200510, BA_UG, ACTIVE, LCUR_SEQ field is <i>1</i>
SORLFOS	200510, ENGL, ACTIVE, SOUGHT, LFOS_SEQ field is <i>1</i>

The student changes their major to Art:

*For the student:*

Table	Curriculum Record
SORLCUR	200510, BA_UG, ACTIVE, ROLLED_SEQNO field is <i>1</i>
SORLFOS	200510, ENGL, ACTIVE, INPROGRESS, ROLLED_SEQNO field is <i>1</i>
SORLFOS	200510, ENGL, INACTIVE, CHANGED, ROLLED_SEQNO field is <i>NULL</i>
SORLFOS	200510, ART, ACTIVE, INPROGRESS, ROLLED_SEQNO field is <i>NULL</i>

The next time SHRROLL is run, the process will take into account the newly duplicated SORLFOS row for English (activity status is *INACTIVE*) with a ROLLED\_SEQNO field that is *NULL*.

It will check the corresponding SORLCUR row (to find its rolled sequence number value - 1), and it will use that value to insert an SORLFOS row with a learner module



of *OUTCOME* and an activity status of *INACTIVE*, and in so doing will inactivate the existing active ENGL row in Academic History for sequence number 1.

It will then take into account the next LEARNER row in SORLFOS for ART, which also has a ROLLED\_SEQNO field that is *NULL*. It will check that this SORLFOS row also has an associated SORLCUR row with a ROLLED\_SEQNO field that is 1, and it will now insert a new SORLFOS row with a learner module of *OUTCOME* for a major of ART with a status of *ACTIVE*.

The activity status on the newly created *OUTCOME* rows will be set to *ACTIVE* or *INACTIVE* depending on the curriculum status of the corresponding General Student row which had the ROLLED\_SEQNO field set to *NULL*.

*For academic history:*

Table	Curriculum Record
SORLCUR	200510, BA_UG, ACTIVE, LCUR_SEQ field is 1
SORLFOS	200510, ENGL, ACTIVE, SOUGHT, LFOS_SEQ field is 1
SORLFOS	200510, ENGL, INACTIVE, CHANGED, LFOS_SEQ field is 2
SORLFOS	200510, ART, ACTIVE, SOUGHT, LFOS_SEQ field is 3

*For the student:*

Table	Curriculum Record
SORLCUR	200510, BA_UG, ACTIVE, ROLLED_SEQNO field is 1
SORLFOS	200510, ENGL, ACTIVE, SOUGHT, ROLLED_SEQNO field is 1
SORLFOS	200510, ENGL, INACTIVE, CHANGED, ROLLED_SEQNO field is 2
SORLFOS	200510, ART, ACTIVE, SOUGHT, ROLLED_SEQNO field is 3

## Grade Roll Package (SHKROLS) Processing

The Grade Roll Package (SHKROLS) is used to pull the graduation values from the curriculum table. The graduation information entered on the curriculum, if present, will populate the SHRDGMR record.

**Example:**

Graduation data exist on SGBSTDN	Graduation data exist on SORLCUR	What is rolled to SHRDGMR
Y	Y	Graduation data on SORLCUR
N	Y	Graduation data on SORLCUR
Y	N	Graduation data on SGBSTDN
N	N	No graduation data will be rolled

The following table describes how the roll process works if the learner has two active and current learner curriculum records with the same level, college, degree, and program, and both are set to roll to academic history.

Graduation data exist on SGBSTDN	Graduation data exist on SORLCUR 1	Graduation data exist on SORLCUR 2	What is rolled to SHRDGMR
Y	Y	N	Graduation data on SORLCUR 1
Y	N	Y	Graduation data on SORLCUR 2
Y	N	N	Graduation data on SGBSTDN
Y	Y	Y	<p>If the graduation data associated with the two SORLCUR records are identical, one SHRDGMR record will be created with the SORLCUR graduation data and both curricula attached to it.</p> <p>If the graduation data associated with the SORLCUR records are different, two separate SHRDGMR records will be created, each populated with the graduation data from one of the SORLCUR records.</p>

Graduation data exist on SGBSTDN	Graduation data exist on SORLCUR 1	Graduation data exist on SORLCUR 2	What is rolled to SHRDGMR
N	Y	Y	<p>If the graduation data associated with the two SORLCUR records are identical, one SHRDGMR record will be created with the SORLCUR graduation data and both curricula attached to it.</p> <p>If the graduation data associated with the SORLCUR records are different, two separate SHRDGMR records will be created, each populated with the graduation data from one of the SORLCUR records.</p>
N	Y	N	Graduation data on SORLCUR 1
N	N	Y	Graduation data on SORLCUR 2
N	N	N	It will be blank on the degree record.

The insert degree procedure in SHKROLS is called before the first curriculum record is created. It uses the curriculum values or the SGBSTDN record if the curriculum is null. The generate API procedure is used to insert API-reported errors into the SOTPRNT table, so that SHRROLL will list all API errors on the report and continue processing the remaining grades. The SOTPRNT\_ERR\_MSG column stores the API error message.

## Build/Change Term Header

Term header information needs to be created for each term of the student's career at the institution. This header information is created using the Term Course Maintenance Form (SHAINST). This form provides information on when grade mailers were sent and is where term GPA information is maintained. The header information is automatically created during the grade roll process using the Class Roster Form (SFASLST), the Class Attendance Roster Form (SFAALST), or during the batch Grade Roll (SHRROLL).

## Change/Maintain Grades

After the term header information has been created, each course that has been rolled from the Class Roster Form (SFASLST) may be accessed through the Term Course Maintenance Form (SHAINST). This form maintains access to all of a student's rolled courses and grades for a specific term. Any grade changes are made here. This course and grade information will print on the student's transcript.

A grade change may also be made by accessing the Term Course Summary Form (SHACRSE). When the course that needs to be changed is flagged, the Term Course Maintenance Form (SHAINST) is used to make the change.

## Automated Incomplete Grade Processing

This processing allows an institution to automatically assign an incomplete grade code for a course when a student has not completed the coursework in the designated timeframe. This processing assumes a course has been extended to help the student finish the assignments. Extensions can be varied in length due to level (undergraduate or graduate), circumstances (illness or family emergency), research opportunities, or institution policy. Regardless of the nature of the extension, grades that are incomplete require closure.

When an incomplete grade has been assigned, it indicates that the course has not been finished. However, a final grade may need to be assigned as a default final grade. The default final grade is a replacement grade for the incomplete grade that is assigned if no manual intervention occurs by the time the extension end date is reached. This processing recognizes incomplete grade code values and automates the conversion of the final grades.

This processing contains three main components: the grade collection process and the corresponding rules, the automated processing of unreconciled, incomplete grades, and the display of the incomplete grades.

### Processing Overview

To use this processing, your institution should review any existing policies regarding the automation of incomplete grades or plan to define such policies. The Incomplete Grade Rules Form (SHAINCG) is used to create incomplete grade rules, and other forms are used to track default (replacement) grade and extension date information. Those forms are: SFAALST, SFASLST, SOATERM, SHAGRDE, and SHATCKN.

The Incomplete Grade Process (SHRCINC) is used to automatically change the grade from incomplete to the default, final grade on the assigned date. This process examines the date on which the incomplete grade is set to expire, and if that date has been reached or exceeded makes the appropriate grade change. If the incomplete work has been made up and the incomplete grade has been changed through normal Banner grade change processes, the default final grade would have been deactivated as part of the grade change, and no further action is taken.

The Grade Roll Process (SHRROLL) rolls the incomplete final grade and the extension date from the class roster to history. The process also validates that the incomplete grade is an active grade code for the same level as the final grade for which it is being substituted as an incomplete grade.

The self-service grade lookup displays the default, incomplete, final (replacement) grade, the expiration date, and potentially an associated comment when the student has an incomplete grade in any course. The comment, if one exists, identifies whether the

extension date is constrained to be less than or equal to, or greater than or equal to the system default extension date.

When an incomplete grade is assigned as the grade for a student in any course, the system will:

- Default and require a replacement grade that the incomplete grade will be converted to on a specified future date, if the incomplete is not changed, and a new grade has not been assigned through normal grade change processes.
- Default and require the date on which the incomplete grade will expire and the default, replacement, final grade will be assigned. (A default expiration date is needed if a date has not been entered for the default replacement grade. Default grades and dates are populated automatically by the new process and can be changed by instructors, if the grade rule values are set to grant that permission.)

The **Incomplete Final Grade** and **Extension Date** fields on SFASLST and SFAALST are also used in automated incomplete grade processing, as are the **Incomplete Grade Ind** and **Incomplete Grade Default** fields on SHAGRDE, and the **Incomplete Final Grade** field on SHATCKN. The **Incomplete Final Grade** field is enabled for input based on the setting of the **Override Grade** field on SHAINCG. The value displayed is the default from the SHRGRDE table. It can be overridden by the instructor, if that permission has been granted on the incomplete grade rule. A value is required for the **Incomplete Final Grade** field when an incomplete grade is entered for a student.

The **Extension Date** field determines the expiration date, after which the replacement grade is eligible to become the final grade. This field always displays a value, based on the part-of-term data for the term on SOATERM. An extension date can be defined for a part-of-term, the full term, or neither. If no extension date has been defined for the part-of-term that matches the course, the process checks for an extension date for the full term, and if that is not found, then the end date for the full term is used. The extension date for a student can only be changed or overridden when the **Override Grade Date** radio group is set to allow that on the incomplete grade rule. The **Override Grade Date** radio group can be set to: allow any date, not allow any date override, restrict the date to on or before the default extension date, or restrict the date to on or after the default extension date.

Processing for incomplete grade entries requires that:

- A grade code value has been entered which passes the checks for being a legitimate grade and grade mode for the course.
- The entered grade code cannot be another incomplete grade type.
- The date is valid and complies with the value set for the incomplete grade rule.

## Grade Collection

Grade code values that are identified as incomplete grade types are maintained within the Grade Code Maintenance Table (SHRGRDE). Multiple grade code values may be defined as incomplete, such as “incomplete-passing” and “incomplete-failing”. Grades are entered

in SFASLST, SFAALST, or in Banner Faculty and Advisor Self-Service. When final grades have been entered, the incomplete grade rules need to be checked, as well as the grade code values. The automated process checks the effective term records to see if incomplete grade processing is active for the term.

The process first searches for the most current rule on or before the grading term with a matching level. If none is found, then it searches for the most current rule on or before the grading term where no level is specified. That rule will be the determining processing rule. If the **Incomplete Grade Processing** checkbox is not checked (*N*), then incomplete grade processing is inactive (turned off), and all grades function as non-incomplete grades.

A default term rule can be set up for automated incomplete grade processing. You can also define multiple default rules within the effective term that differ by level. When incomplete grade processing is active (turned on) and incomplete grades have been assigned and rolled to history, the default final grade will be substituted as the final grade during the automated process, in the case that the coursework has not been completed and the grade has not been manually updated by the instructor. The instructor can override the default final grade when it has been assigned and before it is rolled, if override permission has been granted.

Even if grade codes have been defined on SHAGRDE as incomplete grades, along with default, incomplete, final grades, those default, incomplete, final grades and extension dates will not be implemented on student grade records when incomplete grade processing is inactive (turned off) for the effective rule. Only final grade codes will be recorded. Automated incomplete grade processing checks to see if an incomplete grade has been entered on a student's record (an incomplete grade is in the **Final Grade** field on SFAALST). The grade is determined to be incomplete when the **Incomplete Grade Ind** on SHAGRDE is checked (set to *Y*) for the grade code attribute. The processing checks the term and level of the student for the course to see if they match the rule on SHAINCG for the effective term.

When incomplete grade processing is active for a rule for one or more levels in a term, it may not necessarily be active for all levels. Therefore, the process checks the student's level for the course. When incomplete grade processing is inactive for a rule that governs the term and course level for the student, then the fields for incomplete grade processing are skipped. When the rule record is found to be active, the additional fields for incomplete grade processing are processed along with the grade code, if it has a type of incomplete in SHRGRDE.

If the grade code is incomplete, the process checks the part-of-term dates for the term in which the work is to be completed by the student. Extension expiration dates can be selected on SOATERM for a part-of-term. If the extension date is not set for the matching part-of-term, then processing will search for an extension date for the full term (where part-of-term is 01). If an extension date is not set for the full term, the end date for the full term will be used. Instructors can override the default date extension and shorten or lengthen it as needed, if override permission has been granted.

## Identify Incomplete Grades

Incomplete grades are identified on SHAGRDE using two fields. The **Incomplete Grade Ind** checkbox is used to specify that the grade code is an incomplete grade. The **Incomplete Grade Default** field displays the default, replacement, final grade for the incomplete grade. The **Incomplete Grade Ind** checkbox should always be checked (set to *Y*) when a default final grade exists. If the **Incomplete Grade Ind** checkbox is set without the entry of a default final grade, faculty members need to have override capabilities to enter the incomplete final grades. The **Incomplete Grade Default** field can be NULL, so an instructor can enter those values.

When a grade record is removed or inactivated, the system checks that the grade is not in use as a default, incomplete, final grade on another active grade record. When a user attempts to delete, remove, or inactivate any grade record on SHAGRDE, a verification check takes place. The check ensures that:

- the grade code is not used as a default final grade on any other active grade code record within SHAGRDE (SHRGRDE) for the same level, and
- the grade code is not used as an incomplete final grade on any Academic History record for its greatest sequence number for current, active grades.

If the check finds that one of these conditions exists, an error message is displayed.

When the user attempts to populate the incomplete final grade code, it validates that:

- the grade code already exists in the SHRGRDE table,
- it is active for the level of the incomplete grade for which it is being defined,
- it is not the same grade code for which it is being defined, and
- it is not another incomplete grade code.

This criteria controls the pulldown list for the **Incomplete Grade Default** field. The grade code must be:

- active as of the most recent effective term relative to the grade code entry,
- for the same level as defined on the existing record,
- it cannot be the same grade code value as the grade code value for this record, and
- it cannot be an incomplete grade. (The **Incomplete Grade Ind** must be unchecked or set to *N*.)

If these conditions are not met, errors will be displayed:

- If you enter a grade code value for the incomplete grade default that is not defined within SHAGRDE as an active grade code for the same level as the final grade code, an error is displayed.

- If you enter the a grade code value for the incomplete grade default that is the same as the final grade code, an error is displayed.

## Assign Incomplete Grades

Default final grades can be entered or defaulted at the time an incomplete grade code is assigned. If the outstanding coursework is not completed, then the default or replacement final grade will be applied at a point after the expiration date. The defaulted grade does not take into account the effort to date made by the student for the course. The instructor can override the default final grade, if institution policy allows. This capability is maintained in the new SHAINCG rules form and the SHRINCG rules table.

For example, if the coursework has not been completed, then a default grade of “failing” can be assigned. This is an institutional default from the SHRGRDE table. However, at the time grades are entered, the instructor can acknowledge that an individual's efforts to date already meet the criteria for a passing grade, such as a “C”, but that this student has not successfully completed all the required work. Consequently, the instructor can override the default, incomplete, final grade from “failing” to a different valid grade code, such as “C”, and allow for the completion of the remaining work. Alternatively, institutional preference can be to assign different defaults for different incomplete grade codes within a level, such as incomplete-passing and incomplete-failing.

## Assign Extension Dates

A date is needed at the time an incomplete grade is assigned, at which point the default final grade is eligible to become the final grade, as the remaining work has not been completed by the extension date expiration. The default extension date is stored with the term setup date for terms and parts-of-term on SOATERM. (Extensions dates can be set at the part-of-term level.)

If there is no extension date for the matching part-of-term, the process checks for a full term value designated as part-of-term 1. If part-of-term 1 has no specified extension date, the process uses the end date for the full term. The rules on SHAINCG determine if the instructor can change the extension date for the incomplete grade.

The **Incomplete Extension Date** field in the Base Part of Term block on SOATERM works as follows:

- When the process determines that the student is to be included, it checks the extension date using the part-of-term for the CRN. The course part-of-term (SSBSECT\_PTRM\_CODE) needs to match the part-of-term for the rule (SOBPTRM\_PTRM\_CODE). The corresponding term (SSASECT\_TERM\_CODE) needs to match the term for the rule (SOBPTRM\_TERM\_CODE).
- If an extension date (SOBPTRM\_INC\_EXTENSION DATE) exists for the part-of-term that matches the CRN, the process uses it as the default extension date. If no extension date exists for the matching part-of-term, then the process checks for an extension date on the full term. If no extension date exists, the end date (SOBPTRM\_END\_DATE) of the full term is used as the expiration date. If the part-of-



term for the CRN is null, as for open learning courses, a value of *I* is substituted which reverts to the full term value.

## Assign Comments for Incomplete Grades

Grade comment codes can be entered on SFASLST and SFAALST for any grade code using the list of valid values from STVGCMT. Comments can also be entered for incomplete grades with associated comment codes on STVGCMT to justify the incomplete status. The grade comment code on STVGCMT can be up to seven characters, and the accompanying description can be up to 200 characters. Generic situations can be defined here for things such as family leave, illness, or other events.

## Build Processing Rules

Rules for grade collection are determined by term and level. If your institution has not used incomplete grade automation, a delivered effective term value of *000000* can be used. Multiple rules can be established for a term, using different levels for each rule. If your rules have always been the same for all levels, then only one rule is needed for each effective term. When rules vary by level, a separate rule is needed to distinguish that rule from the default setting for all unspecified levels. The level is NULL when the rule pertains to all unspecified levels.

### Example:

- The initial overall (default) rule for the institution has a term value of *000000* and a level value of NULL. Automated incomplete grade processing has been inactive.
- A single processing rule exists for term 200810.
- Term 200910 has a rule for *GR* (graduate level), and no other new rules.
- Term 200930 has a rule for *DOC* (doctorate level), and no other rules. Other rules will revert to the rule for the most recent effective date that includes the associated level.

Rule	Effective Term (required)	Level (required)	Active/Inactive	Override Grade
1	000000	NULL	Inactive	
2	200810	NULL		
3	200910	GR		
4	200930	DOC		
5	201010	NULL		

### Example 1

All processing for term 200720 reverts to record 1, as no entry exists for 200720, and no entries have been added since the seed data rule for 000000. No distinct rules by level exist. Incomplete grade processing remains inactivated.

### **Example 2**

All processing for term 200810 reverts to record 2, as a rule exists that takes effect in 200810. No distinct rules by level exist. Therefore, all levels in 200810 are governed by record 2.

### **Example 3**

All processing for term 200820 reverts to record 2, as no entry exists for 200820. No distinct rules by level exist, so all levels revert to the rule for 200810, which is the last effective rule.

### **Example 4**

All processing for the graduate level of GR, starting in term 200910, reverts to record 3. However, all processing for non-graduates in term 200910 reverts to record 2, as no prior rules by level exist, so all levels revert to the rule for 200810, which is the last effective rule.

### **Example 5**

All processing for the doctoral level of DOC, starting in Term 200930, reverts to record 4. All processing for graduate level GR continues to revert to record 3, and all other levels in term 200930 revert to record 2.

### **Example 6**

All processing for all levels except DOC and GR, starting in Term 201010, reverts to record 5. DOC continues to revert to record 4, which is the most recent record for that level, and GR continues to revert to record 3, which is the most recent record for that level.

### **Note**

If a rule entry is set so that incomplete grade processing is inactive, then the **Override Grade** and **Override Grade Date** fields will have no effect, as incomplete grades within SHAGRDE will be treated as non-incompletes. However, the **Web Display** field on SHAINCG may still pertain to coursework that could have been completed for a different level or in a different time period during which incomplete grade processing may have been active. ■

## Automate Grade Changes

An automated process is used to update grade changes in Academic History, once extension dates for the completion of coursework have expired. The Incomplete Grade Process (SHRCINC) works with grade roll processing. Grades are posted to the class roster or the attendance roster and are then rolled to history, including any incomplete grade codes. The roll process can be performed manually on SFASLST or SFAALST or automatically by running SHRROLL. When the grades are rolled to history, the grade code values cannot be modified, as they could on SFASLST (class attendance roster) and

SFAALST (class roster) before they were rolled. The **Incomplete Final Grade** and **Extension Date** fields are rolled to history with incomplete grades.

Grades are entered in baseline or in self-service, and grade changes may be made until the grades are rolled. After grades are rolled, grade changes can only be recorded in Academic History on SHATCKN. Incomplete grades are captured along with default final grades and extension dates on the class roster (SFAALST) and are then rolled to history with the courses. The incomplete final grade and extension date can then be maintained on SHATCKN, and those changes are not restricted by the override permissions on the grade rule, (as SHATCKN is for restricted administrative override users).

SHRCINC can be run as needed to update default replacement grades for incomplete courses with expired extensions to final grades for those courses. It is run by term, and/or level, and/or CRN. Multiple terms can be used. Reason codes (STVGCHG) can be entered to show why the grade was changed, and the reason is added to each grade entry. Grade comment codes (STVGCMT) can also be added to each grade entry. The process checks for incomplete grades (default, incomplete, final grades) and compares the system date to the grade extension date to find the expired records. You have the option of running this process in Audit Mode and then Update Mode. You can also use a future date option in Audit Mode to check the extension dates that are on file.

When a grade change is needed (SHRCINC is run in Update Mode), a new grade entry is made for the course in Academic History for the final grade. A second grade entry is automatically created after the first new entry, if grade substitution is necessary. For example, an instructor assigns a student a final grade of “Incomplete” and a default, replacement, final grade of “C”. However, the student is taking the course as “Pass/Fail”. The process checks the grade and the extension expiration date, and then creates a new grade change entry with a final grade of “C”. It checks whether a grade substitution needs to take place. If so, then a second grade change entry is created with the final grade of “P” and a reason code of “SG”. The reason code of “SG” must be used for the grade substitution, as it is hardcoded. No grade comment code is attached for the grade substitution entry.

When SHRCINC is run in Update Mode, you can recalculate the GPA. (You can also defer recalculating the GPA and perform that task as needed after checking grades on SHATCKN and then running the Calculate GPA Report (SHRCGPA) in Collector Mode.) When the GPA is recalculated, you may need to send out revised grade mailers (SHRGRDE). Check that a grade mailer entry exists in the collector table with a request type of *R* (revised) and a print status of NULL for each student with grade changes.

When the GPA is recalculated using SHRCINC, only students that have been selected for an automated grade change resulting from an incomplete grade will be processed. The students that are processed will have their entire GPAs updated, not just the grades that are changing due to default grades. If any uncalculated grades exist for those students, those graded will be updated during the process.

SHRCINC also populates the SHRCGPA collector table used by SHRCGPA report. When SHRCGPA is run in Collector Mode, it selects records that have been defined for processing whether table entries have been populated by SHRRPTS or SHRCINC.

## Display Grades in Self-Service

Grades are displayed in Banner Student Self-Service in the Final Grades page. When the **Web Display (Indicator)** on SHAINCG is checked (set to *Y*) for the rule, incomplete grades are displayed in self-service within a separate data block with the associated extension dates and the default, replacement, final grades. In Banner Faculty and Advisor Self-Service, instructors can also enter and override the incomplete final grade for the incomplete grade, as well as override the default date, if permission has been granted on the governing incomplete grade processing rule.

## Processing Results

Grades posted to the class roster (SFAALST) are stored in the SFRSTCR table prior to being rolled to history. This table handles the incomplete final (replacement) grade and the incomplete grade extension date. The existing grade comment code (STVGCMT) can be used for grade comments for incomplete grades. If a final grade is changed and posted on the class roster (SFAALST), and the prior grade was an incomplete grade, the incomplete final grade (SFRSTCR\_GRDE\_CODE\_INCMP\_FINAL) and extension date (SFRSTCR\_INCOMPLETE\_EXT\_DATE) values will be removed. These fields can be repopulated with the entry of a new incomplete grade code. The incomplete final grade can be changed before the roll takes place, if the rule allows for this (the SHAINCG\_INCMP\_GRDE\_OVER\_IND is set to *Y*).

Once the grades have been rolled to history, no changes can be made outside of Academic History, except for updating the grade code comment. If a grade is rolled as an incomplete grade, the associated fields cannot be maintained in Banner Faculty and Advisor Self-Service or on SFASLST (class attendance roster) and SFAALST (class roster).

The SHRTCKG table also includes the incomplete final (replacement) grade. The existing extension date will be used for incomplete grade date extensions, as well as the existing grade comment code (STVGCMT) for grade comments for incomplete grades. Comments can also be entered on SFASLST (class attendance roster) and SFAALST (class roster) and are rolled to history.

When an incomplete grade is rolled to and stored in Academic History, the associated incomplete final grade and extension date values will remain intact on SFRSTCR, and are transferred to history along with other data. SHATCKN also includes a field for the incomplete final grade.

The incomplete final grade and the extension date (as well as grade comment code) can be maintained on the Academic History record for the most current grade entry. However, the incomplete final grades and extension dates are protected or disabled for all records that are not the most current. Since the extension date triggers the automated processing, this

preserves an audit history. Changes to incomplete final grades can be tracked by adding a change reason (STVGCHG) and entering a new replacement grade code. The final grade entry cannot be changed, unless a new grade change entry is created.

## Steps to Implement Incomplete Grades

Use the following steps to implement automated incomplete grade processing.

1. Set up rules by effective term or effective term and level on the Incomplete Grade Rules Form (SHAINCG).

2. Set up incomplete grading extension expiration dates on SOATERM for parts-of-term.

If you only define an extension date for the full term, the other parts-of-term will revert to that date.

3. Define incomplete grades on SHAGRDE.

- 3.1. Set the **Incomplete Grade Ind(icator)** to checked (Y) for existing grade code values to be used with the automated process.

*or*

Insert new grade code entries for the effective term in which they will be active as automated incomplete grades.

*or*

Define new grade code values.

- 3.2. Define default final grades for the incomplete grades, unless instructors are required to enter the replacement final grades and override privileges have been set up on SHAINCG.

4. Assign incomplete grades on SFASLST or SFAALST in baseline or using Banner Faculty and Advisor Self-Service (Final Grades page and Incomplete Final Grades page) before grades are rolled.
5. Review and revise grades before they are rolled, using SFASLST or SFAALST in baseline or Banner Faculty and Advisor Self-Service (Final Grades page and Incomplete Grades Summary page).
6. Roll the grades, including incomplete grades, using SHRROLL, SFASLST, or SFAALST.
7. Review and update incomplete final grades and extension dates on SHATCKN for any grade changes.

Grade changes are limited to only the most recent grade sequence numbers.

Changes to the final grade require the insertion of a new grade sequence entry, which will supersede prior entries.

8. Run the Incomplete Grade Process (SHRCINC) to automate the grade changes.
  - 8.1. Run the process in Audit Mode.
  - 8.2. Review the results for grade changes.
  - 8.3. Run the process in Update Mode to commit the changes to the database.

 **Note**

If the GPAs are not calculated when SHRCINC is in Update Mode, then SHRCGPA should be run in a timely manner to reflect the grade change updates and any other updates that may be pending a recalculation. ■

## Forms Used with Processing

### Incomplete Grade Rules Form (SHAINCG)

This form is used to set up the rules used for automated incomplete grade processing. Unique rules can be created by effective term and level. The system-required term value of *000000* is delivered to reflect that incomplete grade processing is inactive (turned off) as of any prior time period. This record with this term value should exist to indicate that incomplete grading is turned off for all levels.

You can query on the following fields: **Effective Term**, **Level**, **Incomplete Grade Processing**, **Override Grade**, **Override Grade Date**, and **Web Display**. If a level is not specified, all records for the term will be retrieved. When the form is entered in query mode, you need to reset the checkbox fields, even if that means resetting them back to their original display states, or the query will not consider those fields. Setting the checkbox fields indicates that the fields are intended to restrict the query selection. The fields can be used in combination for a query.

For example, if all the checkbox fields are checked (set to *Y*) when query mode is entered, and you do not want to use those fields in the query, you can leave the settings as they are. If you want to restrict the query selection to all records for which incomplete grade processing is active (turned on), uncheck (set to *N*) the **Incomplete Grade Processing** checkbox, then recheck (set to *Y*) the field, leave the other field settings as they are, and execute the query.

Overrides can be set up on this form. Use the **Override Grade** checkbox to allow faculty members to override the default, incomplete, final grade for a student. Instructors can also override the default extension date based on the setting of the **Override Grade Date** field for the rule. Dates can be shortened, extended, both (all), or no date override can be allowed.

The system-required term value is delivered for use with SHAINCG.

Code	Description	System Required
000000	Term for incomplete grade processing not yet activated	Yes

Effective Term	Level	Incomplete Grade Processing	Override Grade	Override Grade Date	Web Display	User	Activity Date	System Required
000000	NULL	N	Y	A (All)	Y	NOT NULL	NOT NULL	Y

### Term Control Form (SOATERM)

This form is used with automated incomplete grade processing. The **Incomplete Extension Date** field in the Base Part of Term block is the extension/expiration date when incomplete final grades become eligible to replace final grades during automated processing. The date you use can vary by part-of-term. It is optional and can remain null. The date will be null for old term records and can be left null for all terms when automated incomplete grade processing is not in use.

When the rules on SHAINCG indicate that automated incomplete grade processing is active for a term, with default grades for incomplete grades on SHAGRDE that can be entered or overridden by faculty members, the extension date is also defaulted.

### Class Roster Form (SFASLST)

This form is used with automated incomplete grade processing. The **Incomplete Final Grade** field is used to replace a final grade after the extension date to complete coursework has expired. The **Extension Date** field displays the date when the incomplete final grade is eligible to replace the final grade. This date must be less than or equal to the default date when the **Override Grade Date** radio group on SHAINCG is set to *Shorten* for the rule. This date must be greater than or equal to the default date when the **Override Grade Date** radio group on SHAINCG is set to *Lengthen* for the rule. The extension date must meet the date restrictions for the rule when restrictions apply. These restrictions are relative to the default date.

These fields are activated when a grade code value for an incomplete grade is entered in the **Final Grade** field. Overrides are also permitted if the rule on SHAINCG allows overrides. The **Incomplete Final Grade** field is populated with the system value for the incomplete grade. You can enter a value in this field when the **Incomplete Grade Processing** field on SHAINCG is checked (Y). The **Extension Date** field is also populated and can be entered when the **Override Grade** field on SHAINCG is checked (Y). When the value in the **Final Grade** field is one that is other than incomplete, the **Incomplete Final Grade** and **Extension Date** fields are not active. All incomplete grades must have

an associated incomplete final grade and extension date. Once the grade has been rolled to history, the incomplete final grade and the extension date cannot be changed using these fields.

The **Grade Comment** field (STVGCMT) can be used to add comments that pertain to incomplete grades.

### **Class Attendance Roster Form (SFAALST)**

This form is used with automated incomplete grade processing. The **Incomplete Final Grade** field is used to replace a final grade after the extension date to complete coursework has expired. The **Extension Date** field displays the date when the incomplete final grade is eligible to replace the final grade. This date must be less than or equal to the default date when the **Override Grade Date** radio group on SHAINCG is set to *Shorten* for the rule. This date must be greater than or equal to the default date when the **Override Grade Date** radio group on SHAINCG is set to *Lengthen* for the rule. The extension date must meet the date restrictions for the rule when restrictions apply. These restrictions are relative to the default date.

These fields are activated when a grade code value for an incomplete grade is entered in the **Final Grade** field. Overrides are also permitted if the rule on SHAINCG allows overrides. The **Incomplete Final Grade** field is populated with the system value for the incomplete grade. You can enter a value in this field when the **Incomplete Grade Processing** field on SHAINCG is checked (*Y*). The **Extension Date** field is also populated and can be entered when the **Override Grade** field on SHAINCG is checked (*Y*). When the value in the **Final Grade** field is one that is other than incomplete, the **Incomplete Final Grade** and **Extension Date** fields are not active. All incomplete grades must have an associated incomplete final grade and extension date. Once the grade has been rolled to history, the incomplete final grade and the extension date cannot be changed using these fields.

The **Grade Comment** field (STVGCMT) can be used to add comments that pertain to incomplete grades.

### **Grade Code Maintenance Form (SHAGRDE)**

This form is used with automated incomplete grade processing and accommodates incomplete grades and default, replacement, final grades. The **Incomplete Grade Ind** checkbox is used to specify when checked (set to *Y*) that the grade code is for an incomplete grade. The **Incomplete Grade Default** field displays the default, replacement, final grade for the incomplete grade. The **Incomplete Grade Ind** field will always be checked (set to *Y*) when a default final grade exists. When a grade record is removed or inactivated, the system checks that the grade is not in use as a default, incomplete, final grade on another active grade record.

If the **Incomplete Grade Ind** checkbox is set for the grade code when the incomplete grade is entered, and a default final grade is not entered at that time, faculty members can use override capabilities to change the final grades. Prior entries for grade values on



SHAGRDE will automatically have the **Incomplete Grade Ind** unchecked (set to *N*), indicating there are no default final grades, as those entries would not have been processed as incompletes. Default, incomplete, final grades can be null for grade codes where the **Incomplete Grade Ind** is checked, and an instructor can enter a replacement final grade when the incomplete grade is assigned.

### Course Maintenance Form (SHATCKN)

This form is used with automated incomplete grade processing. The **Incomplete Final Grade** field is used to replace a final grade after the extension date by which the coursework should be completed has expired. The **Extension Date** field displays the date when the incomplete final grade is eligible to replace the final grade. (SHATCKN is an administrative override form, expected to have limited user access, and consequently it is not limited by the override restrictions set on the incomplete grade rule.)

The **Incomplete Final Grade** field is activated when an incomplete grade code is entered in the **Final Grade** field and incomplete grade processing is active (turned on). The **Extension Date** field is updatable for a new entry or for the most current existing entry. When a new grade sequence record is entered, the **Incomplete Final Grade** field is populated with the system default value for the incomplete grade. All incomplete, default, final grades must have associated extension dates. When the value in the **Final Grade** field is not an incomplete grade, the **Incomplete Final Grade** field is not active.

Incomplete final grades and extension dates can be changed on SHATCKN, regardless of the override setting on SHAINCG. However, after grade changes have been made, the **Extension Date** and **Incomplete Final Grade** fields will be protected for all entries except the most current entry (the entry with the highest sequence number), as these entries reflect the student's prior history. If you do not use automated incomplete grade processing, you can continue to use the **Extension Date** field.

When a final grade is entered, the system checks to see whether the grade is an incomplete grade and whether incomplete grade processing is active (turned on). The following occurs:

- When an incomplete grade is found, the **Incomplete Final Grade** field is activated, populated by default, or if populated already, that value is displayed. Also, the **Extension Date** field is populated by default if the value has not been entered.
- When the grade is not an incomplete grade, the **Incomplete Final Grade** field remains inactive.

The **Grade Comment** field (STVGCMT) can be used to add comments that pertain to incomplete grades.

## Incomplete Grade Process (SHRCINC)

This process is used to automatically update incomplete grades to final grades. If an incomplete grade is found in Academic History for any course within the specified terms, and its grade extension date is less than or equal to the current system date, it is selected for processing.

### Note

The process scans only Academic History records. All grades on the class roster that have not yet been rolled are still considered to be in-process.

The grade code values that are displayed on SFAALST, SFASLST, and in Banner Faculty and Advisor Self-Service are only those grade codes that were last entered on the class roster. Any grades that have been subsequently updated in history are not reflected in the roster. ■

This process can be run by term in either Audit or Update Mode and includes reason codes for the grade changes, as well as grade comments for the grade entries. You can restrict the process selection by level and/or CRN. You can include student IDs on the output and calculate GPAs in Update Mode if you wish to do so. The incomplete grade code value that is selected and the final replacement grade are also printed in the output. If grade substitution is needed, you can choose to have the grade substitution grade code printed on the report.

The grade extension date for incomplete grades is compared against the system date to determine whether a grade change needs to occur. If a grade change is needed, a new grade entry is created for the course in the student's academic history. If the system date is greater than the incomplete extension date, then a new grade entry is inserted, but with the final grade code changed from the incomplete grade entry to the replacement final grade. The process also performs checking for grade substitution. Grade substitution can replace the updated grade with a substitute grade, based upon the grade mode associated with the student that was taking the course. A GPA recalculation is then performed when the Calculate GPA parameter is set to Y, and the process is run in Update Mode.

The process can be run in Audit Mode to forecast automated grade change results for upcoming grade conversions. The Future Date parameter can be used to forecast future results. No GPA calculation is performed in Audit Mode.

### Note

This process does not use sleep wake processing. ■

## Grade Conversion and Substitution

The process creates a new grade revision entry in the SHRTCKG table. The existing, current, incomplete entry is maintained in Academic History. This update is processed as a non-destructive grade change. The new entry is added as the next sequence number, and the final grade code is extracted from the incomplete final grade of the prior entry. The extension date is cleared for the new entry. The reason code comes from the Reasons Code

parameter, and the current system date is used as the grade date. If a grade code comment is specified, it will be added to the new grade entry.

The default, incomplete, final grade is the assigned final grade of the new grade change entry. That may cause a second grade change entry to be posted for the grade substitution. The processing for the grade substitution is automatically invoked at the time the first grade change is posted. The reason code on the grade substitution entry (if one is needed) uses *SG* (substitute grade) as the reason code, and no grade comment code will appear on that entry. *SG* is a system-defined reason code used for substituted grade change entries. A second entry will be printed on the report output for the substitute grade change (by default) unless the Print Grade Substitutions parameter is set to *N*.

If grade substitution is needed for the incomplete final grade, then the substitution grade value must be reconciled to exist before the first grade change entry is posted. A final grade cannot be changed to a grade value that is inconsistent with the grade mode for which the student is taking the course, except when the grade is immediately replaced with a substitute grade value. If grade substitution is required and a substitute grade is not on file, then neither grade change will be posted, and an error message will be displayed in the output. Once the grade substitution is complete, the GPA recalculation can take place, if the Calculate GPA parameter is set to *Y*.

## Build Academic Standing Rules

The institution's policies regarding probation and Dean's List are set up as a series of rules on the Academic Standing Rules Form (SHAACST). Rules may be set up to place students on probation, to take them off probation, to continue probation, or to indicate suspension or dismissal. Rules are set up using minimum hour and GPA requirements. Dean's List rules are also set up using minimum hour and GPA requirements for the term.

## Calculate Academic Standing

The calculation of academic standing and dean's list eligibility are performed using the Calculate Academic Standing Process (SHRASTD). The rules are defined using the Academic Standing Rules Form (SHAACST). The process permits calculation of academic standing and Dean's List eligibility independently (each has its own Y/N parameter). The process uses the highest hours that apply to a student when calculating dean's list status, thus allowing an institution to calculate various honors for full-time and part-time students. The process also checks a student's course information for excluded grades only at the level for which the dean's list rule is created. The process can be run in either update or audit mode. First time students are retrieved, and pre-Banner hours are included. Results are displayed for a person in the Term Header information of the Term Course Maintenance Form (SHAINST) or can be viewed for selected groups of students within a term on the Academic Standing Query Form (SHASTAT).

### Note

The academic standing process uses a student's displayed GPA rather than the stored GPA when determining their academic standing.

For example, if a student's GPA is calculated to be 1.987821, that is the value that will be stored. However, if the institution's GPA display rules are set up to round the GPA to three digits, the displayed GPA would be 2.000, and that is the value the SHRASTD process will use to evaluate the student's academic standing. ■

Academic standing on SHAACST is based on the level of the student and the GPA of those courses where the level matches that of the student when determining which rule to use.

**Example: Rules for Undergraduate Students**

Current Standing						Next Standing
G1	0-999.99	E	0-999.99	0.00	1.00	G1
G1	0-999.99	E	0-999.99	1.01	2.99	G2
G1	0-999.99	E	0-999.99	3.00	3.50	G3
G1	0-999.99	E	0-999.99	3.51	4.00	G4

Level	Grade
1 Undergraduate Level Course	A
1 Undergraduate Level Course	D
1 Graduate Level Course	B

**Term GPA** **2.39**  
 Academic Standing Calculated = G2

The Calculate Academic Standing Process (SHRASTD) differentiates between a zero (0.00) GPA attained as a result of receiving grades which *do not* count in GPA and a zero (0.00) GPA received as a result of receiving grades which *do* count in GPA.

**Example: Academic Standing Rule (SHAACST)**

Current Standing					Next Standing
00 (Good)	Term GPA	0.00	-	1.99	P1 (Probation)
	Cumulative GPA	0.00	-	1.99	

Student A:

Course	Credits		Grade		
ENGL 100	3		P (Pass)	Count in GPA = N	
HIST 100	3		AU (Audit)	Count in GPA = N	
	<i>Attempted</i>	<i>Passed</i>	<i>Earned</i>	<i>GPA Hrs</i>	<i>GPA</i>
Term	3.00	3.00	3.00	0.00	0.00
Cum	3.00	3.00	3.00	0.00	0.00

Student B:

Course	Credits		Grade		
ENGL 100	3		P (Pass)	Count in GPA = N	
HIST 100	3		F (Failure)	Count in GPA = Y	
	<i>Attempted</i>	<i>Passed</i>	<i>Earned</i>	<i>GPA Hrs</i>	<i>GPA</i>
Term	6.00	3.00	3.00	3.00	0.00
Cum	6.00	3.00	3.00	3.00	0.00

- When academic standing is calculated, Student A will be placed on 00 (Good), and Student B will be placed on P1 (Probation).
- In summary, the process looks for at least one course with a grade which counts in GPA when processing students with 0.00 GPAs.

The Calculate Academic Standing Process (SHRASTD) calculates term honors based upon the Dean's List rules defined on the Academic Standing Rules Form (SHAACST). The process compares the student (using the student's term hours and term GPA) against all rules for which the student has exceeded or met both the minimum hours and minimum GPA set for the rule. If multiple rules are selected, the process chooses the rule which is a best fit (closest to but *not* less than) the term hours and term GPA of the student.

**Example:**

\* All use institutional GPA and earned hours.

Rules *	Minimum Term Hours	Minimum Term GPA	Status
#1	12	3.75	DL (Dean's List)
#2	12	3.50	HL (Honor's List)
#3	12	3.00	ML (Merit List)
#4	9	3.50	DL (Dean's List)
#5	6	3.25	HL (Honor's List)

Student	Hours/GPA	Status
<i>Student A</i>	15 earned hours for the term 3.29 term GPA	ML
<i>Student B</i>	12 earned hours for the term 3.75 term GPA	DL
<i>Student C</i>	11 earned hours for the term 3.35 term GPA	HL

- *Student A* will be compared against rules #3 and #5. He qualifies for rule #3 based upon his term GPA of 3.29 being greater than or equal to the minimum of 3.00 set for the rule, and his term hours being closest to but not less than the minimum of 12 on rule #3.
- *Student B* will be compared against rules #1, #2, #3, #4, and #5. She qualifies for rule #1 based upon her term GPA of 3.75 being greater than or equal to the minimum of 3.75 set for the rule, and her term hours being closest to but not less than the minimum of 12 on rule #1.
- *Student C* will only be compared against rule #5, since his earned hours for the term (11) are closest to but not less than the minimum hours (6) set for the rule, and his term GPA of 3.35 being greater than or equal to the minimum of 3.25 set for the rule.

When a student matches the criteria for an academic standing rule, but has no hours which count in GPA calculation for the term (for example, the student has withdrawn from all hours or audited all hours), the academic standing from the most recent past term will be carried forward into the new term. Note that this processing requires that an existing academic standing rule be found which matches the student's information at that point in time. If no academic standing rule would otherwise apply to the student, the student's standing for the term is updated to the detail "00" standing code. The pass-through of the academic standing from the previous term occurs only when a rule applies to a student, but the student has no hours for the term which count in the GPA.

The maximum hours in the SFBETRM record, as displayed on the Student Course Registration Form (SFAREGS), are not updated at all if the maximum hours value on the Academic Standing Code Validation Form (STVASTD) is null (blank) for the calculated academic standing and the Calculate Maximum Registration Hours parameter option in the Calculate Academic Standing Process (SHRASTD) is used. The SFBETRM record for the student must also exist in the pre-registration future term entered in the Pre-registration Future Term parameter. No graded registration may exist for this term.

If this option is used and the calculated academic standing has a value in the **Max(imum) Hours** field on STVASTD, the value from STVASTD will overlay any value already contained in the SFBETRM record. If there is no maximum hours value for the academic standing code on STVASTD, no update will be made to the data in the SFBETRM record. Specifically, if no value is present in the **Max(imum) Hours** field on STVASTD for a new academic standing, the SFBETRM maximum hours will not be updated to "0.00".

If no value is present in the **Min(imum) Hours** field on STVASTD for a new academic standing, the SFBETRM minimum hours will be updated to zero if all other selection criteria have been met. If the value is for the pre-registration future term, and the SFBETRM minimum and maximum hours are equal to the value in STVASTD for the academic standing, the SFBETRM record will not be updated. The report will display new minimum and maximum hours values only when the SFBETRM record is updated. The academic standing code may be updated, regardless of the whether the SFBETRM record minimum and maximum hours are updated.

## Calculate Academic Standing by Student Centric Period

SHRASTD also calculates academic standing by student centric period for students with an active student centric period for the term. The student is considered to have an active student centric period for the term when the **Student Centric Period** field on SHAINST (or the column in the SHRTTRM table) has a valid value. The Academic Difficulty Rules by Student Centric Period window on SHAACST is used to maintain academic standing hours and GPA rules by student centric period.

When academic standing is evaluated for the student for the final term of the student centric period, the new standing is based on the institutional hours and GPA from all the terms associated with the student centric period. When academic standing is evaluated for the student for an earlier term in the student centric period, the most recent, previous academic standing calculated before the student centric period will be assigned as the new standing.

For a student, for all terms prior to the final term in a student centric period, the academic standing is rolled forward from the student's most recent term that is prior to the start of the current student centric period. This permits registration restrictions and maximum hours calculations to remain in effect throughout the student centric period. When a student who has an active student centric period does not enroll in the final term of the student centric period, and academic standing is calculated for the final term, the student's standing is evaluated based on the student centric period GPA totals, but the academic standing is stored in the highest or maximum existing term header record for the student centric period.

### Note

When a student does not have an active student centric period assigned, the existing term-based rules from SHAACST are used for the evaluation of academic standing. ■

Use the Process by Student Period parameter to calculate the academic standing for student centric periods.

- When this parameter is set to *Y*, the process considers students who are assigned to a cycle designator and student centric period using the rules for student centric period academic standing processing.

- When this parameter is set to *Y*, any students who are not assigned to a cycle designator for the term are processed using baseline term academic standing processing.
- When this parameter is set to *N*, only baseline term academic standing processing is performed.

Use the SCPs to be Processed parameter to process specific student centric periods. Values should be valid for the term entered in the Term parameter. Valid values come from the Student Centric Period Term Control Form (SOASCPT). When the Process by Student Period parameter is set to *Y*, this parameter must be entered.

## Produce Grade Mailers

Grade mailers are produced by course level using the Grade Mailer Report (SHRGRDE) for students who have had grades rolled to academic history. Revised grade mailers may also be produced when grade changes are made on the Course Summary Form (SHACRSE). Duplicate grade mailers are produced, when requested, on the Term Course Maintenance Form (SHAINST). The grade mailer lists the courses taken, credits, quality points, and grades received, as well as transfer GPAs and term descriptions for each student.

Courses which are flagged as non-gradable (**Gradable Indicator** is unchecked) on the Course Registration Status Code Validation Form (STVRSTS) will not be given the user-supplied default grade when running the Grade Mailer. Courses flagged as non-gradable (**Gradable Indicator** is unchecked) which have no grades entered and exist in registration will not appear on the Grade Mailer.

The grade mailer may be created for only those courses associated with a selected campus. This is done when the campus GPA is being calculated via the Academic History Control Form (SHACTRL). The Grade Mailer Status/Error Correction Form (SHAGCOL) is used to view the status of grade mailers and to allow mailers to be re-run if there is a printer problem or other reason to re-run the job.

The hold logic for the process is such that if a person had a hold which prevented a grade mailer from being produced, and the hold has been removed, or is no longer active, the subsequent run of the grade mailer will remove the grade mailer hold information for the previous request and produce the grade mailer.

The selection of registration records for grade mailers prints those rows where the section is gradable according to the Schedule Form (SSASECT) and a combination of the following is true:

- The `SFRSTCR_ERROR_FLAG` must either be null or not *D*, which means the record counts in enrollment.

*or*



- The SFRSTCR\_ERROR\_FLAG is *D* (does not count in enrollment), but the record has already been graded (via auto grade on the stvrsts record matching the sfrstcr\_rsts\_code).

*or*

- The SFRSTCR\_ERROR\_FLAG is *D* (does not count in enrollment), but the STVRSTS\_GRADEABLE\_IND on the STVRSTS record matching the SFRSTCR\_RSTS\_CODE is set to *Y*.

The report will check for grade mailer type holds that are effective for a date greater than the system date and then suppress the associated grade mailer. If the hold is effective for a date less than or equal to the system date, the grade mailer may be printed. The **Grade (Hold Indicator)** is located on the Hold Type Code Validation Form (STVHLDD).

## Add/Change Degrees

Information concerning each student's degree and certificate history is entered on the Degrees and Other Formal Awards Form (SHADEGR). This form allows you to enter the degree, college, majors, minors, status, honors, and dual degrees associated with the degree for a student. The degree information, specified as part of the student's record on the General Student Form (SGASTDN), defaults to this form. Any institutional and transfer course work taken by the student may be indicated as applying to the degree. Any courses that apply to the degree may be used to calculate degree hour and GPA data. Degree information is automatically created for each student during the initial grade roll process. Subsequent grade rolls may create or modify degree information in academic history depending upon changes made to that information on the General Student Form (SGASTDN).

On the Degrees and Other Formal Awards Form (SHADEGR), the Institutional Course Attributes information and the Transfer Course Attributes information, may be used to view any attribute information associated with the student's course work. An indicator (\*) exists as an addition to the Institutional Course information and Transfer Course information to indicate the course for which the attributes are being displayed.

### Note

A subsequent degree record is created when there is a change in the college, degree, level, or program code. If there is a change on SGASTDN in any other curriculum data (i.e., Major 1), the current degree record is updated. ■

## National Student Clearinghouse (NSC) Degree Verification Reporting

The National Student Clearinghouse (NSC) uses reporting to collect degree information for use in a national repository to aid in the verification of student educational achievement.

This reporting provides the following benefits:

- Reduce the administrative workload and constant interruptions that verifications cause in the registrar's office.
- Make it so easy and inexpensive for employers to verify educational achievements so that misrepresentation of college credentials is virtually eliminated.
- Allow all schools, even those that may need to process only a small number of verification requests during the year, to obtain the benefits of out-sourced degree verifications.
- Allow schools to share in revenues that may be generated without having to enter into long-term, exclusive contracts.
- Help institutions more accurately measure their performance in preparing their students to obtain degrees and certificates from other institutions.

Use the Degree Verification Process (SHRDEGV) to collect data relating to the degrees a student has completed at an institution and supply the information to the clearinghouse.

## Enter/Maintain Transfer Course Work

Information related to a student's transfer work may be entered on the Transfer Course Form (SHATRNS). This form allows for the recording of all previously attended institutions, the level of course work, and the term in which it applies. Detail course work is entered as your institutional course equivalent and may be tied to the student's original transcript work. Transfer Hour and GPA data may be calculated on this form. The **Title** field defaults from the Catalog information if the subject and course number exist on the Catalog for the effective term entered.

The Transfer Articulation Module may also be used to enter transfer work. See the Transfer Articulation Procedures for more information.

## Add/Change Transcript Events and Comments

Significant events and narrative comments unique to a particular student are entered on the Transcript Event and Comment Form (SHATCMT). Events will print on the student's transcript if they are so designated. Comments will print on the transcript. The comments may be specific to the level of the student or may be term specific. If term specific, they will print next to that term on the transcript.

## Enter Qualifying Papers

All original research papers or projects authorized for students as part of their degree requirements are entered using the Qualifying Paper Form (SHAQPNO). The title of the paper and any comments or text are maintained. The paper will print on the transcript

only if the paper type is so designated on the Qualifying Paper Type Code Validation Form (STVQPTP).

Several conditions must be true in order for qualifying paper titles and/or comments to print:

- The **Transcript Print** checkbox for the qualifying paper type must be checked on the Qualifying Paper Type Code Validation Form (STVQPTP).
- A value must be present in the **Acceptance Date** field on the Qualifying Paper Form (SHAQPNO) for the paper.
- The paper must be applied to an awarded degree on the Academic Non-Course Form (SHANCRS).
- The **Qualifying Papers** checkbox must be checked on the Transcript Type Rules Form (SHATPRT) for the transcript type being produced. If paper comments should also print for the transcript type, the **Qualifying Papers Text** checkbox must also be checked.

## Review Academic History Online

The Term Sequence Course History Form (SHATERM) displays summary information for a student for each term with cumulative hour and GPA totals. Both institutional and transfer work are displayed.

The Subject Sequence History Form (SHASUBJ) displays summary information for a student for each subject area with hour and GPA totals by subject. Both institutional and transfer work display.

## Print Transcript

A request to print a transcript is made on the Transcript Request Form (SHARQTC). This form allows you to specify the level of the transcript, who it will be sent to, and whether to print it immediately, to defer printing, or to send it electronically via EDI or XML.

The Academic Transcript Process (SHRTRTC) allows you to print various transcript types, each of which may include different sections of information. Future term information will print on this transcript, even if no institution data is present. The Transcript Population Process (SHRTPOP) allows production of the academic transcript for an entire population of students, without entering individual requests. The academic transcript may also be produced to allow those institutions requiring only the courses associated with a particular campus to be printed. This is done when the campus GPA is being calculated via the Academic History Control Form (SHACTRL).

Codes and descriptions of transcript types are defined on the Transcript Type Code Validation Form (STVTPRT). The specific sections of information to be printed for each transcript are defined on the Transcript Type Rules Form (SHATPRT). For example,

Internal Transcripts may include all possible information, but External Transcripts may not include academic standing, term comments, and qualifying paper information. Examples of sections of information which print depending on transcript type include: transfer course detail, academic events, level comments, qualifying paper information, committee information, and college, major, and student type by term.

 **Note**

SHRTRTC checks the value in the `SHTTRAN_TYPE` field. A *Null* value indicates the paper transcript should be printed. Values of *E* (EDI) or *P* (XML) are ignored, and a transcript is not printed if those electronic values exist. ■

The transcript also displays course history information and GPA totals by term within student centric periods. All terms with a specific student centric period on the term header record (SHRTTRM) are grouped between a student centric header line and student centric GPA statistics section on the report output. This allows an institution to provide totals for both the student centric period and terms within the student centric period. This information is displayed when the **Student Centric Period Statistics** checkbox is selected on the Transcript Type Rules Form (SHATPRT).

## Selection of Concurrent Curricula Transcript Data

Concurrent curricula data can be selected from the concurrent curricula tables and printed on the Academic Transcript (SHRTRTC), the Electronic Data Interchange Extract (SHREDIY) or EDI transcript, and the Self-Service Transcript Page (BWSKOTRN.P\_ViewTran). Parameters are used to allow the printing of all or parts of the primary and secondary curriculum records.

The transcript displays detailed information for curriculum records, based on the options selected on SHATPRT. The SOVLCUR and SOVLFOS views are referenced by SHRTRTC. Curriculum records can be printed by term, learner primary and secondary curriculum records can be printed, degrees awarded for primary and secondary curriculum records can be printed, and data can be sorted by department, college, and major. Primary and secondary curriculum records are printed based on the number of current and active records allowed for the module. You can use options on SHATPRT to include and exclude the printing of parts of the primary and/or secondary curriculum as needed.

Curriculum labels can be customized using SHATPRT. If no labels are specified in those options, the default labels used will be “Current Program” and “Secondary”. An option also exists to print the program on the transcript. You can also print the campus for the primary curriculum.

The maximum number of fields of study that can be printed on the transcript is based on the allowable current maximum established for the module. This includes field of study types that are outside of the major, minor, or concentration. Options on SHATPRT (**Major** and **Major Concentration**) are used to control the printing of concentrations, both base and those attached to majors. Concentrations attached to the major are printed under the

major with a label of “Maj/Concentration”. Those concentrations attached to the base curriculum are printed after the minors and have a label of “Concentration”.

## Print Options

You can print the transcript type description without the transcript type code. You can still select the option to print the transcript type code value if you choose.

Four sets of curriculum print options exist on SHATPRT:

- Primary Learner Curriculum
- Secondary Learner Curriculum
- Primary Outcome Curriculum
- Secondary Outcome Curriculum

The print options for all four sections are the same and include the following data:

- title or label that appears above the curriculum section
- program
- degree (only available for the Learner module and does not display for the outcome)
- college
- campus
- major
- major concentrations
- minor
- concentration
- other fields of study

Please note that the primary curriculum degree for an outcome is printed with the awarded label. If the learner has multiple curriculum records on a single outcome, only the degree from the primary curriculum will be displayed.

Other print options that pertain to curriculum data, specifically the learner's primary curriculum, are the options to print the admissions term and the matriculation term.

The fields of study will always be printed in priority order within the field of study grouping. Please note that the placement of the concentrations differs from the display of fields of study on the forms that have Curriculum windows. On those forms, the concentrations attached to a major show the major but are displayed after the minors. In this setting, the “Attached to Major” label is not visible.

The following order facilitates identifying concentrations that are attached to majors:

- majors
- concentrations attached to majors will follow each major
- minors
- concentrations attached to the base curriculum
- other field of study types

**Example:**

*Learner's Primary Curriculum*

Program: BA-HISTORY BA History

Level: UG Undergraduate

Degree: BA Bachelor of Arts

Campus: MAI Main

College: AS Arts and Sciences

Major 1: HIST History

Concentration Attached to HIST: AMER American History

Major 2: ECON Economics

Minor 1: ACCT Accounting

Concentration Attached to Base: MEDI Medieval History

Other Field of Study INTERN: USGV US Federal Government Internship (The description of *INTERN* on GTVLFST is *Internship*.)

If all print options are selected, the following data will be displayed on the transcript:

*Current Program:*

Bachelor of Arts

Program: BA History

College: Arts and Sciences

Campus: Main

Major: History

Maj/Concentration: American History

Major: Economics

Minor: Accounting

Concentration: Medieval History

Internship: US Federal Government Internship

The paper transcript (SHRTRTC) will print the primary curriculum and awarded degree curriculum if the level matches the course level that is being reported. The college and major that are printed by term come from the primary current and active curriculum. If the level does not match the course level being printed, college and “Major by Term” will not be printed.

The difference between the self-service and paper transcripts when the level of *AL* is selected is apparent in how the curriculum is printed. For the self-service transcript, all curriculum records are printed at the beginning of the document, but for the paper transcript, the current, active, primary curriculum record is printed at the beginning of the output pages that are reporting the courses for that level. If the degree is awarded, and the primary and secondary outcome curriculum records are at two different levels (both in the same degree sequence number), both the primary and secondary outcome curriculum records will be printed on the page with the level that matches the primary outcome curriculum. The self-service transcript reports all courses together, but the paper transcript produces separate output pages for each level.

## Using SORLMFS for Maximum Field of Study Counts

Maximum counts for all types of fields of study are recorded, not just the fields of study for the major, minor, and concentration. The maximum current and active fields of study allowed are coded for each module on SOACTRL for any field of study type.

The SORLMFS table is used to store the maximum counts per field of study type and module. The keys to the table are the module code (LMOD\_CODE) and the field of study type (LFST\_CODE). The types for *MAJOR*, *MINOR*, and *CONCENTRATION* are required. The table allows a count of zero, which means none are allowed for that field of study type. A value of one (1) is required for the major type, because the curriculum currently requires at least one major.

### Note

An SOBLMOD record which defines the learner module and number of curriculum allowed *must* exist prior to defining fields of study counts on SORLMFS. ■

## Execution of Curriculum Conversions

Curriculum conversions can be executed from transcript requests (SHRTRTC) and self-service view pages where curriculum data can be printed before any processing occurs, so that all curriculum data appears on the hardcopy output or online. All objects in which

concurrent curriculum processing is implemented will attempt to convert the learner and outcome curriculum data from the original host tables to the concurrent curricula tables. The concurrent curricula conversion will automatically be executed when SHRTRTC begins to process a transcript for a student. If the curriculum data has already been converted, the conversion process will end without completing any activity.

## Using Levels with Self-Service and Paper Transcripts

The paper transcript prints the current, active, primary learner curriculum records and/or the current, active, outcome primary or secondary curriculum (if it is awarded), if the level for the curriculum matches the course level that is being reported on the transcripts.

The self service transcript displays the primary and secondary learner curriculum records and the outcome primary or secondary curriculum, if the level for the curriculum matches the course level that is being reported on the transcripts. When all levels are selected in self-service, all current, active, primary and secondary curriculum records for all levels are displayed at the top of the transcript pages, before the coursework for all levels is reported.

### **Example:**

#### *Learner Primary Curriculum*

Program: BA History  
Level: Undergraduate  
Degree: Bachelor of Arts  
College: Arts and Sciences  
Campus: Main  
Major: History

#### *Learner Secondary Curriculum*

Program: CE Arts  
Level: Continuing Education  
Degree: Art Certificate  
College: Continuing Education  
Campus: Main  
Major: Drawing

The transcript pages that print the Undergraduate Courses report just the learner primary curriculum. The pages that print the Continuing Education courses print the learner secondary curriculum.

The undergraduate curriculum for the awarded degree is printed on the pages that report the Undergraduate Courses course level. All curriculum records for an awarded degree are printed together. In the above example, the Continuing Education curriculum is listed as a secondary curriculum to the undergraduate outcome curriculum, and it will be reported with the undergraduate outcome curriculum.



## College and Major by Term

The college that is printed for each term is taken from the curriculum that is active and current for that term, has the lowest priority, and has a level code that matches the course level reported. The major printed is the one that is primary, active, and current for that curriculum.

## Transcript Requests

Transcript requests are entered or displayed by ID on SHARQTC, and transcript requests may not be entered without an override for a person who has holds in effect which prevent transcript production. The **Holds Exist** field displays whether transcript holds exist, allows use of a List function to display holds on the Holds Query-Only Form (SOQHOLD) and is where an override can be entered. Academic standing, enrollment terms, accumulated credits, and cumulative GPA data displays by level in the Current Student Status window.

Transcript requests are displayed and can be entered in the Transcript Request section. When the section of the form is accessed, existing transcript requests will be displayed in reverse date order. Unprinted requests will display first, followed by printed requests. A transcript may be produced for a student with no graded coursework in academic history. Please note that a student still must have history to be selected by the Transcript Population Process (SHRTPop). Transcripts can be printed using Sleep-Wake processing or through user-initiated runs of the Academic Transcript Process (SHRTRTC).

When processing an electronic transcript, enter a valid level, a request date, the transcript type, and the number of copies. You may check the **Official (Indicator)**, or if an EDI or XML capable institution code is used, you will receive a warning when you save the record, and this indicator will be updated for you.

Electronic transcripts require the entry of a valid outside institution code for an institution that is capable of receiving electronic transcripts. Institutions are noted as being EDI or XML capable using the setting of the **Electronic** field on STVSBGI. This field determines the mode in which the transcript is to be sent. When the institution code is entered in the Transcript Destination block of the Issue Information window, the system will check to see if that institution is EDI or capable and then default in the appropriate **Output Type** value (*E*, *P*, *NULL*).

The **Output Type** field will always be blank unless an external institution code has been entered and that institution is capable of receiving transcripts electronically using the EDI or XML file formats. When this field is *NULL*, the transcript will be printed on paper. If the institution is EDI capable, the system will set the **Output Type** to *E* in the Transcript Destination block of the Issue Information window. If the institution is XML capable, the system will set the **Output Type** to *P* in the Transcript Destination block of the Issue Information window.

The **Output Type** value can then be overridden by the user in the following situations:

- If the **Electronic** field on STVSBGI is not null for the corresponding **External Institution Code** value, then the user can change the **Output Type** value to *NULL*. The override is only valid for that transcript request.
  - The value of *E* can only be entered for those institution codes that are marked as EDI capable on STVSBGI.
  - The value of *P* can only be entered for those institution codes that are marked as XML capable on STVSBGI.
- If the **Electronic** field on STVSBGI is null for the corresponding **External Institution Code** value, then the **Output Type** value cannot be overridden.

The student's academic transcript is associated with committee information and academic events for graduate student tracking. First, committee information may be printed on the transcript if the **Print On Transcript (Indicator)** on the Committee/Service Form (SHACOMI) is checked for a specific committee *and* the Transcript Type Rules Form (SHATPRT), for the type of transcript being requested, also has the **Committees (Indicator)** checked. Second, decision and/or event grade may be printed along with the event on the transcript if the **Transcript Print (Indicator)** on the Academic History Event Code Validation Form (STVEVEN) is checked *and* the Transcript Type Rules Form (SHATPRT), for the type of transcript being requested, also has checked print indicators for **Academic Events, Academic Event Decision, and Academic Event Grade**.

All majors and concentrations within a student's degree record print in the degree awarded section, based upon the value for the **Degree Major** field on the Transcript Type Rules Form (SHATPRT). When **Degree Major** is checked (set to *Y*), all majors and concentrations in the degree record will be printed. Printing of minors is controlled by the **Degree Minor** field. When **Degree Minor** is checked (set to *Y*), all minors in the degree record will print. The order and format of majors, minors and concentrations is as follows:

Major	Description of Major 1, Primary Curriculum
Concentration(s)	Description of Concentration 1, Major 1, Primary Description of Concentration 2, Major 1, Primary Description of Concentration 3, Major 1, Primary
Major	Description of Major 2, Primary Curriculum
Concentration(s)	Description of Concentration 1, Major 2, Primary Description of Concentration 2, Major 2, Primary Description of Concentration 3, Major 2, Primary
Minor(s)	Description of Minor 1, Primary Curriculum Description of Minor 2, Primary Curriculum
Major	Description of Major 1, Secondary Curriculum
Concentration(s)	Description of Concentration 1, Major 1, Secondary Description of Concentration 2, Major 1, Secondary Description of Concentration 3, Major 1, Secondary
Major	Description of Major 2, Secondary Curriculum

Concentration(s)	Description of Concentration 1, Major 2, Secondary Description of Concentration 2, Major 2, Secondary Description of Concentration 3, Major 2, Secondary
Minor(s)	Description of Minor 1, Secondary Curriculum Description of Minor 2, Secondary Curriculum

## Name Type Hierarchy on Transcript Request

You have the option to use a name type hierarchy on a transcript request. You can print a name on a transcript that is not the current name found on the identification record (SPRIDEN). You can identify a hierarchy of names in Banner that can be used to populate the “record of” name on the paper transcript. The Banner names that can be considered include:

- any name in the Person Identification/Name Repeating Table (SPRIDEN) that is identified by a name type
- general person legal name
- student diploma name

Two levels can be defined for the transcript name hierarchy. The top level is for the transcript type. The second level is for a person's request. If no matches are found in either of these data sources, the current identification name will be used.

Special rules processing is required for EDI transcripts (SHREDIY). That process requires that a first and last name exist. The diploma name and legal name cannot be used for the EDI transcript, since those records do not split the first and last names.

### Note

Name hierarchy selection can only be used for EDI transcripts if the transcript type selected allows an EDI transcript to be produced. ■

The STVTRNS validation table is used to identify the name sources, and required values are delivered with the supported name sources. SHATPRT (transcript type) stores the name hierarchy. SHARQTC (transcript request) also stores a name hierarchy specific to the individual.

When completing a transcript request, the Options Menu provides access to SHADEGR where the degree sequences can be queried (SHADGMQ), and the diploma name can be viewed, allowing the user to select the correct degree sequence number for the diploma name in the hierarchy rules.

## SSN/SIN/TIN, ID, and Birth Date Format Masks

You have the option to select the birth date, SSN/SIN/TIN, Banner ID, or none of those to be printed on the paper and/or EDI transcripts. (EDI does not transmit the SSN/SIN/TIN. It always uses the Banner ID.) (The birth date can be masked on the self-service transcript,

but the SSN does not display on the self-service transcript.) Use the checkboxes in the Personalization Print Options block on SHATRPT to choose the data you wish to include. You can change how the SSN/SIN/TIN or Banner ID appear on the transcript using format masks. You can also change the birth date format for the paper or self-service transcript to any valid date format using the pulldown list of format masks.

## SSN/SIN/TIN and ID

The rules for adding in a character mask to the SSN/ID values are as follows:

- Use the character X to display data and the character \* to conceal data.
- This can be used only for display-only columns.
- This cannot be used when there is data entry involved on the column.

The following describes valid format masks for character strings such as the SSN or ID number:

Element	Example	Description
*	****	Characters are displayed as asterisks.
X	XXXXXX	Characters are displayed as normal value.

Two examples of format masks and the SSN would be:

- Value 123456789 and mask \*\*\*\*\*XXX will print as \*\*\*\*\*789.
- Value 123456789 and mask \*\*\*XXX\*\*\* will print as \*\*\*456\*\*\*.

## Dates/Birth Dates and Times

The following describes valid format masks for dates, such as the birth date, and times, and can be used to change how the date appears on the transcript:

Element	Example	Description
YYYY	2003	four-digit year
YYY	003	three-digit year
YY	03	two-digit year
Y	3	one-digit year
SYYYY	-2003	S adds a prefix of a - to a BC date.
Y,YYY	2,003	Year with comma in this position
BC or AD	2003AD	BC/AD indicator
B.C. or A.D.	2003A.D.	BC/AD indicator with periods

Element	Example	Description
RR		Defaults to correct century. Calculates the century from a date entered by comparing the two -digit year entered with the year and century to which the computer's internal clock is set. Years 00 - 49 will be given the 21st century (the year 2000), and years from 50 - 99 will be given the 20th century (the year 1900).
MM	January = 01	two-digit month
MONTH	JANUARY	Name of month, padded with blanks to a length of nine characters
MON	JAN	Name of month, three letter abbreviation
DDD		Day of year (1 - 366)
DD		Day of month (1 - 31)
D		Day of week (1 - 7; Sunday = 1)
DAY	SUNDAY	Name of day, padded with blanks to a length of nine characters
DY	SUN	Name of day, three letter abbreviation
J		Julian day, the number of days since January 1, 4712 BC
AM or PM		Meridian indicator
A.M. or P.M.		Meridian indicator with periods
HH or HH12	1100	Hour of the day (1 - 12)
HH24	2300	Hour of the day (0 - 23)
MI		Minute (0 - 59)
SS		Second (0 - 59)
SSSSS		Seconds past midnight (0 - 86399)
/.		Punctuation is produced in the result.
"..."		Quoted string is produced in the result.

Element	Example	Description
FM		Fill mode: assumes implied characters such as O or space, displays significant characters left justified. Allows end user's input to be shorter than the format mask. (Use in conjunction with FX to require specific delimiters.)
FX		All date literals must match the format mask exactly, including delimiters.

Two examples of format masks and for dates and times would be:

- Birth date value 01-JAN-1980 and mask 'DD-MON' will display as 01-JAN.
- Birth date value 01-JAN-1980 and mask 'Month DD' will display as January 01.

## Self-Service Request and Payment Options

Records are inserted into Accounts Receivable when charge amounts exist that are greater than \$0.00. When an available payment option has been set up in STVWPYO that requires a self-service credit card charge and/or payment, both the charge and the credit will be inserted into the appropriate Accounts Receivable table when the self-service request has been completed. That insert can occur whether the charge type is *M* (record is inserted into TBRMISD) or *S* (record is inserted into TBRACCD).

- If the charge type is *M*, then the payment option must be a credit card type, because that is the only way to ensure that payment has been collected. By definition, TBRMISD requires a payment at the same time it posts a charge.
- If the charge type is *S*, and the payment option is not a credit card type, then any charges set up for the services are not inserted into the student's account from self-service. An example of this could be "Bill My Account."
- Charges of type *S* (that are not credit card charges) are inserted into TBRACCD when you run SHRTRTC for transcript requests.

The following four conditions affect the information that is displayed on self-service request pages, based on the settings in the Self-Service Print Options window for SHATPRT.

Conditions in Self-Service Print Options Window	Data/Message Displayed to the Student in Banner Self-Service Request Pages
1 <ul style="list-style-type: none"> <li>• Service level type is <i>M</i></li> <li>• Charge is greater than \$0.00</li> <li>• Payment options exist, both credit card and non-credit card types</li> </ul>	Display only those payment options where the <b>Credit Card Indicator</b> is <i>Y</i> in STVWPYO
2 <ul style="list-style-type: none"> <li>• Service level type is <i>M</i></li> <li>• Charge is greater than \$0.00</li> <li>• Payment options exist, but none is a credit card type</li> </ul>	Display Infotext error message:  <i>There is no credit card payment option available, so we cannot complete your request. Please contact the Bursar or Registrar for assistance.</i>
3 <ul style="list-style-type: none"> <li>• Service level type is <i>S</i></li> <li>• Charge is greater than \$0.00</li> <li>• Payment options exist that are credit card and/or non-credit card types</li> </ul>	Display all payment options
4 <ul style="list-style-type: none"> <li>• Service level type is <i>S</i> or <i>M</i></li> <li>• Charge is greater than \$0.00</li> <li>• No payment options exist</li> </ul>	Display Infotext error message:  <i>There are no payment options available, so we cannot complete your request. Please contact the Bursar or Registrar for assistance.</i>

## Transcript Population Process

The Transcript Population Process (SHRTPOP), which produces transcript requests for a selected population, may be used for the Academic Transcript, Electronic EDI Transcript, and XML Transcript, based upon user-specified parameters.

Selection parameters include Term, ID, Level, Advisor, Degree, Degree Status, Degree Graduation Date, College and Major. These parameters, with the exception of Term, allow multiple values. In order to have a transcript request produced, a student must have courses in academic history for some term and must have courses either in academic history or registration for the specified term.

Other parameters function differently depending upon the use of the Degree parameter. When this parameter is used, requests will be produced for only those persons who have a degree record (displayed on the Degrees and Other Formal Awards Form (SHADEGR)) and who meet other criteria. For example, when a degree code is specified and college and/or major are also specified, the process selects only students who have a degree record which matches on degree, college and/or major. When no degree code is specified, all selection is performed based upon the information contained in the person's general student record. For example, when no degree is specified, but a college or major is

specified, college and major are compared with the curriculum information maintained for the student, rather than degree information which may exist.

In addition to the selection parameters, other parameters are provided to specify the type of transcript to be produced and the issued-to information to be used on the transcripts. A single transcript type must be specified for each run of the Transcript Population Process. Charges may be posted to the Accounts Receivable Module by specifying Billing Term, Billing Detail Code and Billing Amount. A final parameter allows specification of the latest term for which In-progress Courses will be printed, if the transcript type selected includes printing of in-progress work.

The Transcript Population Process populates data in a temporary table, SHTTRTC. The Academic Transcript (SHRTRTC) must be run to produce the actual transcripts and update the transcript requests, or the EDI Transcript Extract must be run to generate the transcripts for electronic transfer. Only one set of results from a run of the Transcript Population can be stored in the temporary table. If existing entries already exist in the temporary table, they must be purged before a new population can be extracted. Purges are performed by a parameter option in the process.

## Transcript Request Purge

The Academic Transcript Request Purge Process (SHPTRTC) will only purge the requests generated out of the Transcript Request Form (SHARQTC). The only requests which will be processed are those requests whose date printed or EDI or XML send date is not null. This request process contains the following parameter selections which can further qualify the requests to be purged.

<b>Parameter</b>	<b>Description</b>
Request Date	All requests equal to or less than date entered.
Level	All requests for a particular level or all levels.
Official/Unofficial	Purge just official or unofficial or all request.
Type	Purge just a specific transcript request type or purge all types.
EDI Complete	Purge EDI transcript requests only if the EDI status is complete.

## EDI Transcript Download Processing

EDI transcript processing with EDI.Smart allows requests to be processed for all levels (AL) on the Transcript Request Form (SHARQTC). Multiple future in-progress terms and corresponding coursework are retrieved for transcripts being downloaded out of Banner.



## Electronic Data Interchange Extract (SHREDIY)

There are a number of Banner Student validation tables that use an EDI Equivalent column when a downloaded EDI transcript is created in the Banner system through the SHREDIY process. SPEEDE/ExPRESS standards require specific values to be transmitted for these elements. EDI equivalent columns are used on the corresponding forms. As part of the implementation process for preparing to send electronic transcripts from Banner, the EDI Equivalent column in these forms should be populated with EDI values as indicated in *A Guide to the Implementation of the SPEEDE/ExPRESS Electronic Transcript*.

If no EDI equivalent value is specified for any institution specific entries in the forms listed in the table that follows (in the *Using the Transcript Download* section), then no value will be transmitted for that element in the transcript. Please note that no validation or case sensitivity checking is performed for entries that are made in the EDI equivalent columns. This is because EDI standards may change at times that do not correspond with software releases.

For an up-to-date listing of all valid EDI values in the TS 130 Transaction Set (Electronic Academic Transcript), you may also consult the POSTSECONDARY Electronic Standards Council (PESC) website [www.pesc.org](http://www.pesc.org), where a link is provided to EDI Implementation Guides.

### Note

Not all of the expanded grade codes, credit hours, and GPA data used in Banner can be transmitted through EDI.Smart. Please refer to *A Guide to the Implementation of the SPEEDE/ExPRESS Electronic Transcript* for acceptable field lengths.

In particular, only a three position grade code can be transmitted from Banner to EDI.Smart. Any grade code that is larger than three positions will not be transmitted. ■

The SHREDIY program converts Banner values for gender and Banner values for the **Repeat** field for courses to the required EDI values.

Banner values for gender are converted as follows (refer to Data Element 1068):

Banner	Gender	EDI
F	female	F
M	male	M
Blank or Null	unknown	U

Banner values for the **Repeat** field for courses are converted as follows (refer to Data Element 66):

Banner	Repeat Indicator	EDI
I	Include	R
E	Exclude	N
A	Include GPA	R

On the online transcript, a duplicate indicator is used to identify duplicate courses (same subject and course number) in the same transcript. The first occurrence of the course will not be flagged, however, any additional occurrences of the same subject and course number will display a "D" for duplicate.

 **Note**

If the transcript is uploaded to the Transfer Articulation Evaluation Form (SHATAEQ), the processing of duplicate courses will be handled as required by SHATAEQ; that is, a numeric value (0 - 9) will be inserted into the **Duplicate** field in the Transfer information for all duplicates. ■

The **Repeat** field is used to identify repeated courses. The field may have the following values for institutional-based work:

Value	Description
<i>Include</i>	Include in GPA, saved to the database as <i>I</i>
<i>Exclude</i>	Exclude from GPA, but include only in attempted hours, saved to the database as <i>E</i>
<i>Include GPA</i>	Include in attempted hours and GPA, but exclude from earned hours, saved to the database as <i>A</i>
<i>(None)</i>	Not processed, saved to the database as <i>Null</i>

The following shows the mapping between the ANSI and Banner defined values:

**Mapping based upon ANSI and Banner definitions**

ANSI	Banner
N	E
R	I
X	E

 **Note**

A value of zero (0) is inserted for credit hours earned for in-progresses courses which would later be uploaded to SHATAEQ. This occurs because the field in the database is not null (SHRTRTK\_CRED\_HOURS). ■

## Using the Transcript Download

The following are the procedural steps needed to use EDI Transcript Download Processing:

1. Update the following existing validation forms with the appropriate EDI equivalent values. These values can be found in the third party *EDI SPEEDE/ExPRESS Implementation Guide* under the data element numbers which are listed below.

Validation Form	Code	Data Element Number
Academic Standing Code Validation Form (STVASTD)	academic standing codes	#641
Citizen Type Code Validation Form (STVCITZ)	citizen type codes	#1066
Class Code Validation Form (STVCLAS)	class codes	#1131
Diploma Type Code Validation Form (STVDPLM)	diploma type codes	#641
Ethnic Code Validation Form (STVETHN)	ethnic codes	#1109
Institutional Honors Code Validation Form (STVHONR)	institutional honors codes	#641
Level Code Validation Form (STVLEVL)	level codes	#1142
Marital Status Code Validation Form (STVMRTL)	marital status codes	#1067
Nation Code Validation Form (STVNATN)	nation codes	#26
Residence Code Validation Form (STVRESO)	residency codes	#1073
State/Province Code Validation Form (STVSTAT)	state/province codes	#156
Term Type Validation Form (STVTRMT)	term codes	#1139

2. Create the values in the Term Type Validation Form (STVTRMT) which are appropriate for your institution. This field uses the third party *EDI SPEEDE/ExPRESS Implementation Guide* for data element #1139.
3. Review the Transcript Type Code Validation Form (STVTPRT) to determine if a new code for EDI Transactions should be created or whether an existing code will be used.

4. Review the Transcript Type Rules From (SHATPRT) for the Transcript Type which will be designated as the EDI Transcript type.

 **Note**

The following information is *not* sent on an EDI transcript even if the boxes are checked. The EDI file layout does not support these elements: ■

- Issued Address
- CEU Dates
- Contact Hours
- Campus
- Term Admitted
- Term Matriculated
- Deans List
- Current College
- Current Minor
- Current Major
- Current Student Type
- Student Type By Term
- College By Term
- Transcript Type
- Student Centric Period Statistics

 **Note**

Major by term is always sent. The major code value is converted to the CIPC code value maintained on the Major, Minor, Concentration Code Validation Form (STVMAJR). ■

5. Set the **Electronic (Indicator)** field to *Y* on the Source/Background Institution Code Validation Form (STVSBGI) for those institutions which are able to receive transcripts electronically. If your institution is not using the FICE code as your source/background institution code on STVSBGI, then you will also need to load the FICE code into the **FICE (Code)** field on STVSBGI. If the source background code is the FICE code, then no value needs to be maintained in the **FICE (Code)** field.
6. Using the Academic History Control Form (SHACTRL), create a default term type and a default EDI transcript request type. These fields are both required for the production of EDI transcripts.
7. Using the values in the Term Type Validation Form (STVTRMT), update the **Term Type** field on the Term Code Validation Form (STVTERM). Only those terms whose term type values are different than the default value on SHACTRL need to be

updated. For example, if a code of "1- Full Semester" is created on SHACTRL, then only those terms which are not Full Semester need to be updated on STVTERM.

 **Note**

Your institution may want to write a script to update these values. ■

8. Using the EDI Academic Grade Qualifier Form (SHAGEDI) and the third party *EDI SPEEDE/ExPRESS Implementation Guide*, translate your institution's grading scheme into the required EDI format.

Prior to creating an EDI transcript for a student, you may want to review the student's honors information on the Degrees and Other Formal Awards Form (SHADEGR). If no EDI default has been specified, then the first institutional honor that appears will be sent for the degree.

9. Review the changes made to the Transcript Request Form (SHARQTC), and create transcript requests for institutions which have been designated as EDI institutions, and then create requests for non-EDI institutions.
10. Run the Academic Transcript (SHRTRTC) for all of the requests which have been entered.

 **Note**

No printed transcript should be generated for the EDI institutions. ■

11. Create transcript populations using the Transcript Population Creation Process (SHRTPOP) for non-EDI transcripts, and then generate transcripts using the Academic Transcript (SHRTRTC).
12. Run the Electronic Data Interchange Extract (SHREDIY), which is used to convert the transcript information into the flat file to be read by EDI.
13. Using EDI.Smart, process the electronic transcript. Refer to the EDI.Smart documentation for further information.
14. Create transcript populations using the Transcript Population Creation Process (SHRTPOP) for EDI transcripts, then generate transcripts using the Academic Transcript (SHRTRTC).

 **Note**

No printed transcript should be generated for EDI requests. ■

15. Run the Electronic Data Interchange Extract (SHREDIY) for the transcript population created in step #14.
16. Using EDI.Smart, process the electronic transcript.
17. An upload file will be generated from EDI.Smart, which will be used in the Reconciliation of Electronic Transcripts (SHREDIR) in the next step.

18. Run the Reconciliation of Electronic Transcripts (SHREDIR). This process will update the **Status** field in the EDI Request Details section of the Transcript Request Form (SHARQTC) with the EDI transmission status.
19. Create additional EDI transcript requests and non-EDI requests.
20. Purge transcript requests using the Transcript Request Purge Process (SHPTRTC).

 **Note**

The EDI transcript requests which have not been generated should remain on the database. ■

## EDI Transcript Upload Processing

### Overview

EDI (Electronic Data Interchange) is used to upload post-secondary transcripts into the Banner Student System for transfer articulation, in the SPEEDE/ExPRESS (Standardization of Post-Secondary Education Electronic Data Exchange) format which is received and processed by the EDI.Smart PC application. You need to have EDI.Smart installed and configured and the appropriate Transfer Articulation definitions completed to use this processing.

 **Note**

If you are licensed for the EDI.Smart product, you should install the most current release, prior to implementing EDI Transcript Upload Processing. ■

### Processing Transcripts

When the EDI.Smart PC application has received a transcript from the sending institution that is ready for printing on the local printer, it is also ready for upload to the host. The process on EDI.Smart that accomplishes this upload is called FLATUPLD. It produces a file known as FLAT130. This file must be moved (copied) to a destination on the host where Banner resides which you specify. This file is then parsed by the Pro\*C program SHREDIP (Upload of EDI Transcript). The parsing process scans the flat file and puts the data into interim Oracle tables in Banner.

You may review the electronic transcript activity (EDI and XML) from within Banner on the Online Transcripts Activity List Form (SHAEDIS). From this form, the ID of the student must be either matched to an existing Banner ID, or a new ID must be created to associate with the transcript. Once the ID has been verified, you may establish internal tasks and/or processes which apply to that transcript. In addition, you may optionally send a message to another Banner user indicating actions are required in regard to that transcript. It is also possible to view the transcript as received online. The view of the transcript contains the original EDI codes transmitted for such values as student level, and

dates in the format in which they were received, along with the corresponding SPEEDE/ExPRESS date qualifier.

After completing required institution-specific procedures for transcript review, and if appropriate, you may flag the transcript as ready for transfer articulation processing. You will be alerted if an EDI or XML transcript exists for a student in the Transfer Articulation Form (SHATAEQ). If an electronic transcript exists for the ID and transfer institution in the Key Information, you will be presented with the option to load the transcript. If transfer work already exists in academic history for the student, you must unroll (delete) the work from academic history before proceeding. You may elect to load the transcript into one attendance period or multiple attendance periods for that transfer institution. If multiple attendance periods are selected, the process will create the appropriate terms and attendance periods based on either the existing Term Code Validation Form (STVTERM) or transfer institution-specific term information created in the Transfer Effective Term Code Maintenance Form (SHADRMT). If a single attendance period is selected, you must build the transfer institution header record with an attendance period of one (1) on the Transfer Course Form (SHATRNS) prior to loading. After loading the transcript data, existing procedures should be used for transfer articulation evaluation and the roll to academic history.

## Concurrent Curricula and EDI Processing

The conversion of the *MAJOR*, *MINOR*, *CONCENTRATION*, and other field of study type codes to the EDI field of study identifier requires an external reference code on SOAXREF. The *GTVLFST* code and the values for *MAJOR*, *MINOR*, and *CONCENTRATION* are delivered as seed data.

### Note

You *must* add non-major, minor, and concentration field of study types at your institution and associate them with one of the EDI codes. ■

The concurrent curricula conversion will automatically be executed when SHREDIY begins to process a transcript for a student. If the curriculum data has already been converted, the conversion process will end without completing any activity.

The EDI transcript does not include all items that are part of the learner's current curriculum. The OPS loop includes only the primary major from the primary curriculum. The DEG loop includes the degree and fields of study from the outcome record and allows multiples be included in the output file.

## Name Type Hierarchy on Transcript Request

You have the option to use a name type hierarchy on a transcript request. You can print a name on a transcript that is not the current name found on the identification record (SPRIDEN). You can identify a hierarchy of names in Banner that can be used to populate the “record of” name on the paper transcript. The Banner names that can be considered include:

- any name in the Person Identification/Name Repeating Table (SPRIDEN) that is identified by a name type
- general person legal name
- student diploma name

Two levels can be defined for the transcript name hierarchy. The top level is for the transcript type. The second level is for a person's request. If no matches are found in either of these data sources, the current identification name will be used.

Special rules processing is required for EDI transcripts (SHREDIY). That process requires that a first and last name exist. The diploma name and legal name cannot be used for the EDI transcript, since those records do not split the first and last names.

 **Note**

Name hierarchy selection can only be used for EDI transcripts if the transcript type selected allows an EDI transcript to be produced. ■

The STVTRNS validation table is used to identify the name sources, and required values are delivered with the supported name sources. SHATPRT (transcript type) stores the name hierarchy. SHARQTC (transcript request) also stores a name hierarchy specific to the individual.

When completing a transcript request, the Options Menu provides access to SHADEGR where the degree sequences can be queried (SHADGMQ), and the diploma name can be viewed, allowing the user to select the correct degree sequence number for the diploma name in the hierarchy rules.

## Overall Data Requirements

The following are setup requirements which must be completed before processing the upload of EDI transcripts. Maintenance may be needed in some of these forms, particularly as an institution develops EDI trading partnerships with additional institutions.

### Term Type Validation Form (STVTRMT)

The Term Type Validation Form (STVTRMT) must contain the full set of valid EDI term types as defined in the third party *EDI SPEEDE/EXPRESS Implementation Guide* (Data Element 1139 - Session Code). These required codes and descriptions are listed below:

Code	Description
1	Full Year
2	Semester
3	Trimester



Code	Description
4	Quarter
5	Quinmester
6	Mini--term
7	Summer
8	Intersession
9	Long Session

### Level Code Validation Form (STVLEVL)

Use the **EDI Equiv(alent)** field on STVLEVL to allow institution specific level codes to be mapped to the values that may be transmitted on a transcript for the level of the coursework which is reflected in the GPA and hours. The valid levels as defined in the third party *EDI SPEEDE/ExPRESS Implementation Guide* (Data Element 1142 - Academic Grade of Course Level Code) that would be appropriate for post-secondary transcripts are:

Code	Description
G	Graduate
P	Professional
U	Undergraduate

Each of the above levels, if appropriate at your institution, should be mapped to only one STVLEVL code. Additional values exist for Data Element 1142 in the third party *EDI SPEEDE/ExPRESS Implementation Guide*, but they are not relevant to this processing.

#### Note

The EDI Equivalent column used for transcript upload processing, may also be used to translate institution level codes to the appropriate EDI value(s) for level code for the transcript download. A list of the valid values can be found in the third party *EDI SPEEDE/ExPRESS Implementation Guide*. ■

### Loading SPEEDE Transcripts into Banner

After the FLAT130 file produced by EDI.Smart has been uploaded to the host where Banner resides, the Upload of EDI Transcript (SHREDIP) must be executed to load the transcript data into interim Oracle tables in Banner. The SHREDIP process can be

executed through job submission or the host. To execute SHREDIP from the host, follow the instructions below.

Execute SHREDIP from the host command line using the following four parameters (which must be passed for successful execution).

The general form of the command line syntax is as follows:

Host	Command Line
UNIX	shredip <file to process> <log flag> <student RAP flag> <course RAP flag>  <userid/password>
VAX	runproc shredip <file to process> <log flag> <student RAP flag> <course RAP flag>  <userid/password>

The location and name of the data file to process will depend on where the EDI.Smart FLAT130 file was uploaded to the host system and the filename that was specified. It may be necessary to consult with technical staff at your institution to specify the location and name of the data file with the syntax that is appropriate for your operating system. The log flag may have a value of *Y* or *N*. A value of *Y* or *N* will result in some informational messages being displayed to your screen during SHREDIP processing. A value of *Y* will produce more extensive messages in the log file that is created during processing.

The student RAP and course RAP parameters, like the log file parameter, are specified as Y/N (Yes/No) flags on the command line. A value of *Y* in the Student RAP flag will process RAP segments associated with the student. A value of *Y* for the Course RAP flag will upload the RAP segments associated with the courses. A value of *N* for the Student or Course RAP flag will not process/upload the respective RAP segments.

*A specific example is:*

Host	Command Line
UNIX	shredip flat130.dat Y Y Y saisusr/u_pick_it
VAX	runproc shredip flat130.dat Y Y Y saisusr/u_pick_it

The SHREDIP process will produce a log file named EDI01.LOG. Note that the name is uppercase. This log file contains processing messages which can be reviewed, particularly for errors. Errors which may be encountered include:

- *\*ERROR\* Cannot open log file*
- *\*ERROR\* Cannot open input file*

- *\*ERROR\* Unknown type*
- *\*ERROR\* Internal ID has changed from <xxx> to <yyy> without a HEAD record*
- *\*ERROR\* Line processing error*
- *\*ERROR\* ??Bad parms?? Too many or too few parms*
- *\*ERROR\* Unprocessable line: <nnnn>*
- *\*ERROR\* Error occurred in processing*

You may receive multiple ASUM and SSUM segments created by EDI.Smart's Banner FLAT130 processing within the same transcript document.

You can process transcripts without an ASUM record, or transcripts without an SSUM record. The level associated with the course work in the transcript is derived from the ASUM record. If no ASUM record is present, the level is then derived from the SSUM record. If neither an ASUM or SSUM record is present, the records will be rolled back, and no transcript data will be inserted to the tables. An informational message will be written to the log file if the level cannot be derived.

*For example:*

```
()**LEVEL ERROR: No ASUM or SSUM record exists to obtain level
()Student SSN: EDI000001 Student Name: Editest, Sarah M
()**** Transcript NOT processed ****
```

#### **Note**

The long data type display of the transcript document image displays the value of the cum/sum indicator associated with the SSUM record, to accommodate the possible receipt of multiple SSUM records. ■

Use the following tables and indexes:

#### **SHRSUMA table**

- Column SHRSUMA\_GPA\_SEQNO is used to handle multiple ASUM records from EDI.Smart's Banner FLAT130 processing.
- Primary key index is on the SHRSUMA\_DCMT\_SEQNO and SHRSUMA\_GPA\_SEQNO columns.

#### **SHRSUMS table**

- Columns SHRSUMS\_GPA\_SEQNO and SHRSUMS\_CUM\_SUM are used to handle multiple SSUM records from EDI.Smart's Banner FLAT130 processing.
- Primary key index is on the SHRSUMS\_DCMT\_SEQNO, SHRSUMS\_ASES\_SEQNO, and SHRSUMS\_GPA\_SEQNO columns.

Processing prevents a partial save of records processed in an individual transcript if fatal errors are encountered. If a fatal error is encountered, informational messages will be

written to the log file to assist in identifying the document. No parts of the transcript processed will be saved, and processing will continue to the next transcript in the file. All records associated with a single transcript are committed only when they have all been successfully processed.

The size of the `ACKKEY_T` variable is 10 characters. This accommodates the maximum length that may be received for the corresponding EDI segment and element `BGN02`. This is a reference number which must have a minimum length of 4 and a maximum length of 9.

The size of the `HOME_CNTRY` variable is 3 characters. This accommodates the maximum length that may be received for the corresponding EDI segment and element - `DMG07`. This is the country of citizenship which must have a minimum length of 2 and a maximum length of 3.

 **Note**

In the database, the columns in the `SHBHEAD` table accommodate the maximum values that may be transmitted as follows: ■

Column	Value
<code>SHBHEAD_ID_EDT_KEY</code>	9
<code>SHBHEAD_ACKKEY_T</code>	9
<code>SHBHEAD_HOME_CNTRY</code>	3

Error checking handling displays informational messages to the screen device as well as writes them to the log file. Additional information to assist in problem identification and resolution is provided particularly when a record cannot be inserted into the database. A message is also included indicating that the transcript was not processed. Although a fatal error may be encountered prior to the complete processing of the transcript, the `SHREDIP` program will continue to read and process all the remaining records, and will report any additional errors detected, both fatal and non-fatal.

Error checking is used to validate incoming dates. Dates are examined to ensure that they can be successfully inserted into tables, where required. All invalid dates (invalid by Oracle date format requirements) will cause an error/informational message to be written to the log file.

Non-critical dates will be replaced by nulls when inserted into the tables. Invalid critical dates, on which Banner processing of the transcripts depends, will result in the transcript data being rolled back, and an appropriate informational message written to the log file.

Non-critical date error informational messages (transcript processed):

*Invalid HEAD dob date*

*Invalid SSUM rank date*

*Invalid ASUM rank date*

*Invalid ASES start date*

Critical date error informational messages (transcript not processed):

*\*\*\*\* Transcript NOT processed \*\*\*\* Invalid date qualifier or ASES begin date format*

*\*\*\*\* Transcript NOT processed \*\*\*\* Invalid date qualifier or ASES end date format*

In each case, these messages would be followed by additional detail to assist in identifying the transcript with the problem:

*Example of non-critical (non-fatal) error:*

```
()**DATE ERROR #-1839: Invalid HEAD dob date  
()Student SSN: EDI000001 Student Name: ,  
()ORA-01839: date not valid for month specified
```

 **Note**

In the above example, SHREDIP processing has not yet reached the record which identifies the student's name, and that is why no name is displayed in this particular error message. For other date error messages that occur after the name is processed, the name will be included in the message. ■

Logic is used to accommodate the receipt and processing of additional Banner FLAT130 record codes created from the EDI transcript segments. Processing is successful when the following record codes may be transmitted:

Banner FLAT130 record	Corresponding TS 130 Segments(s)
ACAD **	SST, N1, N3, N4
SNTE	NTE
DFOS	FOS
HDR3	NTE
HDR2	PCL
ANTE	NTE
IMMS	IMM
HCND	HC
SPED	SP

Banner FLAT130 record	Corresponding TS 130 Segments(s)
OPRG	OP
CREF	REF
CCSU	CSU
CNTE	NTE
COIN	N1
DEGR	DEG
DSUM	SUM
DNTE	NTE

 **Note**

\*\* The above records, with the exception of the ACAD record, are written to the log file only. Selected information from the ACAD record is written to the long data type display. Data for all of the above tables is not currently stored in Banner Oracle tables. ■

Although the transcript record will no longer be displayed, the data is not deleted from the database tables. It may be desirable to periodically purge transcript data from the tables populated by SHREDIP after the transcripts have been successfully uploaded to transfer articulation, and the status code for archiving the transcript has been updated to a status of complete. You may use the Electronic Transcript Upload Purge Process (SHRETRP) to delete this information.

## Note and RAP Segments

The EDI Transcript Upload Parser is used to upload Note segments and optionally, RAP segments. Note segments identify transfer institution student information with regard to General Education Certification, repeated course work policies, credit through examination, credit for prior experiential learning, and advanced placement, as well as additional data needed to accurately evaluate a student's transcript and determine student standing, class level, and eligibility. RAP segments identify requirements, attributes, and proficiencies of students and/or individual courses.

Both the Note and RAP segments are included in the long data type view of the transcript available in SHAEDIS. To make these segments easily identifiable visually, each will be preceded by a single asterisk (\*) followed by the segment name as in the following examples:

\* Notes:                    Course Note One  
                                 Course Note Two  
                                 Course Note Three (etc.)

\* RAP:                        General Educ Certification

The process allows you to specify whether student-specific RAP segments and/or course-specific RAP segments should be uploaded with the transcript data. Although RAP segments include free format alphanumeric fields for transmitting this information, academic agencies or consortiums may establish defined and approved specific field coding structures and schemes to transmit specific meanings as they relate to the student or courses. The usefulness and interpretation of RAP segment data will depend on agreements that have been established with your trading partners.

The transcript document image includes the display of all Note segments, if transmitted, and RAP segments, if selected for upload.

The command line structure for submitting SHREDIP for processing is:

```
shredip <file to process> <log flag> <student RAP flag>  
<course RAP flag> <userid/password>
```

The student RAP and course RAP parameters, like the log file parameter, are specified as Y/N (Yes/No) flags on the command line. A specific example is:

```
shredip flat130.dat Y Y Y saisusr/u_pick_it
```

 **Note**

The values of the flags passed on the command line for the log file, upload student RAP segments, and upload course RAP segments are interpreted on specific platforms as uppercase or lowercase. Entry of either lower or uppercase values for the flags is forced to uppercase for purposes of program processing. ■

SHREDIP processing extracts prior college information from the transcript and includes the display of that information in the view of the transcript document image. (These are HDR2 and HDR3 records in the Banner130 file created by EDI.Smart.)

The data displayed in the long data type view of the transcript available in the Online Transcripts Activity List Form (SHAEDIS) displays "attempted hours" as opposed to credit hours or earned hours. The Transfer Articulation Evaluation Form (SHATAEQ) shows the uploaded attempted hours in the Transfer Courses scroll box for articulation according to the rules established on the Transfer Grade Code Maintenance Form (SHATGRD) and calculation of Transfer GPA.

## Establishing Crosswalks to Banner Values for Incoming EDI Transcript Data (TS130)

SHREDIP processing allows several TS130 coded data elements to be translated into the appropriate Banner Student values for each institution. A description of this logic, and the set-up required to build the crosswalk translations are described in the following sections.

Here is the strategy for processing and uploading electronic data from multiple sources (Web and EDI) into the Banner Student System. The EDI Cross-Reference Rules Form (SOAXREF) supports Web and electronic admissions application processing (TS189). One of the purposes of SOAXREF is to define how incoming EDI data will be translated into Banner values. A number of scripts are used to make building the SOAXREF underlying table easier, including a script which populates EDI code sets for every current valid EDI value for any field which can be used in Web admissions application processing or received in an EDI TS 189 transaction set. Further information about these scripts is included below.

Although several EDI standard data elements are transmitted in an electronic transcript, only a selected number of these elements require a translation or a crosswalk to a Banner value. The elements that require a crosswalk translation to be established on SOAXREF for transcript upload processing are:

- high school code \*
- high school graduation type
- prior college code \*, including the trading partner sending a transcript and other postsecondary work identified within a transcript
- degree code
- degree honors
- academic summary, degree, and course levels
- field of study types \*

\* Both the high school, prior college, and field of study type codes will require a qualifier to be specified in the rule on SOAXREF.

The above values are used in EDI application processing. A number of existing validation forms include EDI values, such as STVLEVL, and some of the values listed above are also used in Web and EDI admissions application processing. To assist you in creating and maintaining some of these values, scripts have been provided. These scripts extract data from existing tables and populate SOAXREF. They are designed to be able to be run as often as necessary, so that if you make changes or add additional data in validation forms, you can re-populate SOAXREF with the entire set of new values.

### **Note**

You are not required to populate the EDI values in other validation tables or to use the sample scripts, but appropriate values must exist in



SOAXREF before EDI transcript upload processing can begin. If you do not use the scripts, you must populate SOAXREF using other means (manual update or locally developed scripts). ■

If you choose to add records to SOAXREF manually, you must first add the appropriate label and description to the EDI Verification Label Validation Form (STVXLBL). These labels are normally inserted by the scripts described in the following sections. If you must add labels manually, use the label codes provided. Be careful to build the label codes exactly as listed in the chart which appears in the next section, after the instructions for Defining EDI Cross-reference Values for High Schools and College.

## Define EDI Cross-reference Values for High Schools and College

Four scripts are used to assist in building the cross-reference values for high schools and colleges. The scripts `xrefhsch.sql` and `xrefcol1.sql` use the value in the **FICE (Code)** field of the Source/Background Institution Code Validation Form (STVSBGI) as the EDI value in SOAXREF. The scripts `xrefhsc2.sql` and `xrefcol2.sql` use the value in the **Source or Background Institution (Code)** field of STVSBGI as the EDI value in SOAXREF. You can use one or the other set of scripts to populate high school and prior college values in SOAXREF, depending upon the choices you wish to make available to applicants.

For Web use, the web page requests a “school type” code and “school code type”. The school type code must be a valid value in SOAXREF for the label *SBGIQLFR*, and the values for this qualifier should be EDI-standard qualifiers for various code sets (like FICE or ACT). The school code entered must be a valid value in SOAXREF for the label *STVSBGIC* or *STVSBGIH* which is valid for the entered school code type.

If your institution chooses to use the value in the **FICE (Code)** field of STVSBGI as the code which students should use to identify a high school or college, follow the four bulleted steps below (and use the scripts `xrefhsch.sql` and `xrefcol1.sql` to populate high school and college values in SOAXREF). If your institution has used a standard code set (like ACT or ETS codes) for school codes in STVSBGI, no additional set-up steps are required, and you can use the scripts `xrefhsc2.sql` and `xrefcol2.sql` to populate high school and college values in SOAXREF.

- Review the values in the **FICE (Code)** field on the Source/Background Institution Code Validation Form (STVSBGI).
- For US institutions, values used should be actual FICE codes. For institutions in other countries, a different code set (like Stats Canada codes) might be used. Determine the code set used for this field. Verify that value for the Label *DFLTPCOLQLFR* in Group Code *PCOL* on the Electronic Admissions Application Rules Form (SAAERUL) contains the EDI qualifier for this code set.

(If FICE Codes are used in the **FICE (Code)** field on STVSBGI, the EDI value for this group and label should be 73.)

For a complete, current set of EDI values, consult the POSTSECONDARY Electronic Standards Council (PESC) website [www.pesc.org](http://www.pesc.org), where a link is provided to EDI Implementation Guides.

 **Note**

If you use FICE codes for STVSBGI institution codes, you have not previously been required to repeat this value in the **FICE (Code)** field. For the purposes of this script, the FICE code must be in the **FICE (Code)** field. ■

- If FICE codes (or the values from another appropriate code set) are not present on STVSBGI, update the rows with appropriate values.
- Have your Information Services representative run the scripts `xrefcoll.sql` and `xrefhsch.sql`, which are used to create a row in the table SORXREF for each row in STVSBGI which has a value in the **FICE (Code)** field and either *H* (High School) or *C* (College) in the **Type** field. These scripts can also use the school's city, state/province, and nation, which are maintained on the Source or Background Institution Base Form (SOASBGI) in creating the SOAXREF description which will display on the Web. Review the scripts and their options with your Information Services representative before running them. Complete instructions for customizing the scripts to reflect that your local choices are included in the comments of the scripts, which your Information Services representative can review with you. Review the results in SOAXREF for the labels *STVSBGIC* and *STVSBGIH* to see if the Descriptions appear in the way you want them to display on the Web. If not, re-run the scripts, selecting a different option for creating the Description, or update the descriptions manually.

 **Note**

These scripts can be run whenever values are added to or changed on STVSBGI. All values will always be deleted from SOAXREF (table SORXREF), and the table/form is then re-populated with the current values from STVSBGI. ■

Several scripts were automatically executed as part of the installation process to insert rows into SOAXREF for degree level-degree codes (*STVDEGC*), high school graduation types (*HSCHRSN*), honor level codes (*HONRLEVL*), and grade or course level codes (*GRCRLEVL*). \*\* The entries that were created represented the listing of known EDI values for those data elements at that time. To update the Banner code translations for these data elements, enter the appropriate label in the key of SOAXREF, and perform a Next Block function. For each individual value, enter the appropriate Banner code in the Banner Value field on the form. Please keep in mind that additional values may be added for any of these elements, and manual updates to reflect these additions would be required on SOAXREF.

For a complete, current set of EDI values, consult the POSTSECONDARY Electronic Standards Council (PESC) website [www.pesc.org](http://www.pesc.org), where a link is provided to EDI Implementation Guides.

\*\* The actual scripts executed are as follows:

Label	Script
STVDEGC	ixref18.sql
GRCRLEVEL	ixref31.sql
HONRLEVEL	ixref32.sql
HCHRSON	ixref33.sql

### Using Field of Study Types

The conversion of the *MAJOR*, *MINOR*, *CONCENTRATION*, and other field of study type codes to the EDI field of study identifier requires an external reference code on SOAXREF. The *GTVLFST* code and the values for *MAJOR*, *MINOR*, and *CONCENTRATION* are delivered as seed data.

#### Note

You *must* add non-major, minor, and concentration field of study types at your institution and associate them with one of the EDI codes. ■

EDI Label	EDI Qualifier	EDI Value	Standard	Web	Banner Value
GTVLFST	MAJOR	M	Y	N	MAJOR
GTVLFST	MINOR	N	Y	N	MINOR
GTVLFST	CONCENTR	C	Y	N	CONCENTRATION

All other field of study types need to be included on SOAXREF and identified by one of the following EDI values:

Value	Description
C	Concentration
E	Endorsement
G	Graduate Non-degree
L	Licensing
M	Major

Value	Description
N	Minor
S	Concentration
T	Teaching
V	Visiting Scholar

The following labels are used on SOAXREF for EDI processing.

Label	Description	Processing Notes
GTVLFST	Field of Study Types	Values in the Field of Study Types label are used to translate EDI field of study codes into appropriate Banner codes. Both the field of study types and their qualifiers must be specified.
STVSBGIC	EDI College Codes	Values in the EDI College Codes label are used to translate EDI college codes for postsecondary work completed at other institutions into appropriate Banner codes and to specify the college codes and their qualifier that you expect to receive from your trading partner. You must have an entry for each trading partner, and the Source/Background Institution record (SOASBGI) must exist. Both the college codes and their qualifier must be specific.
STVSBGIH	EDI High School Codes	Values in the EDI High School Codes label are used to translate EDI high school codes into appropriate Banner codes. Both the high school codes and their qualifier must be specified.
STVDEGC	Degree Level-Degree Code	Values in the Degree Level-Degree Codes label are used to translate EDI degree level codes into valid Banner codes found in the Degree Code Validation Form (STVDEGC). These values will be used only in translating prior college degrees to Banner degrees in TS130 processing. EDI Degree Level codes represent generic degree levels, (for example, Baccalaureate Degree instead of Bachelor of Arts and Bachelor of Science). To translate EDI values to Banner values, you will need generic degrees codes in STVDEGC.

Label	Description	Processing Notes
HSCHRSON	High School Graduation Type Codes	Values in the High School Graduation Type Codes label are used to translate the EDI type of high school diploma or certificate the student was awarded into valid Banner codes found in the Diploma Type Code Validation Form (STVDPLM). These values will be used only in translating high school graduation type to Banner diploma types in TS130 processing.
HONRLEVL	Honor Level Codes	Values in the Honor Level Codes label are used to translate Honors Level of the degree into valid Banner codes found in the Institutional Honors Code Validation Form (STVHONR). These values will be used only in translating prior college degree honors to Banner honors in TS130 processing.
GRCRLEVL	Grade or Course Level Codes	Values in the Grade or Course Level Codes label are used to translate academic grade or course level codes into valid Banner level codes found in the Level Code Validation Form (STVLEVL). These values will be used only in translating level of work for the overall academic summary, each individual academic session summary, each individual course taken, and awarded degrees.

Both the EDI College Codes and High School Codes require qualifiers to be specified in the rules established on SOAXREF. An EDI qualifier is used to identify the content of an associated data element. For example, college codes can be transmitted using a variety of coding structures, such as FICE codes, IPEDS codes, or ETS codes, etc. When a qualifier is associated with an incoming code, it identifies the type of code being transmitted. High school and college codes transmitted via EDI always require a qualifier to be able to identify the institution. As an example, your trading partner may indicate that their FICE code will be transmitted for their institution identification. However, in your Banner Student database, you may have built Source/Background Institution Codes using the IPEDS coding structure. To upload the FICE code for your trading partner, and have it crosswalked or translated to the IPEDS code used in your Banner database, you would manually build the SOAXREF rule with the following format:

Label	Qualifier	Code	Disp Std	Disp Web	Description	Banner Value
STVSBGIC	73	123456	Y	N	Central Univ	654321

 **Note**

73 is the qualifier code that indicates a FICE code is being transmitted. ■

Before processing EDI transcripts, you must enter or update SOAXREF rules for the Labels specified in the chart above. To assist in building these rules, the following chart identifies the TS 130 segments and elements that will be translated by the SOAXREF rule,

some of the expected EDI values, and the previous source in Banner used to perform the translation.

For a complete, current set of EDI values, consult the POSTSECONDARY Electronic Standards Council (PESC) website [www.pesc.org](http://www.pesc.org), where a link is provided to EDI Implementation Guides.

<b>TS 130 Segment</b>	<b>Data Element</b>	<b>EDI Qualifiers (not inclusive)</b>	<b>SOAXREF Label</b>	<b>EDI Values</b>	<b>Previous Banner Source</b>
N1	N103 - Institutional Code Qualifier	See Data Element 66 71 - IPEDS 72 - ETS 73 - FICE CS - Stats Canada (Canadian University) ZZ - Mutually Defined	STVSBGIC	Example - Georgia State University ETS code is 2851; FICE code is 001574	STVSBGI_CODE
N1	N104 - Institution Code	See Data Element 66 71 - IPEDS 72 - ETS 73 - FICE CS - Stats Canada (Canadian University) ZZ - Mutually Defined	STVSBGIC	Example - Georgia State University ETS code is 2851; FICE code is 001574	STVSBGI_CODE
N1	N103 - Institutional Code Qualifier	See N1 above	STVSBGIH	Similar to above	
N1	N104 - Institution Code	See N1 above	STVSBGIH	Similar to above	
SST	SST01 - Status Reason Code	N/A	HSCRSON	See data element 641 B18 - Standard High School Diploma B24 - General Education Development Diploma (GED) B25 - Other High School Equivalency	
PCL	PCL01 - Institutional Code Qualifier	See N1 above	STVSBGIC	See N1 above	

TS 130 Segment	Data Element	EDI Qualifiers (not inclusive)	SOAXREF Label	EDI Values	Previous Banner Source
PCL	PCL02 - Institution Code	See N1 above	STVSBGIC	See N1 above	
PCL	PCL05 - Academic Degree Code (Highest Degree Received)	N/A	STVDEGC	See data element 1126 2.3 Associate Degree 2.4 Baccalaureate Degree 4.2 Master's Degree	
DEG	DEG05 - Status Reason Code (Honors Level of Degree)	N/A	HONRLEVEL	See data element 641 B35 - Highest Honors B36 - Second Highest Honors B37 - Third Highest Honors	
SUM	SUM02 - Academic Grade or Course Level Code	N/A	GRCRLEVEL	See data element 1142 U - Undergraduate G - Graduate P - Professional	STVLEVEL EDI Equiv column

If an SOAXREF crosswalk rule has not been established for one of the elements identified above, an error message will display and will be written to the log file similar to this example:

*Missing record of value on SOAXREF:*

Label: *STVSBGIC*

Institution: *001118*

Qualifier: *73*

No translation for LEVEL exists on SOAXREF

Missing record or value on SOAXREF

Scripts were provided in the installation process to assist in populating the SOAXREF form. These scripts are also provided in support of Banner Student Self-Service. The same scripts can also assist in populating the SOAXREF form for EDI transcript processing.

# XML Transcript Processing

This section describes XML transcript processing.

## Overview

You can transfer transcript data electronically from one institution to another, using XML formatted files with Postsecondary Electronic Standards Council (PESC) XML Transcript standards. XML transcripts can be sent, as well as received. This functionality gives users a choice to print paper transcripts, use electronic transcript exchange through EDI Smart, use self-service transcripts online, or use the electronic XML transcript. For more information about the PESC/XML transcript, please visit this Website: [www.pesc.org](http://www.pesc.org) and use the link for Standards.

XML transcript processing is similar to EDI transcript processing. You need to set up supporting validation and rules, set up translation values on SOAXREF, and then you can either send a transcript by creating a transcript request or receive a transcript using sleep/wake or batch processing. The **Electronic (Indicator)** on the Source/Background Institution Validation Form (STVSBGI) can be set for each record to specify whether the institution can receive electronic transcripts, and if so, whether they should be sent via EDI or as XML formatted transcripts.

Transcript files can be produced in XML format according to the PESC/XML transcript schema. Two processes are used to import (SHRPESI) and export (SHRPESE) transcript data files between institutions in XML format. Cross-reference values to support these processes are available on SOAXREF. User-Defined Extensions (UDE) indicators on STVDSTS are used to further define the information that is to be included on the transcript. A UDE is an institutionally defined piece of the XML transcript.

### Note

*A shell is delivered for user-defined extensions, but the contents of the shell are determined and developed by your institution.* ■

The XML document can be encrypted and authenticated. SHACTRL is used to store default FTP location information for where the XML transcript should be sent, as well as transmission information for host name, remote directory, username, and password. The password information will be encrypted upon entry and will not be accessible unless it is unencrypted. The Source/Background Access Form (SOASBGA) is used to create institution-specific information that includes host name, remote directory, username, and password information for transcript transmission. The form also includes the **Use Default Location** indicator that is used to determine whether the specific information on SOASBGA or the default information on SHACTRL should be used.



Your institution can execute a process from within Banner to create an XML transcript, rather than use a separate application. The following can be performed in Banner.

- The PESC/XML Transcript Export Process (SHRPESE) is used to read the XML transcript requests from the collector file and generate the XML file for the transcripts, along with control and log file entries.
- SHARQTC is used to request XML transcripts for those institutions that are XML capable.
- SHRTPOP is used to process XML transcripts for a population selection.
- SHRETRP is used to purge XML transcript data from the appropriate tables, along with EDI transcript data.
- The PESC/XML Transcript Import Process (SHRPESI) is used to bring into an institution XML transcript files that have been received from another institution.

XML transcript processing contains the functionality to notify users of the encryption and file transfer status. The success or failure of the file encryption can be tracked. The PESC/XML Export Document Status Form (SHIEPTD) is used to track the status of XML transcripts sent by the institution. The PESC/XML Import Document Status Form (SHIIPD) is used to track the status of XML transcripts received by the institution. You can use SHARQTC to verify whether a transcript has been generated. You can view (via SHAEDIS) and print XML transcripts to preview the data.

### Process Test Scores and GPA Information

Test score data can be included in the XML transcript. The **Test Scores (Indicator)** on SHATPRT allows you to specify whether a transcript type is to have test scores included in its output. You can *only* include test score data when using an XML transcript.

GPA information can also be included in the XML transcript in rounded or truncated format. You can request an XML transcript for a specific level or for all levels per student via SHARQTC and SHRTPOP.

### Process Immunization Records

Immunization data can be included in the XML transcript. The **Immunization Data (Indicator)** on SHATPRT allows you to specify whether a transcript type is to have immunization records included in its output. You can *only* include immunization data when using an XML transcript.

Use the following forms in Banner General to set up immunization information.

- The Immunization Code Validation Form (GTVIMMU) is used to store immunization codes, such as *90701, DTP Immunization*.
- The Immunization Status Code Validation Form (GTVIMST) is used to store immunization status codes, such as *1, First Inoculation*.

- The Immunization Information Form (GOAIMMU) is used to maintain immunization status information for an ID, such as the immunization code and description, immunization status, immunization date, and any comments that are needed.

XML transcript processing uses the Banner Student EDI label codes from STVXLBL and the cross-reference labels and rules from SOAXREF that are also used with EDI immunization processing.

STVXLBL EDI Label Code	Description	System Required
IMMZSTAT	Immunization Status Codes	Y
IMMZTYPE	Immunization Type Codes	Y

Data for immunization records can be added manually on GTVIMMU and cross-referenced on SOAXREF. Please refer to the “Export Crosswalk Values on SOAXREF” section for a list of values that can be used on GTVIMMU.

### XML Transcripts in Banner Student Self-Service

Banner Student Self-Service can also process XML transcripts. The Transcript Request Summary page checks the transcript request. If a student selects an institution that has been identified on STVSBGI as being able to process electronic transcripts via XML or EDI, the student has the option to request that the transcript be sent electronically or by paper. If the student chooses the electronic transcript option, and the institution is set up for XML transcripts, a type value of *P* is inserted into the Transcript Request Table (SHTTRAN).

### Security for XML Transcripts

Pretty Good Privacy (PGP) software can be used for security with XML transcripts. To use PGP, there are tasks you need to complete.

- Download the freeware for PGP at [www.pgpi.org/products/pgp/versions/freeware/](http://www.pgpi.org/products/pgp/versions/freeware/). (Version 6.5.8 of PGP supports RSA keys.)
- If your version includes encryption steps, update the `pgp.properties` file in both the export (SHRPESE) and import (SHRPESI) processes to use PGP encryption.
- If your version includes encryption steps, exchange the key for your institution with the key for the institution where the server is located. You need to exchange (register) keys with any institution to which you are directly transmitting files.

## XML Transcript Data Selection Using SHATPRT

The following fields on SHATPRT can be used to select data for inclusion on the XML transcript.

Under the Print Options in the main window:

- **Student Address**
- **High School**
- **Academic Events**
- **Degree GPA**
- **Qualifying Papers**
- **Qualifying Papers Text**
- **Level Comments**
- **Term Comments**
- **Course Comments**
- **Major by Term**
- **Transfer Detail**
- **GPA Statistics**
- **Academic Standing by Term**
- **Institution Totals**
- **Transfer Totals**
- **Overall Totals**
- **Test Scores \***
- **Immunization Data \***
- **College Transcript (User-Defined Extensions) \***
- **Student (User-Defined Extensions) \***
- **Academic Record (User-Defined Extensions) \***
- **Course (User-Defined Extensions) \***
- **Birth Date**

\* These fields are used *only* with XML transcripts. They are not available for paper, EDI, or self-service transcripts.

Under the Primary Outcome Curriculum in the Curriculum Print Options window:

- **Major**
- **Major Concentration**
- **Minor**
- **Concentration**
- **Other Fields Of Study**

## Use the Export and Import Processes

This section describes the import and export processes used in Banner.

### **PESC/XML Transcript Export Process (SHRPESE)**

This Java process is used to create electronic transcripts in XML format by producing a `.xml` file that can be read by the receiving institution. It also produces `.lis` and `.log` file entries. It uses the file transfer protocol information on SOASBGA to send the transcript to an institution. The process reads XML transcript requests from the collector records and extracts those with a transcript type of *P* (*PESC/XML*) from the **Electronic** field on STVSBGI and a transcript type of *XML* on SHATPRT.

To use this process, a transcript must have been requested through SHARQTC or SHRTPOP (using population selection), or online using self-service. SHRPESE reads the requests from the collector file and generates the XML for the transcripts along with control and log file entries. Only official transcript requests with a send type of *P* will be processed. Transcripts may be produced for an individual with a pending request or for all requests which have been sent to the collector file. When each transcript is generated, SHRPESE will update the **Status** and **Status Date** fields in the Electronic Transcript Status information on SHARQTC. If no errors have occurred, the **Run Date** value will also be populated.

The electronic transcript status codes from STVEDIS are listed below.

<b>Electronic Status Code</b>	<b>Description</b>
P0	XML Request Received
P1	XML Transcript Exported
P2	XML Export had errors
P4	XML Export held for final grades
P5	XML Export held for awarded degree

The process allows for the use of multiple commands for SFTP and FTP when XML files are exchanged. The `shrpese.jar` file contains the option to break out and issue an operating system command. Institutions will maintain their own shell scripts to perform the SFTP or alternate transmission protocol.

This process also provides a baseline view of transmitted data that is printable in the PESC standard template format. You can view the output on the Saved Output Review Form (GJIVERO). While imported XML transcripts can be viewed on SHAEDIS, this view truncates files to 31880 characters, which does not provide readable, formatted versions of the XML file (input or output). The SHRPESE process produces an HTML readable version of the XML file contents.

### PESC/XML Transcript Import Process (SHRPESI)

This Java process is used to import XML transcript files into an institution from other institutions. It reads files from a server, loads them to a temporary table, renames the files (`.old`), and then loads the data to Banner using rules set up on STVDSTS.

The process checks for duplicate records in Banner. The duplicate records will be noted in the `.lis` file by file name, document ID, Banner document sequence number, and the message: *Document has already been processed*. New records will be loaded with the same information as above, but the message will read: *Transcript Document Imported*.

New records can be viewed and routed on SHAEDIS before they are imported. Matched records can be processed and verified using GOAMTCH and then articulated using SHATAEQ. The decision to load transcripts can also be made on SHATAEQ.

#### Note

Data is imported into existing Banner EDI tables. Additional UDE data is imported into new tables based on code written by the institution. ■

## Set Up XML Transcripts

Use the following steps to set up processing (sending and receiving) for XML transcripts.

1. Set up crosswalk values on SOAXREF with the **XML (Indicator)** checked (set to Y).

Please see the delivered seed data for crosswalk values.

2. Make sure an appropriate transcript type for electronic submission exists on STVTPRT.
3. Make sure the source/background code for your institution also has an FICE or CEEBACT code on STVSBGI.

4. Make sure the institution codes for PESC/XML capable colleges or high schools have an **Electronic** value of *P* on STVSBGI.

 **Note**

PESC/XML transcript processing does not currently support high school transcripts. ■

5. Create codes on STVHLWK to indicate the highest level of work to be accepted from PESC/XML capable institutions.
6. Create codes on STVTLVL to indicate the highest level of transfer work to be accepted from PESC/XML capable institutions.
7. Make sure term codes on STVTERM have assigned term type codes for any terms that are different than the default term type code in SHACTRL.
8. Set up electronic document status codes on STVDSTS.
  - *Verification of ID* - Create a status code with a priority of *I*. All other indicators must be set to *N*.
  - *Transfer Articulation* - Create a status code with a priority that is higher than *I*. Ensure that the **Transfer Articulation Indicator** is set to *Y*.
  - *Test Scores* - Create a status code with a priority that is higher than *I*. Ensure that the **Tests (Indicator)** is set to *Y*.
  - *Immunizations* - Create a status code with a priority that is higher than *I*. Ensure that the **Immunizations (Indicator)** is set to *Y*.
  - *User-Defined Extensions* - Create a status code (or codes) with a priority that is higher than *I*. Ensure that the appropriate user-defined extension indicators are set to *Y*.  
  
User-defined extensions on STVDSTS are: **Main, Student, Academic Record,** and **Course**.
  - *Archive Status* - Create a status code with the highest priority. Ensure that the **Archive Status Indicator** is set to *Y*. All other indicators must be set to *N*.
9. Define attendance periods for sending institutions on SHADRTM.

Each start and end date must be equated to a valid term code from STVTERM.

 **Note**

Data should only be entered on SHADRTM if you want to limit the terms to be accepted from the transfer institution. If records are built on SHADRTM, only the imported student coursework that falls within those transfer session date ranges will be loaded into SHATRNS. Any terms that do not fall within the transfer session date ranges defined for the institution on SHADRTM will not be loaded. If you want to load all terms

from a transcript that are defined in the STVTERM table, do not define rules for the institution in SHADRTM. ■

10. Select the transcript type, and set up the desired print options on SHATPRT.

SHATPRT also contains the following options for user-defined extensions. They are: **College Transcript, Student, Academic Record, and Course**.

11. Enter the default term type code and the FICE code for your institution on SHACTRL.

Also enter the FTP information, if your institution will be using a common XML exchange system, that may be used for XML transcript exchanges. An example is the University of Texas - Austin server in Austin, TX.

The default term type code causes the session type to be created in the XML document for any term codes that do not have a term type (STVTRMT).

12. Enter the characteristics for transfer institutions on SOABGTA.
13. Define grades to be accepted from transfer institutions on SHATGRD.
14. Enter source/background and FTP information for XML transcript eligible schools on SOASBGA.  
  
If you want to use the default server that was set up on SHACTRL, check the **Use Default Location** checkbox on SOASBGA.
15. Make sure address information for your institution and any schools to which you are sending transcripts is defined in SOASBGI.
16. If you are using test score data, define test codes on STVTEESC.
17. If you are using immunization data, define immunization codes on GTVIMMU.
18. If you are using immunization data, define immunization status codes on GTVIMST.

## Send (Export) XML Transcripts

Use the following steps to create XML transcripts for export to a receiving institution.

1. Create an *official* transcript request on SHARQTC, or use SHRTPOP to create a transcript population selection to process multiple requests. SHRPESE will only process official requests, even if the request type is *P*.
  - 1.1. In the main window of SHARQTC, select a transcript type, number of copies, and check the **Official** box. You may also enter other appropriate information for the request.

- 1.2.** In the Issue Information window, enter an external institution code. The output type will default from STVSBGI.

*or*

- 1.3.** Run SHRTPOP with appropriate values in the population selection, issued to institution, and student-related transcript value parameters.

- 2.** Run the SHRPESE export process to create an XML file for the receiving institution.

You can run this process in batch or in sleep/wake mode.

The process polls the transcript request table, reads the collector file, and selects records with an output type of *P* to be extracted as XML files and mapped to the PESC/XML standard.

The process then checks SOASBGA for the FTP information. The XML formatted files are stored on a central server.

## Receive (Import) XML Transcripts

Use the following steps to import XML transcripts from sending institutions.

- 1.** Run the SHRPESE import process to read the XML file from the sending server.

You can run this process in batch or in sleep/wake mode.

This process will read each file in the designated location, load the data to a temporary table, rename the file to preserve it, and then load the data to Banner using the rules set up on STVDSTS.

Once the system has checked the incoming record for a match in Banner, it will be loaded. If a matching record is found, use SHAEDIS to process the file.

- 2.** Use SHAEDIS to match the record or create a new record.

*To match the record:*

- 2.1.** Enter the document status code associated with the ID verification for XML transcript types (STVDSTS) in the Key Block.

- 2.2.** Enter *P* in the **Pending or Complete Indicator** field to select all pending requests.

- 2.3.** Use Next Block to view the electronic transcript records.

- 2.4.** To match a record, select the record and use Next Block to access GOAMTCH.



To create a new record:

- 2.1. Use the Options Menu and select View Transcript to view the XML file data before it is imported into Banner.

New records have an asterisk ( \* ) in the untitled field to the left of the **Last Name** field.

- 2.2. Once the ID has been verified as matched or new, use the Route Transcript item in the Options Menu to access the Route Transcript window.

- 2.3. Enter *C* in the **Pending or Complete Indicator** for the document routing status code that is associated with the ID verification.

- 2.4. Enter a new record and the document routing status code for your next task, such as routing the transcript for transfer articulation.

The code must exist on STVDSTS with the **Transfer Articulation Indicator** set to *Y*.

3. Load the transcript into the Banner tables using the Electronic Transcript Load Decision Window on SHATAEQ.
  - 3.1. Select the Transfer Articulation Detail (SHATAEQ) item from the Options Menu on SHAEDIS.
  - 3.2. Once you have accessed SHATAEQ, use Next Block to access the Electronic Transcript Load Decision window.
  - 3.3. Check the **Electronic Version** checkbox to upload the electronic transcript, and check the **Create Multiple Attendance Periods** checkbox to load transfer work for multiple attendance periods.
  - 3.4. Select one of all of the **Override Edit, Successful, No Equivalent, and Manual** status indicators to retain articulation statuses (whether set manually or by the system) when transcripts are loaded, for records where the **Articulate Ind(icator)** is set to *Override Edit, Successful, No Equivalent, and Manual*.
  - 3.5. Select Load Transcript Detail from the Options Menu, or use the **Load Transcript** button to initiate the upload of transcript data.
4. Once the transcript has been loaded, perform transfer articulation on SHATAEQ.
5. Once articulation has been completed, return to SHAEDIS.
6. Go to the Route Transcript window and create your next transcript status code to load user-defined extensions, test scores, etc., or to archive that status code information based on the setting of the **Archive Status Indicator** on STVDSTS.

 **Note**

Please refer to this guide for more information on loading transcripts and transfer articulation. Please refer to the online help for more information on STVDSTS, SHATEAQ, and SHAEDIS. ■

## Export Crosswalk Values on SOAXREF

Labels are used during the XML transcript export process to determine values used within the document to be sent to the receiving institution. The values to be included must be cross-referenced on SOAXREF with the **XML** field checked. Some of these cross-references are also used for the import process.

 **Note**

Values that are delivered and automatically loaded are not associated with a validation table for the crosswalk. ■

The **Banner Value** field on SOAXREF will only display a List of Values when the value in the **Label** field is a validation table. The other non-validation table labels equate to values in existing Banner validation tables and *must* be populated on SOAXREF. The Banner values *must* be valid values on the associated validation table or translation will not take place.

If a value has been crosswalked to multiple Banner values, then the Banner code with the lowest sequence number will be used on the imported file. For example, if multiple level codes are crosswalked to *UnderGraduate*, the lowest sequence number will be used for the imported data to translate an *UnderGraduate* level to a Banner level. The Banner value is used first, then the electronic value is used. There is no actual sequence number on SOAXREF.

Because PESC does not use qualifier codes (like EDI processing or Banner Student Self-Service Admissions processing), a one-to-one relationship will work best for XML transcript processing. However, if a one-to-many or many-to-one relationship is set up on SOAXREF, then the process will select the translated value for the export process by Banner value and then by electronic value. The import process does not have the same issue, as the PESC or electronic values would not be duplicated.

For example, on SOAXREF, the Banner value *UG* is crosswalked to the electronic values of *LowerDivision* and *Undergraduate*.

*For the export process*, the Banner value would be translated to the electronic value. If the student had a course with a level of *UG*, it would be translated to the *LowerDivision* value.

*For the import process*, the electronic value would be translated to the Banner value. If the student had a translated level of *LowerDivision*, it would be imported into Banner as *UG*. If the student had courses that also had the *UG* value associated with them, they would be translated into Banner as *UG* as well.

The following labels are used during the XML transcript export process to determine values used within the document to be sent to the receiving institution.

EDI Label Code (STVXLBL)	Transcript Element	Comments
GTVIMMU	CollegeTranscript/Student/Health/Immunizations/ImmunizationCode	<p>Medical immunization or vaccine codes from the Current Procedural Terminology (CPT) 2002 of American Medical Association (AMA) should be used in all cases.</p> <p>They include but are not limited to:</p> <p>90701 90702 90703 90704 90705 90706 90707 90708 90712 90718 90728 90744</p> <p><i>These values should be added manually.</i></p>
STVASTDD	<p>CollegeTranscript/Student/AcademicRecord/AcademicSession/AcademicSummary/Delinquencies</p> <p>and</p> <p>CollegeTranscript/Student/AcademicRecord/AcademicSummary/Delinquencies</p>	<p>Valid translations (value column of SOAXREF):</p> <p>GoodStanding ProbationGPA ProbationHours SuspensionGPA SuspensionHours ProbationDiscipline SuspensionDiscipline Unknown Other</p> <p>(such as values on STVASTD)</p>
STVASTDH	<p>CollegeTranscript/Student/AcademicRecord/AcademicSession/AcademicSummary/AcademicHonors/HonorsLevel</p>	<p>Valid translations (value column of SOAXREF):</p> <p>FirstHighest SecondHighest ThirdHighest</p> <p>(such as values on STVHONR)</p>

EDI Label Code (STVXLBL)	Transcript Element	Comments
STVCLAS	CollegeTranscript/Student/AcademicRecord/ AcademicSession/StudentLevel/StudentLevelCode	Valid translations (value column of SOAXREF):  Infant PreKindergarten Kindergarten FirstGrade SecondGrade ThirdGrade FourthGrade FifthGrade SixthGrade SeventhGrade EighthGrade NinthGrade TenthGrade EleventhGrade TwelfthGrade NonDegree CollegeFirstYear CollegeFirstYearAttendedBefore CollegeSophomore CollegeJunior CollegeSenior CollegeFifthYear PostBaccalaureate GraduateNonDegree GraduateFirstYear GraduateSecondYear GraduateThirdYear GraduateBeyondThirdYear Professional ProfessionalFirstYear ProfessionalSecondYear ProfessionalThirdYear ProfessionalBeyondThirdYear MastersQualifying Masters Doctoral Postdoctoral

EDI Label Code (STVXLBL)	Transcript Element	Comments
STVGMOD	CollegeTranscript/Student/AcademicRecord/ AcademicSession/Course/ CourseAcademicGradeScaleCode	<p>The grading scale used by an academic educational institution for an academic course. It is based on the American Medical Colleges Admissions Services (AMCAS) grade scale, values 001 through 499, and from the American Association of Collegiate Registrars and Admissions Officers grade scale for miscellaneous grades, values 500 through 999.</p> <p>These values are not delivered. Valid values can be found in the PESC Implementation Guide at <a href="http://www.pesc.org">www.pesc.org</a>.</p>
STVHONR	CollegeTranscript/Student/AcademicRecord/ AcademicAward/AcademicHonors/HonorsLevel	<p>Valid translations (value column of SOAXREF):</p> <p>FirstHighest SecondHighest ThirdHighest</p>
STVLEVL	<p>CollegeTranscript/Student/AcademicRecord/ AcademicAward/AcademicSummary/ AcademicSummaryLevel</p> <p>and</p> <p>CollegeTranscript/Student/AcademicRecord/ AcademicSession/AcademicSummary/ AcademicSummaryLevel</p> <p>and</p> <p>CollegeTranscript/Student/AcademicRecord/ AcademicSession/Course/CourseCreditLevel</p> <p>and</p> <p>CollegeTranscript/Student/AcademicRecord/ AcademicSummary/AcademicSummaryLevel</p>	<p>Valid translations (value column of SOAXREF):</p> <p>Undergraduate LowerDivision UpperDivision Vocational TechnicalPreparatory Graduate Professional Dual GraduateProfessional</p>

EDI Label Code (STVXLBL)	Transcript Element	Comments
STVNATN	<p>CollegeTranscript/Student/AcademicRecord/AcademicSession/School/Contacts/Address/InternationalAddressDetailsGroup</p> <p>and</p> <p>CollegeTranscript/Student/AcademicRecord/School/Contacts/Address/InternationalAddressDetailsGroup</p> <p>and</p> <p>CollegeTranscript/Student/Person/Contacts/Address/InternationalAddressDetailsGroup</p> <p>and</p> <p>CollegeTranscript/TransmissionData/Destination/Organization/Contacts/Address/InternationalAddressDetailsGroup</p> <p>and</p> <p>CollegeTranscript/TransmissionData/Source/Organization/Contacts/Address/InternationalAddressDetailsGroup</p>	<p>Valid translations (value column of SOAXREF):</p> <p>Code indicating Country. Use ISO 3166-1 alpha-2 standard. The codes are available at <a href="http://www.iso.org">www.iso.org</a>.</p>
STVSBGIC	<p>CollegeTranscript/Student/AcademicRecord/AcademicSession/School/OrganizationIDGroup</p> <p>and</p> <p>CollegeTranscript/Student/AcademicRecord/School/OrganizationIDGroup</p> <p>and</p> <p>CollegeTranscript/TransmissionData/Destination/Organization//OrganizationIDGroup</p> <p>and</p> <p>CollegeTranscript/TransmissionData/Source/Organization/OrganizationIDGroup</p>	<p>College codes from the STVSBGI table must be translated to a valid value of OPEID, NCHELPIID, IPEDS, ATP, FICE, ACT, CCD, CEEBACT, CSIS, USIS, ESIS, or DUNS.</p> <p>Enter the type of code in the <b>Electronic Qualifier</b> field, the code in the <b>Electronic Value</b> field, and the value from STVSBGI in the <b>Banner Value</b> field. The qualifier code that is loaded depends on the code set being used.</p>

EDI Label Code (STVXLBL)	Transcript Element	Comments
STVSBGIH	CollegeTranscript/Student/Person/HighSchool/OrganizationIDGroup	<p>High school codes from the STVSBGI table must be translated to a valid value of OPEID, NCHELPIID, IPEDS, ATP, FICE, ACT, CCD, CEEBACT, CSIS, USIS, ESIS, or DUNS.</p> <p>Enter the type of code in the <b>Electronic Qualifier</b> field, the code in the <b>Electronic Value</b> field, and the value from STVSBGI in the <b>Banner Value</b> field. The qualifier code that is loaded depends on the code set being used.</p>
STVSTAT	<p>CollegeTranscript/Student/AcademicRecord/AcademicSession/School/Contacts/Address/DomesticAddressDetailsGroup</p> <p>and</p> <p>CollegeTranscript/Student/AcademicRecord/School/Contacts/Address/DomesticAddressDetailsGroup</p> <p>and</p> <p>CollegeTranscript/Student/Person/Contacts/Address/DomesticAddressDetailsGroup</p> <p>and</p> <p>CollegeTranscript/TransmissionData/Destination/Organization/Contacts/Address/DomesticAddressDetailsGroup</p> <p>and</p> <p>CollegeTranscript/TransmissionData/Source/Organization/Contacts/Address/DomesticAddressDetailsGroup</p>	<p>Valid translations (value column of SOAXREF):</p> <p>Seed script will insert the basic accepted values for states in the United States, Territories, and Canadian Provinces.</p>

EDI Label Code (STVXLBL)	Transcript Element	Comments
STVTEFR	CollegeTranscript/Student/Tests/Subtest/TestScores/ TestScoreMethod	Valid translations (value column of SOAXREF):  Scaled Graded Standard Raw Percent Mastery Adjective Stanine Percentile NormalCurve Equated Local



EDI Label Code (STVXLBL)	Transcript Element	Comments
STVTESC	CollegeTranscript/Student/Tests/Subtest/ SubtestCode  and  CollegeTranscript/Student/Tests/TestCode	<p>The value in the <b>Electronic Value</b> field on SOAXREF should be the specific subtest score. The value in the <b>Electronic Qualifier</b> field should be the main test score. Seed data scripts are included.</p> <p>Per PESC standards the codes to be used are:</p> <p>801 American College Testing Program (ACT)</p> <p>00001 English 00002 English: Usage/Mechanics 00003 English: Rhetorical Skills 00004 Mathematics 00005 Mathematics: Preliminary and Elementary Algebra 00006 Mathematics: Intermediate Algebra and Geometry 00007 Mathematics: Plane Geometry and Trigonometry 00008 Reading 00009 Reading: Social Studies and Science 00010 Reading: Arts and Literature 00011 Science Reasoning 00012 Composite</p> <p>802 Preliminary American College Testing (PACT)</p> <p>00001 English 00002 English: Usage and Mechanics 00003 English: Rhetorical Skills 00004 Mathematics 00005 Mathematics: Preliminary Algebra and Algebra 00006 Mathematics: Geometry 00007 Reading 00008 Reading: Social Studies and Science 00009 Reading: Arts and Literature 00010 Science Reasoning 00011 Composite</p>

EDI Label Code (STVXLBL)	Transcript Element	Comments
STVTESC	CollegeTranscript/Student/Tests/Subtest/ SubtestCode  and  CollegeTranscript/Student/Tests/TestCode  (continued)	803 The College Board's Scholastic Aptitude Test (SAT I) 00001 Verbal 00002 Reading Comprehension 00003 Vocabulary 00004 Mathematical 00005 Total 00006 Test of Standard Written English (TSWE) 804 Preliminary Scholastic Aptitude Test/ National Merit Scholarship Qualifying Test (PSAT/NMSQT) 00001 Verbal 00002 Mathematical 00003 Total 805 The College Board's Achievement Tests (SAT II) 00001 English Composition 00002 Literature 00003 American History and Social Studies 00004 European History and World Cultures 00005 Mathematics I 00006 Mathematics II 00007 Biology 00008 Chemistry 00009 Physics 00010 French 00011 German 00012 Hebrew 00013 Latin 00014 Spanish 00015 World History 00016 French with Listening 00017 Japanese with Listening 00018 German with Listening 00019 Spanish with Listening 00020 Chinese with Listening 00020 Chinese with Listening 00021 English Composition with Essay 00022 Italian 00023 Mathematics Level IC

EDI Label Code (STVXLBL)	Transcript Element	Comments
STVTEC	CollegeTranscript/Student/Tests/Subtest/ SubtestCode  and  CollegeTranscript/Student/Tests/TestCode  (continued)	00024 Mathematics Level IIC 00025 Modern Hebrew 00026 Writing 806 Test of Adult Basic Education (TABE) 00001 Language Arts 00002 Mechanics 00003 Expression 00004 Reading 00005 Vocabulary 00006 Comprehension 00007 Mathematics 00008 Computation 00009 Concepts/Applications 00010 Spelling 807 International Baccalaureate (IB) 00001 Biology 00002 Chemistry 00003 English A 00004 English B 00005 Foreign Language A 00006 Foreign Language B 00007 History (American) 00008 History (European) 00009 Mathematics 00010 Physics 808 General Education Development (GED) 00001 Mathematics 00002 Interpreting Literature and the Arts 00003 Science 00004 Social Studies 00005 Writing Skills 809 Test of English as a Foreign Language (TOEFL) 00001 Listening Comprehension 00002 Structure and Written Expression 00003 Vocabulary 00004 Total 811 Graduate Management Admissions

EDI Label Code (STVXLBL)	Transcript Element	Comments
STVTESC	CollegeTranscript/Student/Tests/Subtest/ SubtestCode  and  CollegeTranscript/Student/Tests/TestCode  (continued)	(GMAT) 00001 Verbal 00002 Quantitative 812 Law School Admissions Test (LSAT) 00001 Reading Comprehension 00002 Analytical Reasoning 00003 Logical Reasoning 00004 Variable 813 Miller Analogies Test 814 Medical Colleges Aptitude Test (MCAT) 00001 Biology 00002 Chemistry 00003 Physics 00004 Science 00005 Reading 00006 Quantitative 815 Dental Admissions Test 00001 Quantitative Reasoning 00002 Reading 00003 Biology 00004 General Chemistry 00005 Organic Chemistry 00006 Perceptual Ability 00007 Survey of Natural Science 00008 Academic Average 816 Optometry Admissions Test 00001 Quantitative Reasoning 00002 Reading 00003 Biology 00004 General Chemistry 00005 Organic Chemistry 00006 General Physics 00007 Survey of Natural Science 00008 Academic Average 817 Allied Health Professions Admission (AHPAT) 00001 Verbal Ability 00002 Quantitative Ability 00003 Biology 00004 Chemistry

EDI Label Code (STVXLBL)	Transcript Element	Comments
STVTESC	CollegeTranscript/Student/Tests/Subtest/ SubtestCode  and  CollegeTranscript/Student/Tests/TestCode  (continued)	00005 Reading Comprehension 818 College Level Examination Program General Examinations (CLEP) 00001 English Composition 00002 Humanities 00003 Mathematics 00004 Natural Sciences 00005 Social Sciences and History 819 College Level Examination Program Subject Examinations (CLEP) 00001 American Government 00002 American History I: Early Colonization to 1877 00003 American History II: 1865 to Present 00004 General Psychology 00005 Human Growth and Development 00006 Introduction to Educational Psychology 00007 Introductory Macro Economics 00008 Introductory Micro Economics 00009 Introductory Sociology 00010 Western Civilization I: Ancient Near East to 1648 00011 Western Civilization II: 1648 to the Present 00012 College French: Levels 1 and 2 00013 College German: Levels 1 and 2 00014 College Spanish: Levels 1 and 2 00015 American Literature 00016 Analysis and Interpretation of Literature 00017 College Composition 00018 English Literature 00019 Freshman English 00020 Calculus with Elementary Functions 00021 College Algebra 00022 Trigonometry

EDI Label Code (STVXLBL)	Transcript Element	Comments
STVTEC	CollegeTranscript/Student/Tests/Subtest/ SubtestCode  and  CollegeTranscript/Student/Tests/TestCode  (continued)	00023 College Algebra with Trigonometry 00024 General Biology 00025 General Chemistry 00026 Information Systems and Computer Applications 00027 Introduction to Management 00028 Introductory Accounting 00029 Introductory Business Law 00030 Introductory Marketing 821 Graduate Record Examination (GRE) General Test 00001 Verbal 00002 Quantitative 00003 Analytical 822 Graduate Record Examination (GRE) Subject Tests 00001 Biochemistry, Cell and Molecular Biology (B22) 00002 Biology (B24) 00003 Chemistry (C27) 00004 Computer Science (C29) 00005 Economics (E31) 00006 Education (E34) 00007 Engineering (E37) 00008 Geology (G47) 00009 History (H57) 00010 Literature in English (L64) 00011 Mathematics (M67) 00012 Revised Music (M72) 00013 Physics (P77) 00014 Political Science (P79) 00015 Psychology (P81) 00016 Sociology (S87) 826 Pre-Professional Skills Test (PPST) 00001 Reading 00002 Mathematics 00003 Writing 00004 Grammar 00005 Fluency 00006 Overall Comprehension 828 Test of Spoken English (TSE) 00001 Pronunciation

EDI Label Code (STVXLBL)	Transcript Element	Comments
STVTESC	CollegeTranscript/Student/Tests/Subtest/ SubtestCode  and  CollegeTranscript/Student/Tests/TestCode  (continued)	00002 Grammar 00003 Fluency 00004 Overall Comprehension 829 Test of Written English (TWE) 830 Veterinary College Admission Test (VCAT) 00001 Verbal Ability 00002 Biology 00003 Chemistry 00004 Quantitative Ability 00005 Reading Comprehension 831 The College Board's Advanced Placement Program (AP) 00001 U.S. History (7) 00002 Art History (13) 00003 Art - Drawing (14) 00004 Art - General (15) 00005 Biology (20) 00006 Chemistry (25) 00007 Comp Sci - A (31) 00008 Comp Sci - B (33) 00009 Economics - Micro (34) 00010 Economics - Macro (35) 00011 English Language/Comp (36) 00012 English Literature/Comp (37) 00013 European History (43) 00014 French Language (48) 00015 French Literature (51) 00016 German Language (55) 00017 Govt & Pol - US (57) 00018 Govt & Pol - Comp (58) 00019 Latin - Vergil (60) 00020 Latin - Cat Hor (61) 00021 Calculus AB (66) 00022 Calculus BC (68) 00023 Music List & Lit (73) 00024 Music Theory (75) 00025 Physics (78) 00026 Physics C - Mech (80) 00027 Physics C - E & M (82) 00028 Psychology (85) 00029 Spanish Language (87) 00030 Spanish Literature (89) 999 Other Tests Not Listed or Provided by Sender

EDI Label Code (STVXLBL)	Transcript Element	Comments
STVTRMT	CollegeTranscript/Student/AcademicRecord/ AcademicSession/AcademicSessionDetail/ SessionType	Valid translations (value column of SOAXREF):  FullYear Semester Trimester Quarter Quinmester MiniTerm SummerSession Intersession LongSession FallSession FourOneFourPlan Continuous DiffersByProgram Other TwelveMonth
STVTRMTC	CollegeTranscript/Student/AcademicRecord/ AcademicSession/Course/CourseCreditUnits	Valid translations (value column of SOAXREF):  NoCredit Quarter Semester Units ClockHours CarnegieUnits ContinuingEducationUnits Unreported Other

## Import Crosswalk Values on SOAXREF

Labels are used during the XML transcript import process to determine values to be imported into the system from the transcript that was received. The values to be included must be crosswalked on SOAXREF with the **XML** field checked. Some of these crosswalks are used for the export process.

### Note

Values that are delivered and automatically loaded are not associated with a validation table for the crosswalk. ■

The **Banner Value** field on SOAXREF will only display a List of Values when the value in the **Label** field is a validation table. The other non-validation table labels equate to values in existing Banner validation tables and *must* be populated on SOAXREF. The Banner values *must* be valid values on the associated validation table or translation will not take place.



If a value has been crosswalked to multiple Banner values, then the Banner code with the lowest sequence number will be used on the imported file. For example, if multiple level codes are crosswalked to *UnderGraduate*, the lowest sequence number will be used for the imported data to translate an *UnderGraduate* level to a Banner level. The Banner value is used first, then the electronic value is used. There is no actual sequence number on SOAXREF.

Because PESC does not use qualifier codes (like EDI processing or Banner Student Self-Service Admissions processing), a one-to-one relationship will work best for XML transcript processing. However, if a one-to-many or many-to-one relationship is set up on SOAXREF, then the process will select the translated value for the export process by Banner value and then by electronic value. The import process does not have the same issue, as the PESC or electronic values would not be duplicated.

For example, on SOAXREF, the Banner value *UG* is crosswalked to the electronic values of *LowerDivision* and *Undergraduate*.

*For the export process*, the Banner value would be translated to the electronic value. If the student had a course with a level of *UG*, it would be translated to the *LowerDivision* value.

*For the import process*, the electronic value would be translated to the Banner value. If the student had a translated level of *LowerDivision*, it would be imported into Banner as *UG*. If the student had courses that also had the *UG* value associated with them, they would be translated into Banner as *UG* as well.

The following labels are used during the XML transcript import process to determine values to be imported into the system from the transcript that was received.

EDI Label Code (STVXLBL)	Transcript Element	Comments
CRDBASIS	CollegeTranscript/Student/AcademicRecord/ AcademicSession/Course/CourseCreditBasis	Valid translations (value column of SOAXREF):  Regular Major AcademicRenewal AdultBasic AdvancedPlacement AdvancedStanding ContinuingEducation Exemption Equivalence InternationalBaccalaureate Military Remedial CreditByExam HighSchoolTransferCredit HighSchoolCreditOnly HighSchoolDualCredit
CRDUNIT	CollegeTranscript/Student/AcademicRecord/ AcademicSession/Course/CourseCreditUnits	Valid translations (value column of SOAXREF):  NoCredit Quarter Semester Units ClockHours CarnegieUnits ContinuingEducationUnits Unreported Other

EDI Label Code (STVXLBL)	Transcript Element	Comments
CRSOVERR	CollegeTranscript/Student/AcademicRecord/ AcademicSession/Course/CourseOverrideSchool	<p><b>Note:</b> If this course was taken at the school already noted as the school in the Student Academic Record, then this data element is not used. It is only used to identify a specific course taken at a school other than the primary one described for the Student Academic Record.</p> <p>College codes from the STVSBGI table must be translated to a valid value of OPEID, NCHELPID, IPEDS, ATP, FICE, ACT, CCD, CEEBACT, CSIS, USIS, ESIS, or DUNS.</p> <p>Enter the type of code in the <b>Electronic Qualifier</b> field, the code in the <b>Electronic Value</b> field, and the value from STVSBGI in the <b>Banner Value</b> field. The qualifier code that is loaded depends on the code set being used.</p>
CRSRPEAT	CollegeTranscript/Student/AcademicRecord/ AcademicSession/Course/CourseRepeatCode	<p>Valid translations (value column of SOAXREF):</p> <p>RepeatCounted RepeatNotCounted ReplacementCounted ReplacedNotCounted RepeatOtherInstitution NotCountedOther</p>
HEADXPRP	CollegeTranscript/TransmissionData/ DocumentType	<p>Valid translations (value column of SOAXREF):</p> <p>Change TermEnroll TermGrade StudentRequest RequestedRecord InstitutionRequest ThirdPartyRequest</p>
HEADXRSN	CollegeTranscript/TransmissionData/ TransmissionType	<p>Valid translations (value column of SOAXREF):</p> <p>Original Replace Duplicate Resubmission Reissue MutuallyDefined</p>

EDI Label Code (STVXLBL)	Transcript Element	Comments
STVLEVL	CollegeTranscript/Student/AcademicRecord/ AcademicAward/AcademicSummary/ AcademicSummaryLevel  and  CollegeTranscript/Student/AcademicRecord/ AcademicSession/AcademicSummary/ AcademicSummaryLevel  and  CollegeTranscript/Student/AcademicRecord/ AcademicSession/Course/CourseCreditLevel  and  CollegeTranscript/Student/AcademicRecord/ AcademicSummary/AcademicSummaryLevel	Valid translations (value column of SOAXREF):  Undergraduate LowerDivision UpperDivision Vocational TechnicalPreparatory Graduate Professional Dual GraduateProfessional
STVNATN	CollegeTranscript/Student/Person/Residency/ CountryCode	Valid translations (value column of SOAXREF):  Code indicating Country. Use ISO 3166-1 alpha-2 standard. The codes are available at <a href="http://www.iso.org">www.iso.org</a> .
STVSBGI	CollegeTranscript/Student/AcademicRecord/ AcademicSession/School/OrganizationIDGroup  and  CollegeTranscript/Student/AcademicRecord/School/ OrganizationIDGroup	Codes from the STVSBGI table must be translated to a valid value of OPEID, NCHELPID, IPEDS, ATP, FICE, ACT, CCD, CEEBACT, CSIS, USIS, ESIS, or DUNS.  Enter the type of code in the <b>Electronic Qualifier</b> field, the code in the <b>Electronic Value</b> field, and the value from STVSBGI in the <b>Banner Value</b> field. The qualifier code that is loaded depends on the code set being used.
STVSBGIC	CollegeTranscript/TransmissionData/Source/ Organization/OrganizationIDGroup	College codes from the STVSBGI table must be translated to a valid value of OPEID, NCHELPID, IPEDS, ATP, FICE, ACT, CCD, CEEBACT, CSIS, USIS, ESIS, or DUNS.  Enter the type of code in the <b>Electronic Qualifier</b> field, the code in the <b>Electronic Value</b> field, and the value from STVSBGI in the <b>Banner Value</b> field. The qualifier code that is loaded depends on the code set being used.

EDI Label Code (STVXLBL)	Transcript Element	Comments
STVTEFR	CollegeTranscript/Student/Tests/Subtest/TestScores/ TestScoreMethod	Valid translations (value column of SOAXREF):  Scaled Graded Standard Raw Percent Mastery Adjective Stanine Percentile NormalCurve Equated Local

EDI Label Code (STVXLBL)	Transcript Element	Comments
STVTESC	CollegeTranscript/Student/Tests/Subtest/ SubtestCode  and  CollegeTranscript/Student/Tests/TestCode	<p>The value in the <b>Electronic Value</b> field on SOAXREF should be the specific subtest score. The value in the <b>Electronic Qualifier</b> field should be the main test score. Seed data scripts are included.</p> <p>Per PESC standards the codes to be used are:</p> <p>801 American College Testing Program (ACT)</p> <p>00001 English  00002 English: Usage/Mechanics  00003 English: Rhetorical Skills  00004 Mathematics  00005 Mathematics: Preliminary and Elementary Algebra  00006 Mathematics: Intermediate Algebra and Geometry  00007 Mathematics: Plane Geometry and Trigonometry  00008 Reading  00009 Reading: Social Studies and Science  00010 Reading: Arts and Literature  00011 Science Reasoning  00012 Composite</p> <p>802 Preliminary American College Testing (PACT)</p> <p>00001 English  00002 English: Usage and Mechanics  00003 English: Rhetorical Skills  00004 Mathematics  00005 Mathematics: Preliminary Algebra and Algebra  00006 Mathematics: Geometry  00007 Reading  00008 Reading: Social Studies and Science  00009 Reading: Arts and Literature  00010 Science Reasoning  00011 Composite</p>

EDI Label Code (STVXLBL)	Transcript Element	Comments
STVTESC	CollegeTranscript/Student/Tests/Subtest/ SubtestCode  and  CollegeTranscript/Student/Tests/TestCode  (continued)	803 The College Board's Scholastic Aptitude Test (SAT I) 00001 Verbal 00002 Reading Comprehension 00003 Vocabulary 00004 Mathematical 00005 Total 00006 Test of Standard Written English (TSWE) 804 Preliminary Scholastic Aptitude Test/ National Merit Scholarship Qualifying Test (PSAT/NMSQT) 00001 Verbal 00002 Mathematical 00003 Total 805 The College Board's Achievement Tests (SAT II) 00001 English Composition 00002 Literature 00003 American History and Social Studies 00004 European History and World Cultures 00005 Mathematics I 00006 Mathematics II 00007 Biology 00008 Chemistry 00009 Physics 00010 French 00011 German 00012 Hebrew 00013 Latin 00014 Spanish 00015 World History 00016 French with Listening 00017 Japanese with Listening 00018 German with Listening 00019 Spanish with Listening 00020 Chinese with Listening 00020 Chinese with Listening 00021 English Composition with Essay 00022 Italian 00023 Mathematics Level IC

EDI Label Code (STVXLBL)	Transcript Element	Comments
STVTESC	CollegeTranscript/Student/Tests/Subtest/ SubtestCode  and  CollegeTranscript/Student/Tests/TestCode  (continued)	00024 Mathematics Level IIC 00025 Modern Hebrew 00026 Writing 806 Test of Adult Basic Education (TABE) 00001 Language Arts 00002 Mechanics 00003 Expression 00004 Reading 00005 Vocabulary 00006 Comprehension 00007 Mathematics 00008 Computation 00009 Concepts/Applications 00010 Spelling 807 International Baccalaureate (IB) 00001 Biology 00002 Chemistry 00003 English A 00004 English B 00005 Foreign Language A 00006 Foreign Language B 00007 History (American) 00008 History (European) 00009 Mathematics 00010 Physics 808 General Education Development (GED) 00001 Mathematics 00002 Interpreting Literature and the Arts 00003 Science 00004 Social Studies 00005 Writing Skills 809 Test of English as a Foreign Language (TOEFL) 00001 Listening Comprehension 00002 Structure and Written Expression 00003 Vocabulary 00004 Total 811 Graduate Management Admissions



EDI Label Code (STVXLBL)	Transcript Element	Comments
STVTESC	CollegeTranscript/Student/Tests/Subtest/ SubtestCode  and  CollegeTranscript/Student/Tests/TestCode  (continued)	(GMAT) 00001 Verbal 00002 Quantitative 812 Law School Admissions Test (LSAT) 00001 Reading Comprehension 00002 Analytical Reasoning 00003 Logical Reasoning 00004 Variable 813 Miller Analogies Test 814 Medical Colleges Aptitude Test (MCAT) 00001 Biology 00002 Chemistry 00003 Physics 00004 Science 00005 Reading 00006 Quantitative 815 Dental Admissions Test 00001 Quantitative Reasoning 00002 Reading 00003 Biology 00004 General Chemistry 00005 Organic Chemistry 00006 Perceptual Ability 00007 Survey of Natural Science 00008 Academic Average 816 Optometry Admissions Test 00001 Quantitative Reasoning 00002 Reading 00003 Biology 00004 General Chemistry 00005 Organic Chemistry 00006 General Physics 00007 Survey of Natural Science 00008 Academic Average 817 Allied Health Professions Admission (AHPAT) 00001 Verbal Ability 00002 Quantitative Ability 00003 Biology 00004 Chemistry

EDI Label Code (STVXLBL)	Transcript Element	Comments
STVTESC	CollegeTranscript/Student/Tests/Subtest/ SubtestCode  and  CollegeTranscript/Student/Tests/TestCode  (continued)	00005 Reading Comprehension 818 College Level Examination Program General Examinations (CLEP) 00001 English Composition 00002 Humanities 00003 Mathematics 00004 Natural Sciences 00005 Social Sciences and History 819 College Level Examination Program Subject Examinations (CLEP) 00001 American Government 00002 American History I: Early Colonization to 1877 00003 American History II: 1865 to Present 00004 General Psychology 00005 Human Growth and Development 00006 Introduction to Educational Psychology 00007 Introductory Macro Economics 00008 Introductory Micro Economics 00009 Introductory Sociology 00010 Western Civilization I: Ancient Near East to 1648 00011 Western Civilization II: 1648 to the Present 00012 College French: Levels 1 and 2 00013 College German: Levels 1 and 2 00014 College Spanish: Levels 1 and 2 00015 American Literature 00016 Analysis and Interpretation of Literature 00017 College Composition 00018 English Literature 00019 Freshman English 00020 Calculus with Elementary Functions 00021 College Algebra 00022 Trigonometry

EDI Label Code (STVXLBL)	Transcript Element	Comments
STVTEC	CollegeTranscript/Student/Tests/Subtest/ SubtestCode  and  CollegeTranscript/Student/Tests/TestCode  (continued)	00023 College Algebra with Trigonometry 00024 General Biology 00025 General Chemistry 00026 Information Systems and Computer Applications 00027 Introduction to Management 00028 Introductory Accounting 00029 Introductory Business Law 00030 Introductory Marketing 821 Graduate Record Examination (GRE) General Test 00001 Verbal 00002 Quantitative 00003 Analytical 822 Graduate Record Examination (GRE) Subject Tests 00001 Biochemistry, Cell and Molecular Biology (B22) 00002 Biology (B24) 00003 Chemistry (C27) 00004 Computer Science (C29) 00005 Economics (E31) 00006 Education (E34) 00007 Engineering (E37) 00008 Geology (G47) 00009 History (H57) 00010 Literature in English (L64) 00011 Mathematics (M67) 00012 Revised Music (M72) 00013 Physics (P77) 00014 Political Science (P79) 00015 Psychology (P81) 00016 Sociology (S87) 826 Pre-Professional Skills Test (PPST) 00001 Reading 00002 Mathematics 00003 Writing 00004 Grammar 00005 Fluency 00006 Overall Comprehension 828 Test of Spoken English (TSE) 00001 Pronunciation

EDI Label Code (STVXLBL)	Transcript Element	Comments
STVTESC	CollegeTranscript/Student/Tests/Subtest/ SubtestCode  and  CollegeTranscript/Student/Tests/TestCode  (continued)	00002 Grammar 00003 Fluency 00004 Overall Comprehension 829 Test of Written English (TWE) 830 Veterinary College Admission Test (VCAT) 00001 Verbal Ability 00002 Biology 00003 Chemistry 00004 Quantitative Ability 00005 Reading Comprehension 831 The College Board's Advanced Placement Program (AP) 00001 U.S. History (7) 00002 Art History (13) 00003 Art - Drawing (14) 00004 Art - General (15) 00005 Biology (20) 00006 Chemistry (25) 00007 Comp Sci - A (31) 00008 Comp Sci - B (33) 00009 Economics - Micro (34) 00010 Economics - Macro (35) 00011 English Language/Comp (36) 00012 English Literature/Comp (37) 00013 European History (43) 00014 French Language (48) 00015 French Literature (51) 00016 German Language (55) 00017 Govt & Pol - US (57) 00018 Govt & Pol - Comp (58) 00019 Latin - Vergil (60) 00020 Latin - Cat Hor (61) 00021 Calculus AB (66) 00022 Calculus BC (68) 00023 Music List & Lit (73) 00024 Music Theory (75) 00025 Physics (78) 00026 Physics C - Mech (80) 00027 Physics C - E & M (82) 00028 Psychology (85) 00029 Spanish Language (87) 00030 Spanish Literature (89) 999 Other Tests Not Listed or Provided by Sender

EDI Label Code (STVXLBL)	Transcript Element	Comments
STVTRMT	CollegeTranscript/AcademicRecord/ AcademicSession/AcademicSessionDetail/ SessionType	Valid translations (value column of SOAXREF):  FullYear Semester Trimester Quarter Quinmester MiniTerm SummerSession Intersession LongSession FallSession FourOneFourPlan Continuous DiffersByProgram Other TwelveMonth

EDI Label Code (STVXLBL)	Transcript Element	Comments
SUMACTYP	CollegeTranscript/Student/AcademicRecord/ AcademicSummary/GPA/CreditUnit	Valid translations (value column of SOAXREF):  NoCredit Quarter Semester Units ClockHours CarnegieUnits ContinuingEducationUnits Unreported Other

EDI Label Code (STVXLBL)	Transcript Element	Comments
ASESSLVL	CollegeTranscript/Student/AcademicRecord/ AcademicSession/StudentLevel/StudentLevelCode	Valid translations (value column of SOAXREF):  Infant PreKindergarten Kindergarten FirstGrade SecondGrade ThirdGrade FourthGrade FifthGrade SixthGrade SeventhGrade EighthGrade NinthGrade TenthGrade EleventhGrade TwelfthGrade NonDegree CollegeFirstYear CollegeFirstYearAttendedBefore CollegeSophomore CollegeJunior CollegeSenior CollegeFifthYear PostBaccalaureate GraduateNonDegree GraduateFirstYear GraduateSecondYear GraduateThirdYear GraduateBeyondThirdYear Professional ProfessionalFirstYear ProfessionalSecondYear ProfessionalThirdYear ProfessionalBeyondThirdYear MastersQualifying Masters Doctoral Postdoctoral

## Use an Alternate Transmission Protocol

SHRPESE can be run using SFTP or an alternate transmission protocol. Users are not limited to only FTP processing.

### Note

If you choose to use the scripting method of FTP processing, you will need to create and support your own shell file for the SFTP processing of XML transcript files. ■

Use the following steps to set up an alternate transmission protocol.

1. Extract the `send.properties` files from the `shrpese.jar` file using the following command:

```
jar -xvf shrpese.jar send.properties
```

2. Set the following two control settings in this file:

```
send.UseAlternate=N  
send.Command=sh /export/home/xmluser/sftp.shl
```

The `send.UseAlternate` variable is the switch that will determine whether to use the embedded, regular FTP transmission protocol within the `shrpese.jar` process (`general/transporter.jar`) or to use an alternate method of transmission protocol.

This flag is delivered with a default value of *N* (No), meaning the extract process will use the embedded, standard FTP process.

When the `send.UseAlternate` variable is set to *Y* (Yes), this indicates that your institution wants to use a transmission protocol other than the delivered FTP methodology.

The process will then use the second variable, `send.Command`, to run the transmission protocol of your choice. The `send.Command` variable represents the operating system path and file that will be used execute the transmission protocol of your choice.

3. Once the `send.properties` file is updated with the desired settings, save the file.
4. Update the `shrpese.jar` process with the newly updated file and settings using the following command:

```
Jar -uvf shrpese.jar send.properties
```

When the `shrpese.jar` export process is run and reaches the point of transferring a file, it reads the `send.properties` file to determine which course of action to take. If the `send.UseAlternate` variable is set to *Y*, the process will break out from the `shrpese.jar` process and issue the following operating system command.



```

sendCommand + " " + pgpFileName + " "
              + ThisJobNumber + " "
              + fileOutPath + " "
              + hostName + " "
              + userName + " "
              + passWord + " "
              + RemoteDirectory;

```

The `sendCommand` value is equal to the `send.Command` value in the `send.properties` file that was updated.

In this example, the exact values would be:

```

sh /export/home/xmluser/sftp.shl + pgpFileName + " "
                                  + ThisJobNumber + " "
                                  + fileOutPath + " "
                                  + hostName + " "
                                  + userName + " "
                                  + passWord + " "
                                  + RemoteDirectory;

```

The parameters descriptions are as follows:

Parameter	Description
<code>sendCommand</code>	Value in <code>send.properties</code> file <code>send.Command</code> variable
<code>pgpFileName</code>	XML/PGP file being sent via (S)FTP
<code>ThisJobNumber</code>	Job submission oneup number
<code>fileOutPath</code>	Path that maps where the <code>*.lis</code> files are written; the shell file can write the <code>ftp_oneup.log</code> file to same output directory as the <code>shrpese.lis/log, pescxml*.xml</code> files, etc.
<code>hostname</code>	Hostname from SOASBGA/SHACTRL
<code>username</code>	Username from SOASBGA/SHACTRL
<code>password</code>	Password from SOASBGA/SHACTRL
<code>RemoteDirectory</code>	Remote Directory from SOASBGA/SHACTRL

## Create Readable Output From the \*.xml File

XML files produced by SHRPESE and SHRPESEI can be transformed into alternate forms of output using an XSLT engine. This provides readable, formatted versions of the input or output files, such as HTML.

### Note

If you choose to use the scripting method of XSLT processing, you will need to create and support your own shell file for the XSLT processing of XML transcript files. ■

Use the following steps to create readable output from the XML file.

### Perform XSLT Transformation

1. Extract the following `xslt.properties` files from the `shrpese.jar` and `shrpesi.jar` files using the following commands:

```
jar -xvf shrpese.jar xslt.properties
jar -xvf shrpesi.jar xslt.properties
```

2. Set the following four control settings in this file:

```
xslt.Transform=Y
xslt.UseInternalXSLT=Y
xslt.XSLFileName=bwcktran.xsl
xslt.Command=sh /export/home/xmluser/input/xalan.shl
```

- The `xslt.Transform` variable is the overall indicator that determines if XSLT transformation is performed, so the XML data file is transformed into an alternate, readable form.

If the `xslt.Transform` variable is set to *N*, no transformation will take place.

If the `xslt.Transform` variable is set to *Y*, then the transformation will take place, but the method of transformation is determined by the second variable, `xslt.UseInternalXSLT`.

- The `xslt.UseInternalXSLT` variable determines if the internal transformation process, `PESCXMLTransformer.java`, or an external transformation process is used to perform the transformation of the XML data file into another readable form of output.

If `xslt.UseInternalXSLT` variable is set to *Y*, then the `shrpese.jar` and `shrpesi.jar` files will use the internal XSLT engine, `PESCXMLTransformer.java`, to transform the XML data file into an HTML formatted output file. This method is *only* available to produce HTML formatted output.

If `xslt.UseInternalXSLT` variable is set to *N*, then the `shrpese.jar` and `shrpesi.jar` files will issue an operating system command (i.e., a shell file) that is

used to perform the XSLT transformation using the XSLT engine and stylesheet of your choice.

 **Note**

The `xslt.Transform` variable must be set to *Y* for any of the remaining variables to be used. ■

- The `xslt.XSLFileName` variable is optional. It will only be used if the `xslt.UseInternalXSLT` variable is set to *N*, (using an external XSLT process to perform the transformation instead of the internal method).

If the `xslt.UseInternalXSLT` variable is set to *N*, then the `xslt.XSLFileName` variable is passed to the shell file that is responsible for performing the transformation. The variable must have a value if the `xslt.UseInternalXSLT` variable is set to *N*, but whether the shell file responsible for performing the transformation uses this value is up to the logic within the shell file itself.

The locally created shell file used to perform the XSLT transformation might have a hardcoded stylesheet value that performs the transformation, instead of using this passed parameter as the stylesheet. This value is passed to provide flexibility in the creation of locally owned XSLT shell file.

If the internal transformation process is used (`xslt.UseInternalXSLT` is set to *Y*), then the transformation process will *always* use the file name `bwcktran.xml` for the stylesheet used to perform the transformation.

- The `xslt.command` variable is only used if the `xslt.UseInternalXSLT` variable is set to *N*. When the `shrpese.jar` and `shrpesi.jar` files reach the point in process where the transformation is to be performed, the process first reads the `xslt.Transform` variable.

If this value is *N*, then no other processing takes place with regard to XSLT. If this value is *Y*, the process then reads the `xslt.UseInternalXSLT` variable to determine if the internal XSLT engine or an external XSLT engine is used to perform the transformation.

If `xslt.UseInternalXSLT` variable is set to *N*, then the `xslt.command` variable is used. The `shrpese.jar` and `shrpesi.jar` processes will “break out” from processing and issue the following operating system command:

```
xsltcommand + " " + xmlFileName + " " +  
XSLTJobNumber + " " + xsltFileName;
```

The `xsltcommand` value is equal to the `xslt.command` value in the `xslt.properties` file that was updated.

In this example, the exact values would be:

```
sh /export/home/xmluser/input/xalan.shl + " " + xmlFileName  
+ " " + XSLTJobNumber  
+ " " + xsltFileName;
```

The parameters descriptions are as follows:

Parameter	Description
xmlFileName	XML file you are transforming
XSLTJobNumber	Job submission oneup number
xsltFileName	Filename that maps to the <code>xslt.XSLTFileName</code> variable in the <code>xslt.properties</code> file

Two methods can be used to accomplish the XSLT transformation, the internal method and the external method. The internal method will only produce an HTML formatted version of the XML data file. The external method allows you to produce alternate output file formats. If you want to create a `.pdf`, `.doc`, `.txt`, or `.xls` file format for the XML transcript as opposed to a `.html` version, you can use the external XSLT process, accompanied by your `XSL:F0` stylesheet, to produce the desired output.

### Modify the `bwcktran.xsl` File

The delivered `bwcktran.xsl` stylesheet is an example or starter stylesheet used to produce a readable version of the XML transcript. Stylesheets are meant to be altered and adjusted to render the chosen output format.

Use the following steps to modify the `bwcktran.xsl` stylesheet file.

1. Extract the `bwcktran.xsl` file from the `shrpese.jar` and the `shrpesi.jar` files using the following commands:

```
jar -xvf shrpese.jar bwcktran.xsl
jar -xvf shrpesi.jar bwcktran.xsl
```

The `bwcktran.xsl` stylesheet contains an embedded `*.css` file within the stylesheet, as denoted in the comments section of the `bwcktran.xsl` file. The `bwcktran.xsl` stylesheet contains the `web_defaultapp.css` file that is found in the `$BANNER_HOME/wtlweb/htm` directory.

The stylesheet is embedded, as opposed to being linked, to provide portability. For example, the final HTML file can be mailed to the user running the process. Therefore, any linking that is done to a `*.css` file, as opposed to embedding the file, causes any styles associated with the final HTML document to be lost.

2. Cut the existing stylesheet out of the `bwcktran.xsl` file, located between the `<STYLE>` tags, and replace it with the contents of your customized `web_defaultapp.css` code.

This will produce a final HTML document that is consistent with the self-service products running at your institution.

 **Note**

For more information on specific modifications or customizations of the stylesheet to render adjusted HTML output and about using the XSL programming language, please refer to the following resource:

[www.w3.org/Style/XSL/](http://www.w3.org/Style/XSL/). ■

3. Load the new or altered `bwcktran.xml` file back into the import and export processes so that when the processes are run, the stylesheet will transform the output to your new format.

Use the following commands to upload the new `bwcktran.xml` stylesheet into the processes:

```
jar -uvf shrpese.jar bwcktran.xml
jar -uvf shrpesi.jar bwcktran.xml
```

### View Formatted Output

The XML transcript process can produce a readable version of the XML data file. If the XSLT process is used to produce the formatted output file, the SHRPESE and SHRPESI batch files used to launch the programs, as well as any `*.lis` and `*.log` files produced by those processes, are then converted to HTML files.

The HTML formatted files can be viewed on the Saved Output Review Form (GJIREVO) by selecting the HTML file for the process and opening that output in a separate browser. To ensure the process produces output that can be reviewed on GJIREVO, keep the following in mind when entering job submission data on the Process Submission Control Form (GJAPCTL):

- The job or report that creates the output must be a Pro\*C program.
- It must be run under your user ID with `DATABASE` entered in the **Printer** field on GJAPCTL.

Use the following steps to view the XML transcript output on GJIREVO:

1. Enter the name of the process that created the output in the **Process** field.
2. Enter the sequence number that identifies the specific job or report in the **Number** field.
3. Enter the file name of the output file in the **File Name** field.

Use the format `jobname_jobnumber.extension`.

Use a `.html` extension for HTML formatted output.

4. Use Next Block to view the output in the Saved Output block.

- or -

5. Select the Show Document item from the Options Menu to display the output in HTML format in a browser.
6. Click *Yes* to continue when prompted to show the file in a browser.

## Use Student Centric Periods on the XML Transcript

The PESC/XML Transcript Export Process (SHRPESE) can display courses and GPAs by student centric period without term details in the `.xml` output.

### Note

For more information on setting up and using student centric period processing, please see the “Student Centric Period Processing” procedure topic in Chapter 12, “Registration”.

The student centric period is displayed as one continuous enrollment period that is not broken up by the terms contained in the student centric period. The term header is not displayed on the XML transcript for student centric periods. Terms are grouped within the student centric period for the student. After the last term with a student centric period has been printed, intervening terms without student centric periods are printed.

A term that is not associated with a student centric period is displayed chronologically in the `.xml` file after the end of the student centric period (which starts before that term begins) and the start of the next student centric period. For example, an intersession which is not part of a student centric period, which falls between the two terms that make up the student centric period, will be printed after that student centric period.

The student centric period data is substituted for the term data when the **Student Centric Period Statistics** checkbox is checked (set to *Y*) on SHATPRT. When the **Student Centric Period Statistics** checkbox is unchecked (set to *N*), data is processed using standard term functionality.

The XML transcript reports data in three scenarios when the **Student Centric Period Statistics** checkbox is checked.

- When all of a student's coursework belongs to a student centric period, data is reported by student centric period for all of the student's enrollment and/or academic history records.
- When some of a student's coursework belongs to a student centric period and some coursework does not belong to a student centric period, data is reported by student centric period *and* by standard terms (presented as if the term is a student centric period) for the student's enrollment and/or academic history records.
- When none of a student's coursework belongs to a student centric period and no student centric period exists, data is reported by standard terms (presented as if the

term is a student centric period) for the student's enrollment and/or academic history records.

 **Note**

When the **Student Centric Period Statistics** checkbox is checked (set to Y) on SHATPRT, all information is presented as if it belongs to a student centric period header. Data is displayed as being in a "period". However, the data may actually reflect term data when student centric periods are not in use or when the term does not have an associated student centric period. ■

The process checks the term header record (SHRTTRM) for each term in the student's academic history. When the SHRTTRM\_SCPS\_CODE is *Null* for a term, the student does not have a student centric period associated with that term. In this case, the standard term information is displayed on the transcript for the academic history information.

When a student has a registration record for a term but no term header record exists, the student centric period to which that term is associated is determined by:

- finding the general student record (SGBSTDN) that is active for the registration term
- using the student centric period cycle code (SGBSTDN\_SCPC\_CODE) from that record
- finding the record for that registration term in the SORSCPT table where:
  - that registration term matches the SORSCPT\_TERM\_CODE
  - the cycle code (SGBSTDN\_SCPC\_CODE) from the SGBSTDN table matches the cycle code (SOBSCPS\_SCPC\_CODE) in the SOBSCPS table
  - the student centric period code from the SOBSCPS table matches the student centric period code from the SORSCPT table

When the SHRTTRM\_SCPS\_CODE has a student centric period value for the term, that code is used to group the terms that belong to each student centric period. It also populates the Academic Session data on the transcript. The GPA totals and GPA information for the student centric period are used to populate the Academic Summary data on the transcript. Data for standard term information for the Academic Session and Academic Summary comes from SHRTGPA.

When the student centric period is in effect for the term and student:

- Term comments for all terms are grouped together.
- The major that is effective for the first term of the student centric period is used.
- Term statistics data comes from SHRSGPA.
- Academic standing by term data comes from the highest term header record in the student centric period.

- In-progress courses are listed at the end with the associated student centric period.
- Coursework from academic history is displayed for the associated student centric period.

Transfer coursework is not associated with a student centric period. Transfer credit is displayed at the beginning of the transcript based on the transfer attendance period entered on SHATRNS.

## Web Transcript Request Processing Set-Up

### Overview

Web Transcript Request processing allows students to request official and/or any type of printed transcripts via the Web using Banner Student Self-Service. The Web Transcript Request changes a manual process into a self-service function and that benefits your institution's Student Records office. The Student Records office can service exceptions and the processing of the transcripts.

Transcript requests are not created if the learner has a hold defined on SOAHOLD with a hold type that prevents transcript processing. Learners who have these types of holds will receive a message indicating as such and what action needs to be taken to clear the hold.

Please refer to the *Banner Student Self-Service User Guide* for more detailed information describing the Web processing used with this functionality.

### Instructions

Use the following steps to set up Web Transcript Request processing.

1. *Transcript Type Codes* – On STVTPRT, check the **Web Request Indicator** checkbox for the transcript type code(s) your institution wishes to make available to students to create requests via the self-service applications.
2. *Electronic Letter Codes* – On GTVLETR, create the letter code(s) that will be used to confirm that the Web-generated transcript request was successfully entered. You may define a separate letter code for each transcript type with the **Web Request Indicator** checkbox checked, or you may use the same letter code for all transcript types.
3. *HTML Letter Assignment* – On SOAELTL, add the letter code(s) created in the previous step, and associate the module value *T* with each.
4. *Email Letter* – On SOAELTR, create the confirmation message that will be displayed upon the successful creation of a transcript request. A customized message, which may include data from the transcript request itself, should be created for each electronic letter code entered in GTVLETR.



5. *Web Self-Service Options* – On STVWSSO, create the code(s) and associated description(s) for each type of service level a student may request via the Web. For example, you may want to set up a code for standard turn-around/standard delivery and a different code for expedited turn-around using an express delivery service. Also, you may optionally associate a charge, an issued to comment, and/or a printer code with each self-service option code.
  - 5.1. Charges entered on this validation form will default into the appropriate field when the self-service option code is associated with a transcript type; however, it can be updated if necessary.
  - 5.2. Any text entered into the **Issued To** comment field will display in the Issued To line on the printed transcript. Your institution can use this feature to provide instructions to the persons who handle the transcript after it has been printed.
  - 5.3. A printer code associated with a self-service option code will enable the persons responsible for generating transcripts to direct all transcript requests created with that self-service option code to print on a specific printer when running SHRTRTC in sleep/wake mode.
6. *Web Payment Request Options* – On STVWPYO, create the code(s) and associated description(s) for each type of payment method your institution wishes to make available to students using this functionality.
  - 6.1. Check the **Credit Card Indicator** check box to indicate that this payment option, when selected, should invoke the Web credit card payment process.
  - 6.2. Enter the detail code(s) that should be associated with this type of transaction when records are written to the appropriate type of account (student or miscellaneous).
7. *Web Transcript Request Rules* – On SHAWTRR, adjust the default values on the fields to meet your institution's transcript request policies. On this form, you may place limits on:
  - the number of requests a student may make per day,
  - the number of transcripts (copies) that a student can ask for per request,
  - the number of transcripts (copies) a student can request per day, and
  - the number of free transcripts (copies) the student may request before incurring any charges.Finally, your institution can ensure that all transcript requests will include all course levels for each student by checking the **Default course level to ALL on transcript** checkbox.
8. *Transcript Type Rules* – On SHATPRT, for each transcript type that you checked the **Web Request Indicator** checkbox on STVTPRT, turn on or off certain options, and associate the appropriate Web self-service option and Web payment option codes. In

the Self-Service Print Options window, there are three blocks that control Web request options.

**8.1.** The Web Transcript Controls block has the following options:

- **Allow Hold for End of Term Processing** – Check the checkbox if you want to allow students to indicate that they would like their transcript request(s) to be processed after final grades have been processed.
- **Allow EDI Transcripts on the Web** – Check the checkbox if you want to allow students to generate EDI transcript requests on the Web. Check this checkbox only if your institution is set up to send transcripts electronically. When this checkbox is checked, and the student wishes to send a transcript to another institution that is set up to receive electronic transcripts, then an option will display to generate that sort of request.
- **Allow Hold for Degree Processing** – Check the checkbox if you want to allow students to indicate that they would like their transcript request(s) to be processed after a pending degree has been awarded.
- **Electronic Letter Code** – Enter the electronic letter code created in Step 2 that you want to display on the Web upon successful creation of a transcript request.

**8.2.** The Service Level block has the following options:

Use this block to associate Web self-service options with specific transcript types. When you enter a Web self-service option code in the **Code** field, the description and charge will default from STVWSSO. The description is display only, but the charge amount may be updated if desired. The other items that can be adjusted for each code are:

- **Type** – Use this field to determine where charges will be written in the Banner Finance system. A value of *M* results in records being written to a miscellaneous type of account. A value of *S* results in records being written to the student accounts.
- **Per** – Use this field to determine whether charges will be incurred per request (*R*) or per copy (*C*). Per request charges will always be incurred and should be associated with those service options that the institution would never waive (e.g., express delivery services). Per copy charges will only be incurred once the student has reached the limit of free copies allowed before charging begins, as defined on the Web Transcript Request Rules Form (SHAWTRR).

**8.3.** The Payment Options block is where you associate Web payment options with specific transcript types. Enter as many Web payment options per transcript type as needed.

## SHVTRE1 Banner View

This Banner view allows you to develop customized reports of transcript request data to track usage of Web transcript processing.

The key attributes of this view are:

- **Personal ID Master:** PIDM\_KEY
- **Request Sequence Number:** SEQ\_NO

Since the PIDM is an internal ID number unique to each student, the view returns one row of information for each student per request sequence number.

The following rows are in this view.

SHVTRE1\_ACTIVITY\_DATE  
SHVTRE1\_ADDR\_NAME  
SHVTRE1\_CITY  
SHVTRE1\_COLL\_CODE  
SHVTRE1\_CTRY\_CDE\_PHONE  
SHVTRE1\_DETC\_AMOUNT  
SHVTRE1\_DETC\_DESC  
SHVTRE1\_DETC\_DETAIL\_CODE  
SHVTRE1 EDI\_REQUEST\_NUM  
SHVTRE1 EDI\_SENT\_DATE  
SHVTRE1 EDI\_STATUS\_DATE  
SHVTRE1 EDIS\_CODE  
SHVTRE1\_ERROR\_IND  
SHVTRE1\_FIRST\_NAME  
SHVTRE1\_HOLD\_DEGR\_IND  
SHVTRE1\_HOLD\_GRDE\_IND  
SHVTRE1\_HOUSE\_NUMBER  
SHVTRE1\_ID  
SHVTRE1\_INTL\_ACCESS  
SHVTRE1\_LAST\_NAME  
SHVTRE1\_LEVL\_CODE  
SHVTRE1\_MI  
SHVTRE1\_NATN\_CODE  
SHVTRE1\_NO\_COPIES  
SHVTRE1\_OFFICIAL\_IND  
SHVTRE1\_PHONE\_AREA  
SHVTRE1\_PHONE\_EXT  
SHVTRE1\_PHONE\_NUMBER  
SHVTRE1\_PIDM  
SHVTRE1\_PRINT\_DATE  
SHVTRE1\_PRINTER

SHVTRE1\_REQUEST\_DATE  
SHVTRE1\_SBG\_CODE  
SHVTRE1\_SENT\_DATE  
SHVTRE1\_SEQ\_NO  
SHVTRE1\_SESSIONID  
SHVTRE1\_STAT\_CODE  
SHVTRE1\_STREET1  
SHVTRE1\_STREET2  
SHVTRE1\_STREET3  
SHVTRE1\_STREET4  
SHVTRE1\_SURNAME\_PREFIX  
SHVTRE1\_TERM  
SHVTRE1\_TERM\_CODE\_DETC  
SHVTRE1\_TERM\_CODE\_IN\_PRG  
SHVTRE1\_TPRT\_CODE  
SHVTRE1\_TYPE  
SHVTRE1\_USER  
SHVTRE1\_WPYO\_CODE  
SHVTRE1\_WPYO\_DESC  
SHVTRE1\_WPYO\_RECEIPT\_NUMBER  
SHVTRE1\_WSSO\_DESC  
SHVTRE1\_WSSO\_CODE  
SHVTRE1\_ZIP

## Credits and Notations on Permanent Record

The following is a list of credits and notations, other than regular coursework, that need to be posted to a student's transcript record and suggestions as to the best place to record this information in the Academic History module.

- Removal of incompletes and changes of grade notations to an *F*.

*Suggestion:* Any grade change made via the Term Course Maintenance Form (SHAINST) may be done using the Course Maintenance item in the Options Menu, a Duplicate Record function, or Next Block functions until the Course Maintenance Form (SHATCKN) is accessed. A grade change will always be added as a new grade with a grade change reason code, with the original grade maintained as an audit trail. An incomplete or *I* grade would be maintained as the original grade, the actual grade would then be added with a grade change reason code. The most recent grade is the grade that will be used for all GPA and hour calculations, print on the transcript, and be used to determine academic standing and dean's list eligibility. You may choose to reflect the original *I* grade in the actual grade by creating a new grade on the Grade Code Maintenance Form (SHAGRDE), for

example: *I/A*. The *I/A* grade would then show on the transcript to reflect that the grade had originally been incomplete.

Incompletes or other grades may be changed to *F* using the same procedure described above. An automated procedure may also be written using the Oracle tools to change *Is* to *Fs* based on certain date parameters.

- Study abroad or other outside program where the course numbers match the institution's course catalog.

*Suggestion:* Courses may be input onto a student's record directly in Academic History on the Term Course Maintenance Form (SHAINST). When entering courses for a term where there is an existing class schedule in Banner, a Course Reference Number (CRN) must exist in the Schedule Module for each course being entered on the student's record. If no class schedule exists, but the catalog exists in Banner for the term courses are being recorded for, a valid subject and course number from the Catalog Module must be entered.

- Study abroad or other outside program where the course numbers do not match institution's course catalog.

*Suggestion:* Courses may be entered directly in Academic History on the Term Course Maintenance Form (SHAINST) if they can be converted to actual courses at the institution. This may be done using the Course Maintenance item in the Options Menu, a Duplicate Record function, or Next Block functions until the Course Maintenance Form (SHATCKN) is accessed. If they cannot be converted to actual courses at the institution, it would be best to enter the courses as transfer credit on the Transfer Course Form (SHATRNS), because transfer work does not validate against the course catalog. The subject code, however, has to be a valid subject on the Subject Code Validation Form (STVSUBJ).

- Prior Learning Experience - no grades, earned hours only.

*Suggestion:* Prior learning experience could be entered as either course specific work at the institution or as transfer credit. If it is entered as course specific work on the Term Course Maintenance Form (SHAINST), it would have to be converted to an existing course, or a dummy course and section may be set up in the Class Schedule Module. A grade must be entered, but the grade could be set up on the Grade Code Maintenance Form (SHAGRDE) as a special grade that only counts in earned hours and not in GPA hours. If the prior learning experience is entered as transfer work a valid subject would have to exist on the Subject Code Validation Form (STVSUBJ), but the course number and title would be free format. As in institutional course work a grade must be entered, but the same procedure could be followed.

- Academic Bankruptcy - GPA adjusted but course work stays on the record.

*Suggestion:* This process could be accommodated by doing a grade change on the courses that are being excused, so that the new grade does not count toward GPA hours but the course will stay on the student's record.

Course specific comments may be entered associated with each course and will print on the transcript with the course. This comment may be entered on the

Course Maintenance Form (SHATCKN). This form can be accessed from the Term Course Maintenance Form (SHAINST) or the Academic History Course Summary Form (SHACRSE).

- Notations to a student's academic record - Readmitted on Academic Probation, Denied Readmission, etc.

*Suggestion:* Any notations or comments to a student's academic record may be made on the Transcript Event and Comments Form (SHATCMT). Free form comments or notations may be entered as level specific comments that will print on the student's transcript before any course work, or as term specific comments that will print with the associated term after the term header information and before the detail coursework. Coded comments may be entered as events. Events are first established on the Academic History Event Code Validation Form (STVEVEN) and may be coded, Yes (checked) or No (unchecked), to print on the transcript. If the event is set to print on the transcript, it will print before the level specific comments.

- Degrees posted with honors (cum laude, etc.), and departmental honors (certified by American Chemical Society, etc.).

*Suggestion:* Honors for a degree are entered on the Degrees and Other Formal Awards Form (SHADEGR) in the Institution Honors section and/or the Departmental Honors section. Institutional honors, such as cum laude, are first set up on the Institutional Honors Code Validation Form (STVHONR). Departmental honors are established on the Departmental Honors Code Validation Form (STVHOND). Honors may only be entered for a degree that has a degree status in the Degree Information, with a type of *awarded* (A) or *pending* (P) on the Degree Status Code Validation Form (STVDEGS).

- Education certification sticker or papers (with degrees).

*Suggestion:* The Qualifying Paper Form (SHAQPNO) may be used to enter the type of paper or certification which is set up on the Qualifying Paper Code Type Validation Form (STVQPTP). A title of up to four lines must be entered and unlimited text may also be associated with the paper or certification. This text may then optionally print on the student's transcript when a degree has been awarded.

- Complete withdrawal date.

*Suggestion:* This information and date may be entered as a term specific comment on the Transcript Event and Comments Form (SHATCMT).

- Exemption from writing or speech requirements.

*Suggestion:* Any type of exemption or waiver from specific degree requirements may be done in the Degree Audit Module. If degree audit is not in production, a level specific comment on the Transcript Event and Comments Form (SHATCMT) would be the best method to record this notation.

- Advanced Placement and CLEP.

*Suggestion:* Advanced Placement and CLEP credit may be entered on the Transfer Course Form (SHATRNS). A transfer institution code may be set up on the

Source/Background Institution Code Validation Form (STVSBGI) for advanced placement and CLEP, or a code of 999999 with a free form description may be entered directly on the Transfer Course Form (SHATRNS). The course equivalents may be entered associated with the advanced placement or CLEP, or special subjects may be set up on the Subject Code Validation Form (STVSUBJ) and the courses may be entered for those special subjects. Grade and hour information must also be entered. Special grades or regular pass grades may be set up on the Grade Code Maintenance Form (SHAGRDE) to indicate how the advance placement and CLEP credit should be counted.

- Credit by examination.

*Suggestion:* The course for which the student is receiving credit should be entered on the Term Course Maintenance Form (SHAINST) or the Course Maintenance Form (SHATCKN), along with the grade and level applied information.

SHATCKN may be accessed from the Term Course Maintenance Form (SHAINST) or the Academic History Course Summary Form (SHACRSE). A course specific comment may then be entered to indicate that the credit for the course was received by examination.

## Repeat/Equivalent Course Rules

Repeat/equivalent course processing is controlled by the **(Repeat) Limit** and the **(Repeat) Maximum Hours** fields on the Basic Course Information Form (SCACRSE). These fields are invoked in the Registration Module according to the status of the Registration Error Checking flags on the Term Control Form (SOATERM) and are calculated in Academic History according to the Repeat/Multiple Course Rules Form (SHARPTR).

### Note

The **Repeat Status Code** field on SCACRSE does not control any processing. It is informational only. ■

## Repeat Policies

The Repeat/Multiple Course Rules Form (SHARPTR) is used to establish the institution's repeat policy. It allows for repeated courses to be treated in two different ways (repeat limit rule or repeat hours rule) with three different course selections (last, highest, or first passing). Repeat policies may be established for repeated courses where the number of times a student may repeat is limited and repeated courses where the number of hours a student may earn in a course is limited.

- The **Repeat Limit Selection Rule** field on SHARPTR handles the situation where the number of times a student takes a course is limited. Repetition of the course will invoke the repeat rules specified in this column. This is specified on the Basic Course Information Form (SCACRSE) by the **(Repeat) Limit** field.
- The **Repeat Hours Selection Rule** field on SHARPTR handles the situation where the institution establishes a maximum number of hours that may be earned before

the selection rule is used. Each rule has an associated evaluation grade that determines the minimum grade a course must have to be considered for repeat processing evaluation.

- The values in the **Repeat Limit Evaluation Grade** field and the **Repeat Hours Evaluation Grade** field on SHARPTR are the minimum grades that will be used for repeat checking, for the term, level, and selection rule. Once these grades are set, courses with a numeric value less than the evaluation grade for the selection rule being used will not be considered in repeat checking.
- The more restrictive selection rule on SCACRSE for the **(Repeat) Limit** or **(Repeat) Maximum Hours** values is the rule that will be used.

## Use of Equivalent Courses in Repeat Processing

In order for equivalent courses to be evaluated, they must be established on the Course Detail Information Form (SCADETL), in the Equivalent Course block in the main window. Equivalent courses are evaluated based upon the target course being evaluated in the repeat process for the term. If course equivalents exist on SCADETL for the term you are processing, the rules for the target course are used in repeat evaluation.

*For example,* in the Key Information of SCADETL, the **Subject** is ENGL, the **Course (Number)** is 101, and the **Term** is 199810. In the Course Equivalency window, ENGL 100 is defined as an equivalent from term 199410 to term 199760. A student has completed institutional work in academic history for ENGL 101 for 199810 and has also completed institutional work in academic history for ENGL 100 in 199510. When running the repeat process for 199810, ENGL 100 and ENGL 101 will be evaluated, since the student completed ENGL 100 within the course equivalency start and end term associated with ENGL 101 on SCADETL.

## Course Selection Rules

The **Repeat Limit Selection Rule** and **Repeat Hours Selection Rule** fields on SHARPTR are used to define which course(s) will be included in the student's earned and passed hours when a repeat limit or repeat hours condition exists.

In establishing the rules, the following selections must be specified:

Rule L	=	Latest occurrence of the course will count
Rule F	=	First occurrence of the course with a passing grade will count
Rule H	=	Course with the highest grade will count

## Evaluation Grade

The **Repeat Limit Evaluation Grade** field on SHARPTR is used to define the minimum evaluation grade for the effective term and level. A grade is entered from the Grade Code Maintenance Form (SHAGRDE). The Repeat/Equivalent Course Check Report



(SHRRPTS) translates the grade to its numeric value, which is specified on SHAGRDE, to determine where a grade ranks.

The evaluation grade, established with a rule on SHARPTR, is the minimum value based on its numeric value in SHAGRDE that can be considered in the repeat process. All courses that do not meet the evaluation grade minimum can appear on the output for SHRRPTS, because the evaluation grade established on the repeat rule on SHARPTR determines the courses displayed on the output.

*For example, when the **Repeat Limit Selection Rule** is set to Latest, the **Repeat Limit Evaluation Grade** defined with the rule is D, and the student has taken the course twice, the first time they received a D, and the second time received a W. According to the rule, the D grade would be included, and the W grade record would have a comment: *\*Not Updated – Check Grade*. This is due to the W grade having a numeric value less than the D grade as defined on the Grade Code Maintenance Form (SHAGRDE), and therefore, it will not be considered in repeat evaluation.*

The passing grade is the grade code to be considered in evaluation when the Rule "F" (First Passing) is selected. This is established by entering a grade value in the **Passing Grade** field in the Repeat/Equivalent Course Conditions and Passing Grade Rules block of SHARPTR. An example of how this will work is found under the topic "Example Output from SHRRPTS" which appears later in this section.

## Sample Rules

It is important to remember when using repeat limits, that a course is not seen as violating a repeat limit rule until the student actually has one more occurrence than the repeat value for that course in their history. For instance, if repeat limit is one, the first and second instances of the course will count, because the course is allowed to be repeated once. The next time the course is taken, repeat processing must choose which course of the three to count. So, two will always be counted.

It is also important to remember that if the **(Repeat) Maximum Hours** field on SCACRSE is set to zero, no occurrences of the course will be included by SHRRPTS. If the student has multiple occurrences of the course, all occurrences that meet the evaluation grade (or the passing grade, when the First Passing rule is used) will be excluded.

Using the following Course Information, an example follows which uses each of the Repeat Limits, Repeat Maximum Hours, Selection rules, and Passing Grade rules. The example course is a three credit hour course, and the evaluation grades are all set to *D*.

Course Repeat #1	F
Course Repeat #2	D
Course Repeat #3	A *
Course Repeat #4	A *

Course Repeat #5      C  
Course Repeat #6      B

\* When Highest is selected, and two course selections have equally high grades, the selection is random.

*This example uses Highest and Latest.*

Repeat Limit - Null                      Using Repeat Limit Selection Rule                      Latest  
Repeat Maximum Hours - Null  
Course # 6 would be included.

Repeat Limit - 0                              Using Repeat Limit Selection Rule                      Latest  
Repeat Maximum Hours - Null  
Course # 6 would be included.

Repeat Limit - Null                      Using Repeat Hours Selection Rule                      Latest  
Repeat Maximum Hours - 7  
Course #'s 5 and 6 would be included.

Repeat Limit - 0                              Using Repeat Limit Selection Rule                      Latest  
Repeat Maximum Hours - 7  
Course # 6 would be included.

Repeat Limit - Null                      Using Repeat Hours Selection Rule                      Latest  
Repeat Maximum Hours - 0  
No courses would be included.

Repeat Limit - 0                              Using Repeat Hours Selection Rule                      Latest  
Repeat Maximum Hours - 0  
No courses would be included.

Repeat Limit - 2                              Using Repeat Limit Selection Rule                      Latest  
Repeat Maximum Hours - Null  
Course #'s 4, 5, and 6 would be included.

Repeat Limit - 2                              Using Repeat Hours Selection Rule                      Latest  
Repeat Maximum Hours - 0  
No courses would be included.

Repeat Limit - 2                              Using Repeat Limit Selection Rule                      Latest  
Repeat Maximum Hours - 12

Course #'s 4, 5, and 6 would be included.

Repeat Limit - 2 Repeat Maximum Hours - 6 Course #'s 5, and 6 would be included.	Using Repeat Hours Selection Rule	Latest
--	-----------------------------------	--------

Repeat Limit - Null Repeat Maximum Hours - Null Course #'s 3 or 4 would be included. *	Using Repeat Limit Selection Rule	Highest
--	-----------------------------------	---------

Repeat Limit - 0 Repeat Maximum Hours - Null Course #'s 3 or 4 would be included. *	Using Repeat Limit Selection Rule	Highest
---	-----------------------------------	---------

Repeat Limit - Null Repeat Maximum Hours - 7 Course #'s 3 and 4 would be included.	Using Repeat Hours Selection Rule	Highest
--	-----------------------------------	---------

Repeat Limit - 0 Repeat Maximum Hours - 7 Course #'s 3 or 4 would be included. *	Using Repeat Limit Selection Rule	Highest
--	-----------------------------------	---------

Repeat Limit - Null Repeat Maximum Hours - 0 No courses would be included.	Using Repeat Hours Selection Rule	Highest
--	-----------------------------------	---------

Repeat Limit - 0 Repeat Maximum Hours - 0 No courses would be included.	Using Repeat Hours Selection Rule	Highest
---	-----------------------------------	---------

Repeat Limit - 2 Repeat Maximum Hours - Null Course #'s 3, 4, and 6 would be included.	Using Repeat Limit Selection Rule	Highest
--	-----------------------------------	---------

Repeat Limit - 2 Repeat Maximum Hours - 0 No courses would be included.	Using Repeat Hours Selection Rule	Highest
---	-----------------------------------	---------

Repeat Limit - 2 Repeat Maximum Hours - 12 Course #'s 3, 4, and 6 would be included.	Using Repeat Limit Selection Rule	Highest
--	-----------------------------------	---------

Repeat Limit - 2 Repeat Maximum Hours - 6 Course #'s 3 and 4 would be included.	Using Repeat Hours Selection Rule	Highest
---	-----------------------------------	---------

*This example uses First Passing.*

Repeat Limit - Null Repeat Maximum Hours - Null Passing Grade - C Course # 3 would be included.	Using Repeat Limit Selection Rule	First Passing
--	-----------------------------------	---------------

Repeat Limit - 0 Repeat Maximum Hours - Null Passing Grade - C Course # 3 would be included.	Using Repeat Limit Selection Rule	First Passing
---	-----------------------------------	---------------

Repeat Limit - Null Repeat Maximum Hours - 7 Passing Grade - C Course #'s 3 and 4 would be included.	Using Repeat Hours Selection Rule	First Passing
---	-----------------------------------	---------------

Repeat Limit - 0 Repeat Maximum Hours - 7 Passing Grade - C Course # 3 would be included.	Using Repeat Limit Selection Rule	First Passing
--	-----------------------------------	---------------

Repeat Limit - Null Repeat Maximum Hours - 0 Passing Grade - C No courses would be included.	Using Repeat Hours Selection Rule	First Passing
---	-----------------------------------	---------------

Repeat Limit - 0 Repeat Maximum Hours - 0 Passing Grade - C No courses would be included.	Using Repeat Hours Selection Rule	First Passing
--	-----------------------------------	---------------

Repeat Limit - 2 Repeat Maximum Hours - Null Passing Grade - C Course #'s 3, 4, and 5 would be included.	Using Repeat Limit Selection Rule	First Passing
---	-----------------------------------	---------------

Repeat Limit - 2	Using Repeat Hours Selection Rule	First Passing
------------------	-----------------------------------	---------------

Repeat Maximum Hours - 0  
Passing Grade - C  
No courses would be included.

Repeat Limit - 2	Using Repeat Limit Selection Rule	First Passing
Repeat Maximum Hours - 12		
Passing Grade - C		
Course #'s 3, 4, and 5 would be included.		

Repeat Limit - 2	Using Repeat Hours Selection Rule	First Passing
Repeat Maximum Hours - 6		
Passing Grade - C		
Course #'s 3 and 4 would be included.		

## GPA Calculation Indicator

The **Repeat Limit GPA Calculation (Indicator)** field on SHARPTR determines how the repeated course will be treated in the hours and GPA calculation. *S* specifies that only courses selected based upon the selection rule will be included. *A* specifies that all courses will be included.

### S - Selected Course

The course(s) selected to be excluded based on the rule specified above will be marked with the **Repeat Limit GPA Calculation (Indicator)** field set to *E* (Excluded), and the hours associated with the course will be deducted from the Term and Overall Hours Passed, Hours Earned, GPA Hours, Quality Points, and GPA calculations. The credit hours will be left in the Hours Attempted calculation.

### A - All Courses Count in GPA

The course(s) selected to be excluded based on the rule specified above will be marked with the **Repeat Limit GPA Calculation (Indicator)** field set to *A*, and the hours associated with the course will be deducted from the Term and Overall Hours Passed and Hours Earned. The credit hours will be left in Hours Attempted, GPA Hours, Quality Points, and GPA.

### Notes

- For either selection rule, the courses that are not excluded will be marked with the **Repeat Limit GPA Calculation (Indicator)** field set to *I* (Included), and all hours will be counted in the Term and Overall Hours Passed, as well as the GPA calculations.

- Those courses having a grade with the **Count in GPA** box checked on the Grade Code Maintenance Form (SHAGRDE) will be excluded in the repeat process and marked with an *E* on the Repeat/Equivalent Course Check Report (SHRRPTS).
- Be sure to run the Calculate GPA Report (SHRCGPA) for *both* the collector file and for all students at the end of the term when utilizing repeat processing.

## Implementation of the Repeat/Equivalent Course Check Process

To use repeat/equivalent course checking, you must set the indicators on SHARPTR.

### 1. **Level Indicator** – Check this box to use course level in repeat processing.

If the **Level Indicator** is unchecked, then course levels will not be compared.

This indicator allows institutions to select the courses used for matching on the course levels. If the **Level Indicator** is checked, then course levels are compared and must match in order to be selected for the repeat process.

### 2. **Title Indicator** – Check this box when the title on a course must match to be considered a repeat.

If the **Title Indicator** is unchecked, all course work with the same subject and course number will be considered in the evaluation based upon the additional repeat/course equivalent rules established, even if the titles are different.

This indicator is used by institutions who re-use course numbers, e.g., a previous course completed (MATH 101 Calculus) with the same subject and course number was an entirely different course with a different course title (MATH 101 Trigonometry). In this situation, institutions would not want to consider these courses in the repeat process evaluation.

The title check will be based upon the course title established in the Course Maintenance Form (SHATCKN). (This is the course title that is stored in the SHRTCKN table.) When checking the title using registration repeat checking, additional tables are referenced when looking at courses that are in progress or graded but not rolled to history.

If the **Title Indicator** is checked, the repeat process will evaluate the courses completed by the student. If the course title which appears on SHATCKN for the previous course work being evaluated is *different* than the course title on the target course being evaluated, the previous course work will not be used in repeat evaluation. This record will display on the output for SHRRPTS with the following comment: *\*Not Considered – Diff Title*. Review of these types of records will only occur if there are at least two records that have the same course title.

### 3. **Schedule Type Indicator** – Check this box to if the course schedule type must match to be considered a repeat.

If the **Schedule Type Indicator** is unchecked, all courses with a schedule type or null schedule type will be considered in repeat evaluation.

Institutions have the option to consider courses to be evaluated to match on the schedule type of each course. If this indicator is checked, then courses to be considered in evaluation will only be those course records with matching schedule types. For those courses that do not have a matching schedule type or a null schedule type, the record will display on the output for SHRRPTS with the following comment: *\*Not Considered – Diff Schd Type*, meaning they are not used in the evaluation of the repeat process.

If you choose to use this option and have converted some academic history detail from your legacy system, you may need to re-evaluate the value of the schedule type on these records on the Course Maintenance Form (SHATCKN).

Remember that a null schedule type will not be considered in evaluation if you choose this option.

**4. Transfer Course Indicator** – Check this box to consider transfer courses in repeat processing.

If the **Transfer Course Indicator** is unchecked, repeat processing will not consider any transfer work in processing.

For institutions that leave the **Transfer Course Indicator** unchecked, but need to know the entire academic history record, use the Print Transcript Work parameter on the Repeat/Equivalent Course Check Report (SHRRPTS) to print transfer work of the same subject and course number. Valid values for the Print Transfer Work parameter are *Y* or *N*. If this parameter is set to *Y*, transfer work will display at the end of the institutional course work for the student for the same subject and course number. Each transfer record printed will have the comment: *\*TRANSFER – Not Evaluated*. This transfer work data is strictly informational and is not used in processing or evaluation. If the parameter is set to *N*, transfer work will not print on the output of SHRRPTS.

The output for SHRRPTS prints the results in one sort order, alphabetically by last name. The sort of the records associated with each student will be as follows: if the course work is considered, (that is, the course is included or excluded from repeat processing), unless the course fails the minimum grade value, this information will appear first in term order. Institutional courses with Repeat Messages such as *\*Not Considered – Diff Schd Type* or *\*Not Considered – Diff Title* will appear next, and then transfer work is displayed.

**5. Passing Grade** – Select a grade from SHAGRDE.

This rule establishes the minimum passing grade that must exist in order to consider the record for evaluation in the repeat process used when the Rule "F" (First Passing) is selected. If the **Passing Grade** field is used, you must enter a grade code established on the Grade Code Maintenance Form (SHAGRDE). Only one passing grade can be defined for the Repeat/Equivalent Course Check Report (SHRRPTS).

Any grade code with a numeric value equal to or greater than the minimum passing grade will be used in evaluation of the repeat processing rules in academic history when using the first passing rule. The course will be included first, then the process will choose no passing grades in ascending order, starting with the earliest rows.

## Example Output From SHRRPTS

### First Passing Grade

#### *Example A:*

The course ACCT 2333 on SCACRSE is defined with a start term equal to 199510 and an end term equal to 999999. Repeat Limit is null on the SCACRSE record.

For the term being evaluated, 199810, SHARPTR has the Using Repeat Limit Selection Rule and the Using Repeat Hours Selection Rule set up.

Selection Rule	F
Evaluation Grade	F
GPA Calc	S
Schedule Type Ind	unchecked
Passing Grade	D
Title Ind	checked

A student, Ed Hyde, completed ACCT 2333 with a grade of F in term 199510 and earned a grade of A in term 199810. The results of processing SHRRPTS are as follows:

#### *Ed Hyde*

Term	CRN	Subject	Course	Section	Schedule Type	Grade	Level	Hours	Repeat Message
199810	10023	ACCT	2333	1	L	A	UG	3.00	I SYSTEM
199510	10157	ACCT	2333	1	L	F	UG	3.00	E SYSTEM

ACCT 2333, taken in term 199510, was considered in the repeat process due to the grade of F being equal to the minimum grade defined on the rules on SHARPTR. Since the minimum passing grade is set to D, CRN 10157 was excluded in the repeat evaluation process.



**Example B:**

Example B is the same as Example A above, except the evaluation grade on the rules on SHARPTR is set to D.

The course ACCT 2333 on SCACRSE is defined with a start term equal to 199510 and an end term equal to 999999. Repeat Limit is null on the SCACRSE record.

For the term being evaluated, 199810, SHARPTR has the Using Repeat Limit Selection Rule and the Using Repeat Hours Selection Rules set up.

Selection Rule	F
Evaluation Grade	D
GPA Calc	S
Schedule Type Ind	unchecked
Passing Grade	D
Title Ind	checked

A student, Ed Hyde, completed ACCT 2333 with a grade of F in term 199510 and earned a grade of A in term 199810. The results of processing SHRRPTS are as follows:

*Ed Hyde*

Term	CRN	Subject	Course	Section	Schedule Type	Grade	Level	Hours	Repeat Message
199810	10023	ACCT	2333	1	L	A	UG	3.00	
199510	10157	ACCT	2333	1	L	F	UG	3.00	*Not Updated – Check Grade

ACCT 2333, taken in term 199510, was *not* considered in the repeat process due the grade of F *not* being equal to the evaluation grade defined on the rules on SHARPTR. Therefore, CRN 10157 was not considered in the repeat evaluation.

No repeat message is displayed for the course taken in term 199810, since no updates would take place in Academic History based on the evaluation grade for term 199510.

Use the Print Repeated Courses Only parameter in the Repeat/Equivalent Course Check Report (SHRRPTS). When this parameter is set to *Y*, the report will not print the course information in this example, since the courses are not considered and will not be updated by repeat processing. When this parameter is set to *N*, the report will continue to print the information as shown in the example above.

**Example C:**

For the term being evaluated, 199810, SHARPTR has:

Level	UG
Selection Rule	F
Evaluation Grade	F
GPA Calc	S
Repeat Limit	NULL on SCACRSE records
Passing Grade	C
Title Ind	unchecked
Level Ind	unchecked

SHRRPTS is run for Term 199810, Level UG, in Report Mode, with List Transfer Work set to Y.

*Corey Charles - Repeat Limit Null*

Term	CRN	Subject	Course	Section	Schedule Type	Grade	Level	Hours	Repeat Message
199810	10017	ENGL	1201	1	L	F	UG	3.00	I SYSTEM
199410	SG016	ENGL	1201	6	L	F	UG	3.00	I SYSTEM

If a grade with a numeric value below a C is earned for 199810, the student has not received a passing grade at any time for that course. The course is included in the repeat process. All grades will still count toward the GPA calculation.

**Example D:**

For the term being evaluated, 199810, SHARPTR has:

Level	UG
Selection Rule	F
Evaluation Grade	F
GPA Calc	S

Repeat Limit            3 on SCACRSE records

Passing Grade            C

Title Ind                unchecked

Level Ind                unchecked

SHRRPTS is run for Term 199810, Level UG, in Report Mode, with List Transfer Work set to Y.

*Stuart Anderson - Repeat Limit 3*

Term	CRN	Subject	Course	Section	Schedule Type	Grade	Level	Hours	Repeat Message
199810	10187	PHED	101	1	L	F	UG	2.00	I SYSTEM
199410	110	PHED	101	2	I	A	UG	2.00	I SYSTEM
199410	111	PHED	101	3	L	A	G	2.00	I SYSTEM
199410	112	PHED	101	1	L	B	UG	2.00	I SYSTEM

The repeat limit for PHED 101 on SCACRSE is set to three. Therefore, all records are included in the repeat process. CRN 10187 for term 199810 is *included* in the repeat process, because the grade of F is below the minimum grade for first passing being equal to C. Therefore, according to the process rules, all grades below the minimum value of the first passing grade are still included in the GPA calculation.

**Example E:**

For the term being evaluated, 199810, SHARPTR has:

Level                    UG

Selection Rule        F

Evaluation Grade    F

GPA Calc              S

Repeat Limit         3 on SCACRSE records

Passing Grade        C

Title Ind                    unchecked

Level Ind                    unchecked

SHRRPTS is run for Term 199810, Level UG, in Report Mode, with List Transfer Work set to Y.

*Karen Black - Repeat Limit 3*

Term	CRN	Subject	Course	Section	Schedule Type	Grade	Level	Hours	Repeat Message
199810	10196	PHED	101	3	L	A	UG	2.00	I SYSTEM
199810	10197	PHED	101	2	L	F	UG	2.00	E SYSTEM
199810	10198	PHED	101	1	L	F	UG	2.00	E SYSTEM
199510	10169	PHED	101	4	L	D	UG	2.00	I SYSTEM
199510	10172	PHED	101	1	L	D	UG	2.00	I SYSTEM
199510	10171	PHED	101	2	L	F	UG	2.00	I SYSTEM

*Transfer Work:*

199410		PHED	101			A	UG	2.00	* TRANSFER: Not Evaluate
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The Repeat process will evaluate the records by first looking for passing grades, then the system will include those grades where no passing grades exist. In this case, CRN 10196 for 199810 was used first, then CRN 10172 for 199510, and then CRN 10169 and CRN 10171 for 199510. Since these grades are still below the evaluation value of the C grade defined on the first passing rule, they are included in the GPA calculation. CRN 10197 and 10198 were *excluded* due to the *repeat limit* being set to three.

**Example F:**

For the term being evaluated, 199810, SHARPTR has:

Level	UG
Selection Rule	F
Evaluation Grade	F
GPA Calc	S

Repeat Limit            3 on SCACRSE records

Passing Grade            C

Title Ind                unchecked

Level Ind                unchecked

SHRRPTS is run for Term 199810, Level UG, in Report Mode, with List Transfer Work set to Y.

*Heather Jones - Repeat Limit 3*

Term	CRN	Subject	Course	Section	Schedule Type	Grade	Level	Hours	Repeat Message
199810	10196	PHED	101	3	L	A	UG	2.00	I SYSTEM
199810	10197	PHED	101	2	L	F	UG	2.00	E SYSTEM
199810	10198	PHED	101	1	L	F	UG	2.00	E SYSTEM
199610	10124	PHED	101	1	L	D	UG	2.00	E SYSTEM
199610	10122	PHED	101	3	L	F	UG	2.00	E SYSTEM
199610	10123	PHED	101	2	L	F	UG	2.00	E SYSTEM
199510	10169	PHED	101	4	L	D	UG	2.00	I SYSTEM
199510	10172	PHED	101	1	L	D	UG	2.00	I SYSTEM
199510	10170	PHED	101	3	I	F	UG	2.00	E SYSTEM
199510	10171	PHED	101	2	L	F	UG	2.00	I SYSTEM

*Transfer Work:*

199410		PHED	101			A	UG	2.00	* TRANSFER: Not Evaluated
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For this example, the first passing grade which was included was CRN 10196 for 199810. Then the process will now choose the no passing grades in ascending order starting with the earliest rows. Next, if additional records exist for the same term, the selection is random as to which are included. On this example, CRNs 10171, 10169, and 10172 were used.

## Schedule Type Processing

### Example A:

The course PHYS 101 on SCACRSE is defined with a start term equal to 199510 and an end term equal to 999999. Repeat Limit is null on the SCACRSE record.

For the term being evaluated, 199810, SHARPTR has the Using Repeat Limit Selection Rule and the Using Repeat Hours Selection Rules set up.

Selection Rule	F
Evaluation Grade	D
GPA Calc	S
Schedule Type Ind	unchecked
Passing Grade	D
Title Ind	checked

A student, Elizabeth Johnson, completed PHYS 101 with an grade of D in term 199510 and a grade of C in term 199810. The results of processing SHRRPTS are as follows:

*Elizabeth Johnson*

Term	CRN	Subject	Course	Section	Schedule Type	Grade	Level	Hours	Repeat Message
199810	10204	PHYS	101	1	I	C	UG	4.00	E SYSTEM
199510	10173	PHYS	101	1	C	D	UG	4.00	I SYSTEM

CRN 10204 of PHYS 101 is set equal to E (Excluded) in the repeat process, because the first grade completed is equal to the passing grade (the D grade) on SHARPTR. In addition, the **Schedule Type Indicator** is unchecked. Therefore, both sections of the courses were used in evaluation.

### Example B:

The course MATH 101 on SCACRSE is defined with a start term equal to 199510 and an end term equal to 999999. Repeat Limit is null on the SCACRSE record.

For the term being evaluated, 199810, SHARPTR has the Using Repeat Limit Selection Rule and the Using Repeat Hours Selection Rules set up.

Selection Rule	F
Evaluation Grade	D
GPA Calc	S
Schedule Type Ind	checked
Passing Grade	D
Title Ind	unchecked

*Andrew Wright*

Term	CRN	Subject	Course	Section	Schedule Type	Grade	Level	Hours	Repeat Message
199810	10204	MATH	101	1	I	C	UG	4.00	
199510	10173	MATH	101	1		D	UG	4.00	* Not Considered - Diff Schd Type

MATH 101, completed in term 199510, was not considered in evaluation due to the course having a null schedule type.

No repeat message is displayed for the course taken in term 199810, since no updates would take place in Academic History based on the different schedule type.

Use the Print Repeated Courses Only parameter in the Repeat/Equivalent Course Check Report (SHRRPTS). When this parameter is set to *Y*, the report will not print the course information in this example, since the courses are not considered and will not be updated by repeat processing. When this parameter is set to *N*, the report will continue to print the information as shown in the example above.

### Optional Printing of Transfer Work

Respond to the parameters of SHRRPTS as follows to have transfer work print on the output:

Parameter	Value
Term Code	199810

Parameter	Value
Level Code	UG
Report or Update	R
Print Transfer Work	Y

**Example:**

*Edward Benjamin*

Term	CRN	Subject	Course	Section	Schedule Type	Grade	Level	Hours	Repeat Message
199810	10195	ACCT	1102	1	L	A	UG	3.00	I SYSTEM
199510	10168	ACCT	1102	1	L	F	UG	3.00	E SYSTEM
<i>Transfer Work:</i>									
199610		ACCT	1102			D	UG	3.00	* TRANSFER: Not Evaluated

A student, Edward Benjamin, completed ACCT 1102 in term 199610 as transfer work. This course will appear on the output as information only. Transfer work is not used in the evaluation of repeat processing.

If the **Transfer Course Indicator** on SHARPTR is unchecked, his course will appear on the output as information only. Transfer work is only used in the evaluation of repeat processing when the **Transfer Course Indicator** is checked.

If transfer work was set to be used, the output would appear as with other repeat processing output, and the SHATRNS and SHATAEQ records will be updated to show the Included, Excluded, or Averaged result of the processing and the source of the update (System, Manual, or Null).

## Handling of Courses With Different Titles

**Example A:**

The course BIOL 1205 on SCACRSE is defined with a start term equal to 199410 and an end term equal to 999999. In 199410, the course title was Biology 1. Effective for term 199710, the course title was changed to Microbiology. This was changed in the course catalog on SCACRSE effective for term 199710. Repeat Limit is null on the SCACRSE record.



For the term being evaluated, 199810, SHARPTR has the Using Repeat Limit Selection Rule and the Using Repeat Hours Selection Rules set up.

Selection Rule            F  
 Evaluation Grade        D  
 GPA Calc                S  
 Schedule Type Ind      unchecked  
 Passing Grade          D  
 Title Ind                checked

*Walter Washington*

Term	CRN	Subject	Course	Section	Schedule Type	Grade	Level	Hours	Repeat Message
199810	10013	BIOL	1205	1	L	A	UG	4.00	E SYSTEM
199710	10010	BIOL	1205	2	B	C	UG	4.00	I SYSTEM
199410	10034	BIOL	1205	1	C	C	UG	4.00	* Not Considered - Diff Title

Since the course title was changed in 199710, the course BIOL 1205 completed in 199410 was *not* considered in the repeat evaluation due to the different course title and the indicator on SHARPTR. The **Title Indicator** is checked, so that repeat processing will check for this course title change.

**Example B:**

Using the same example as above but changing the **Title Indicator** to unchecked, results in the course for term 199410 being used in the evaluation of the repeat process.

*Walter Washington*

Term	CRN	Subject	Course	Section	Schedule Type	Grade	Level	Hours	Repeat Message
199810	10013	BIOL	1205	1	L	A	UG	4.00	E SYSTEM
199710	10010	BIOL	1205	2	B	C	UG	4.00	E SYSTEM
199410	10034	BIOL	1205	1	C	C	UG	4.00	I SYSTEM

## Course Equivalency

### Example A:

For the following example, HIST 135 and POL 135 are equivalents of each other as defined on SCADETL with a from term equal to 199510 and a to term equal to 999999. The courses on SCACRSE are defined with an effective start term equal to 199510 and an end term equal to 999999. Repeat Limit is null on the SCACRSE records.

For the term being evaluated, 199810, SHARPTR has the Using Repeat Limit Selection Rule and the Using Repeat Hours Selection Rules set up.

Selection Rule	F
Evaluation Grade	D
GPA Calc	S
Schedule Type Ind	unchecked
Passing Grade	D
Title Ind	unchecked

*MaryBeth Anderson*

Term	CRN	Subject	Course	Section	Schedule Type	Grade	Level	Hours	Repeat Message
199810	10191	POL	135	1	B	A	UG	3.00	E SYSTEM
199510	10163	HIST	135	1	L	B	UG	3.00	I SYSTEM

Both POL 135 and HIST 135 are used in the repeat process evaluation, because the target course being evaluated in 199810 is POL 135. POL 135 has HIST 135 defined as a course equivalent on SCADETL within the start and end term range associated with this equivalency.

### Example B:

For this example, MA 135 Calculus which had been offered since 199410, was changed to course number MA 150 Calculus, effective for term 199810. The course MA 135 on SCACRSE is defined with an effective start term equal to 199410 and an end term equal to 199720. The course MA 150 on SCACRSE is defined with an effective start term equal to 199810 and an end term equal to 999999.

For this example, MA 150 has MA 135 defined as an equivalent effective for the 199810 term. On SCADETL, for MA 150 for term 199810 in the Course Equivalency window,

MA 135 is an equivalent course with a from term equal to 199410 and a to term equal to term 199720. Repeat Limit is null on the SCACRSE records.

For the term being evaluated, 199810, SHARPTR has the Using Repeat Limit Selection Rule and the Using Repeat Hours Selection Rules set up.

Selection Rule	L
Evaluation Grade	D
GPA Calc	S
Schedule Type Ind	unchecked
Passing Grade	D
Title Ind	checked

*Julie Farley*

Term	CRN	Subject	Course	Section	Schedule Type	Grade	Level	Hours	Repeat Message
199810	10123	MA	150	1	B	A	UG	3.00	I SYSTEM
199510	10145	MA	135	1	L	D	UG	3.00	E SYSTEM

Both MA 135 and MA 150 are used in the repeat process evaluation, because the target course being evaluated in term 199810 is MA 150. MA 150 has MA 135 defined as a course equivalent on SCADETL within the start and end term range associated with this equivalency.

### Courses With Multiple Repeat Messages

There may be occurrences where a course has more than one repeat message associated with it. The output will display the first message that occurs, based on the order of processing.

### Handling of Courses With Different Courses Levels

#### *Example:*

BIOL 111 at course level UG has been offered since the term 199806. This was changed to course number BIOL 101 at course level GR in 199809. On SCADETL for course BIOL 101 effective for 199809, BIOL 111 was defined as an equivalent for start term 199806 to end term 999999.

For the term being evaluated, 199810, SHARPTR has the Using Repeat Limit Selection Rule and the Using Repeat Hours Selection Rules set up.

Selection Rule	F
Evaluation Grade	D
GPA Calc	S
Schedule Type Ind	unchecked
Passing Grade	D
Title Ind	checked
Level Ind	unchecked

*Aleena Smith*

Term	CRN	Subject	Course	Section	Schedule Type	Grade	Level	Hours	Repeat Message
199809	98102	BIOL	111	1	L	A	UG	3.00	I SYSTEM
199806	6001	BIOL	101	1	L	F	GR	3.00	E SYSTEM

Both BIOL 111 and BIOL 101 are used in the repeat process evaluation, because the target course being evaluated in 199809 is BIOL 111. BIOL 111 has BIOL 101 defined as a course equivalent on SCADETL within the start and end term range associated within this equivalency, and since the **Level Indicator** on SHARPTR is unchecked, the course levels do not need to match in order to be considered for repeat evaluation.

## Expanded Credit Hours and GPA Fields

### Overview

Your institution can expand credit hour values assigned to individual courses and control how GPA values are displayed in the system, on the Web, and on printed reports. Specifically, you can make the following decisions:

- You can use 100- point grading scales and define 10,000-point requirements for programs and courses.
- When determining how GPA values should be displayed for your students, you can also decide whether the values should be truncated or rounded off, as well as how many decimal places should be displayed.

- If you want to continue to use values that are truncated to two decimal places, your values will display as per usual.
- You can set up your GPA and quality point display rules by level and/or campus.

The expanded fields are defined as follows:

- Credit hours fields use the format 9,999.999.
- Grade codes fields use up to six positions or XXXXXX.
- Quality point fields for grade codes use the format 999.999.
- Numeric values fields for grade codes use the format 999.
- GPA fields store and display values up to the format 99,999,999,999,999.999999999.
- Quality point fields store and display values up to the format 99,999,999,999.999999.

## Field Sizes

Field sizes are based on the field usage. Fields are categorized as having data for an individual course, a term summary, or a cumulative summary.

For SHAGRDE, for example, the field expansion is as follows:

Column	Traditional Size	Expanded Size
Grade Code	XXX	XXXXXXX
Quality Points	99.99	999.999
Numeric Value	99	999

For individual courses, the field expansion is as follows:

Column	Traditional Size	Expanded Size
Credit Hours	99.99	9999.999
Quality Points	99.99	9999999.999999 *
Grade Code	XXX	XXXXXXX
Numeric Value	99	999

\* This is based on 9999.999 X 999.999.

For term summary records, the field expansion is as follows:

<b>Column</b>	<b>Traditional Size</b>	<b>Expanded Size</b>
Credit Hours	999.99	999999.999
Quality Points	9999.99	999999999.999999 **
GPA	9999.999999	999999999999.999999999

\*\* This is based on 9,999,999.999999 from an individual course X 50 courses per term.

For full summary records, the field expansion is as follows:

<b>Column</b>	<b>Traditional Size</b>	<b>Expanded Size</b>
Credit Hours	999.99	999999999.999
Quality Points	999999999.99	999999999999.999999 ***
GPA	9999.999999	999999999999999.999999999

\*\*\*This is based on the largest credits possible for 20 terms X the largest points possible per course.

## Set up Rules on SHAGPAR

Use the GPA Display Rules Form (SHAGPAR) to set up rules for your institution that will determine how grade point averages (GPAs) and quality points will be displayed for the various segments of your student population.

You can create overall GPA display rules and/or display rules for level and campus GPAs. You can query on the GPA display rules based on the effective term, and/or course level, and/or course campus combination(s) entered in the Key Block.

## Processing

The GPA display rule selection process works as follows:

1. Get the term selection code for the level code: F(first) or L(ast) term of coursework or M(ost recent rule) from the Level Term Selection block.

If no record exists, get the term selection code from the Overall Term Selection block.

2. Get the student's GPA rule term.

If the term selection code is F, get the term code from the student's first term GPA record for that level in academic history.

If the term selection code is L, get the term code from the student's last term GPA record for that level in academic history.

If the term selection code is M, set the student's GPA rule term code to 999999.

**3. Get the appropriate GPA rule.**

**3.1.** If a campus GPA is to be displayed, use the GPA display rule from the Campus GPA Rules block where the student's course campus and level codes match those of the rule with the highest effective term code that is less than or equal to the student's GPA rule term.

If no rule exists in the Campus GPA Rules block, use the GPA display rule from Level GPA Rules block where the student's course level code matches that of the rule with the highest effective term code that is less than or equal to the student's GPA rule term.

If no rule exists in the Level GPA Rules block, use the GPA display rule from the Overall GPA Rules block with the highest effective term code that is less than or equal to the student's GPA rule term.

**3.2.** If a level GPA is to be displayed, use the GPA display rule from the Level GPA Rules block where the student's course level code matches that of the rule with the highest effective term code that is less than or equal to the student's GPA rule term.

If no rule exists, use the display rule from the Overall GPA Rules block with the highest effective term code that is less than or equal to the student's GPA rule term.

*For example:*

An institution's GPA display rules are set up as follows:

*Overall Term Selection*      Use student's first term is selected.

<b>Overall GPA Rules</b>	<b>GPA Values</b>	<b>Quality Point Values</b>
Term 000000	Display Code = Round Display (2) spaces after decimal	Display Code = Truncate Display (2) spaces after decimal

*Level Term Selection*

Level GR	Use student's last term is selected.
Level LW	Use most recent display rule is selected.
Level UG	Use student's first term is selected.

<b>Level GPA Rules</b>	<b>GPA Values</b>	<b>Quality Point Values</b>
Level GR - Term 200010	Display Code = Round Display (4) spaces after decimal	Display Code = Round Display (2) spaces after decimal
Level GR - Term 199610	Display Code = Truncate Display (2) spaces after decimal	Display Code = Truncate Display (2) spaces after decimal
Level LW - Term 200210	Display Code = Truncate Display (9) spaces after decimal	Display Code = Truncate Display (2) spaces after decimal
Level LW - Term 199510	Display Code = Truncate Display (2) spaces after decimal	Display Code = Truncate Display (2) spaces after decimal
Level UG - Term 200110	Display Code = Round Display (3) spaces after decimal	Display Code = Round Display (3) spaces after decimal
Level UG - Term 199710	Display Code = Round Display (4) spaces after decimal	Display Code = Round Display (4) spaces after decimal
Level UG - Term 199410	Display Code = Round Display (2) spaces after decimal	Display Code = Round Display (2) spaces after decimal
<b>Campus GPA Rules</b>	<b>GPA Values</b>	<b>Quality Point Values</b>
Campus -Level - Term CEN - UG - 199410	Display Code = Round Display (4) spaces after decimal	Display Code = Truncate Display (2) spaces after decimal
Campus -Level - Term EST - UG - 199410	Display Code = Round Display (4) spaces after decimal	Display Code = Round Display (3) spaces after decimal
Campus -Level - Term NOR - UG - 199410	Display Code = Round Display (6) spaces after decimal	Display Code = Round Display (4) spaces after decimal



Student A  
 First Term 199610  
 Last Term 200220

All courses: Level UG  
 BIOL, CHEM = Campus CEN  
 ENGL, FREN, POLS = Campus EST

Subject and Course	Credit Hours	Campus	Grade	Quality Points	Credit Hours * Quality Points
BIOL 100	3.5	CEN	B-	2.667	9.3345
CHEM 120	4.0	CEN	A	4.000	16.0000
ENGL 105	3.5	EST	A-	3.667	12.8345
FREN 201	4.0	EST	B+	3.333	13.3320
POLS 121	<u>3.0</u>	EST	B	3.000	<u>9.0000</u>
	18.0				60.5010

**Level: UG**

**Campus: CEN**

**Campus: EST**

	GPA	Quality Pts	GPA	Quality Pts	GPA	Quality Pts
Stored:	3.361166666	60.501	3.377933333	25.3345	3.349190476	35.1665
Displayed:	3.36	60.50	3.3779	25.33	3.3492	35.167

Student B  
 First Term 199710  
 Last Term 199920

All courses: Level LW and Campus WST

Subject and Course	Credit Hours	Campus	Grade	Quality Points	Credit Hours * Quality Points
LAW 611	125.000	WST	P	100.000	12500.000000
LAW 632	175.000	WST	HP	120.000	21000.000000
LAW 643	<u>125.000</u>	WST	LP	80.000	<u>10000.000000</u>
	425.000				43500.000000

	<b>Level: LW</b>		<b>Campus: WST</b>	
	<b>GPA</b>	<b>Quality Pts</b>	<b>GPA</b>	<b>Quality Pts</b>
<i>Stored:</i>	102.352941176	43500.000	102.352941176	43500.000
<i>Displayed:</i>	102.352941176	43500.00	102.352941176	43500.00

 **Note**

The campus GPA and quality points are in the same format as the level since there are no rules specified for the campus code. ■

*Student C* All courses: Level CE and Campus SOU  
*First Term 200010*  
*Last Term 200220*

<b>Subject and Course</b>	<b>Credit Hours</b>	<b>Campus</b>	<b>Grade</b>	<b>Quality Points</b>	<b>Credit Hours * Quality Points</b>
PSYC 100	7500.000	SOU	B- / C+	375.125	2813437.500000
MATH 121	7500.000	SOU	C / C-	245.175	1838812.500000
ENGL 110	<u>7500.000</u>	SOU	A- / B+	475.175	<u>3563812.500000</u>
	22500.000				8216062.500000

	<b>Level: CE</b>		<b>Campus: SOU</b>	
	<b>GPA</b>	<b>Quality Pts</b>	<b>GPA</b>	<b>Quality Pts</b>
<i>Stored:</i>	365.158333333	8216062.5	365.158333333	8216062.5
<i>Displayed:</i>	365.16	8216062.50	365.16	8216062.50

 **Note**

In the absence of display rules for the campus and level codes, the overall rule applies. ■

## Forms and Reports/Processes That Select SHAGPAR Rules

The following list of objects (forms, reports, and processes) impacted by the GPA Display Rules Form (SHAGPAR) includes logic describing how the objects will select the correct rule from the form.

 **Note**

Only those objects that display system-generated GPA and quality point (as opposed to manually entered) data require logic to select the correct display rule. ■

Objects	GPA/Quality Point Data Displayed	Rule Selection Logic
SHAINST SHAPCMP SHARQTC SHASUBJ SHATERM SHATRMC SHATRNS	The following data are displayed for these objects: <ul style="list-style-type: none"><li>• Grade code quality points</li><li>• Level GPA /quality points</li><li>• Campus GPA/quality points</li></ul>	Rule processing is as follows: <i>First:</i> Get the term selection code for the level code from the Level Term Selection block - F(irst) or L(ast) term of course work or M(ost recent).  If no record exists for the level code, get the term selection code from the Overall Term Selection block.
<i>continued</i>		<i>Second:</i> Get the student's GPA rule term. <ul style="list-style-type: none"><li>• If the term selection code is F, get the term code from the student's first term GPA record for that level in academic history.</li><li>• If the term selection code is L, get the term code from the student's last term GPA record for that level in academic history.</li><li>• If the term selection code is M, set the student's GPA rule term code to 999999.</li></ul>

Objects	GPA/Quality Point Data Displayed	Rule Selection Logic
<i>continued</i>		<p><i>Third:</i></p> <p>Get the appropriate GPA rule.</p> <ul style="list-style-type: none"> <li>• If a campus GPA is to be displayed, use the GPA display rule from the Campus GPA Rules block where the student's course campus and level codes match those of the rule with the highest effective term code that is less than or equal to the student's GPA rule term.</li> <li>• If no rule exists in the Campus GPA Rules block, use the GPA display rule from the Level GPA Rules block where the student's course level code matches that of the rule with the highest effective term code that is less than or equal to the student's GPA rule term.</li> <li>• If no rule exists in Level GPA Rules block, use the GPA display rule from the Overall GPA Rules block with the highest effective term code that is less than or equal to the student's GPA rule term.</li> <li>• If a level GPA is to be displayed, use the GPA display rule from the Level GPA Rules block where the student's course level code matches that of the rule with the highest effective term code that is less than or equal to the student's GPA rule term.</li> <li>• If no rule exists, use the display rule from the Overall GPA Rules block with the highest effective term code that is less than or equal to the student's GPA rule term.</li> </ul>
SHATAEQ	Term GPA/quality points	The logic will be the same as for the forms listed above except when the student being processed does not have any term GPA records in academic history. When this is the case, the effective term(s) on the attendance period(s) will be processed as if they already existed in the Term GPA Table (SHRTGPA).
SFRENRL SHRTAEQ	<p>The following data are displayed for these objects:</p> <ul style="list-style-type: none"> <li>• Level GPA /quality points</li> <li>• Term GPA</li> </ul>	The logic will be the same as for the forms listed above (SHAINST, etc.) with the exception that displaying a campus GPA is not an option.
SHRGPA	<p>The following data are displayed for this object:</p> <ul style="list-style-type: none"> <li>• Level GPA /quality points</li> <li>• Term GPA/quality points</li> <li>• Campus GPA/quality points</li> </ul>	The logic will be the same as for the forms listed above (SHAINST, etc.).

Objects	GPA/Quality Point Data Displayed	Rule Selection Logic
SHRGRDE	<p>The following data are displayed for this object:</p> <ul style="list-style-type: none"> <li>• Grade code quality points</li> <li>• Level GPA /quality points</li> <li>• Term GPA/quality points</li> <li>• Campus GPA/quality points</li> </ul>	<p>The logic will be the same as for the forms listed above (SHAINST, etc.). However, the values in the Campus Process Request and Campus to be Processed parameters will control whether or not grade mailers will be produced for specific course campuses.</p> <ul style="list-style-type: none"> <li>• If the value in the Campus Process Request parameter is <i>Y</i>, the process should attempt to find GPA display rules in the Campus GPA Rules block first.</li> <li>• If the value in the Campus Process Request is <i>N</i>, the process should attempt to find GPA display rules in the Level GPA Rules block first.</li> </ul>
SHRTRTC	<p>The following data are displayed for this object:</p> <ul style="list-style-type: none"> <li>• Grade code quality points</li> <li>• Level GPA /quality points</li> <li>• Term GPA/quality points</li> <li>• Campus GPA/quality points</li> </ul>	<p>The logic will be the same as for the forms listed above (SHAINST, etc.). However, the values in the Campus Selection Indicator and Campus Selected parameters will control whether or not transcripts will be produced for specific course campuses.</p> <ul style="list-style-type: none"> <li>• If the value in the Campus Selection Indicator parameter is <i>Y</i>, the process should attempt to find GPA display rules in the Campus GPA Rules block first.</li> <li>• If the value in the Campus Selection Indicator parameter is <i>N</i>, the process should attempt to find GPA display rules in Level GPA Rules block first.</li> </ul>

## GPA Calculation Process

The calculation process is used by forms that initiate the GPA calculation and/or display system-related GPA data. Forms and processes that display system-related GPA data must be able to select the correct rule from the GPA Display Rules Form (SHAGPAR).

The calculation process does the following:

- Handles pre-Banner hours
- Calculates GPA by subject
- Calculates an overall term GPA
- Calculates a degree GPA
- Calculates an institutional GPA for a given level and term
- Calculates a campus GPA for a given level, term, and campus
- Calculates a transfer GPA where the transfer term equals any valid term code

### Note

Only those objects that display system-generated GPA and quality point (as opposed to manually entered) data require logic to select the correct display rule. ■

The calculation process does *not* involve any rounding or truncating.

The GPA calculation is processed as follows:

1. The credit hour values of courses with grade codes where the GPA divisor hours indicator is checked are multiplied by the quality points value associated that grade code.

*For example:*

<b>Subject and Course</b>	<b>Credit Hours</b>	<b>Grade</b>	<b>Quality Points</b>	<b>Credit Hours * Quality Points</b>
BIOL 101	1000.00	AAAAAA	400.00	400000.000000
ENGL 103	1500.00	BBBBBB	300.00	450000.000000
SPAN 201	2000.00	AAABBB	350.00	700000.000000

2. The products of these calculations are summed.

*For example:*

<b>Subject and Course</b>	<b>Credit Hours</b>	<b>Grade</b>	<b>Quality Points</b>	<b>Credit Hours * Quality Points</b>
BIOL 101	1000.00	AAAAAA	400.00	400000.000000
ENGL 103	1500.00	BBBBBB	300.00	450000.000000
SPAN 201	<u>2000.00</u>	AAABBB	350.00	<u>700000.000000</u>
<i>Total GPA Hours</i>	4500.00		<i>Total Quality Points</i>	1550000.000000

3. This sum is divided by the total number of credit hours from those courses included in step 1.

*For example,*

<b>Subject and Course</b>	<b>Credit Hours</b>	<b>Grade</b>	<b>Quality Points</b>	<b>Credit Hours * Quality Points</b>
BIOL 101	1000.00	AAAAAA	400.00	400000.000000
ENGL 103	1500.00	BBBBBB	300.00	450000.000000

Subject and Course	Credit Hours	Grade	Quality Points	Credit Hours * Quality Points
SPAN 201	<u>2000.00</u>	AAABBB	350.00	<u>700000.000000</u>
<i>Total GPA Hours</i>	4500.00		<i>Total Quality Points</i>	1550000.000000

$$150000.000000 / 4500.00 = 344.4444444444 \text{ (GPA)}$$

- The entire value from the preceding calculation is stored.

*For example:*

The GPA 344.444444444 is stored in the SHRTGPA table.

## Calculate GPA Using SHRCGPA

Calculation of grade point averages is performed using the stand-alone GPA Calculation Process (SHRCGPA). SHRCGPA calculates (or re-calculates) both term and cumulative grade point averages for the selected term and group of students. You can use population selection or you can select all students for the term, students whose histories have been rolled, or students whose information has been fed to a collector file. The process also calculates a student's GPA by student centric period, level, and type (institutional, transfer credit, and overall) for terms that are part of a student centric period.

SHRCGPA is controlled by two parameters, term and selection. There are three options for selection:

- A All.* When *All* is chosen, the term GPA will be calculated or recalculated for all students who have rolled enrollments for the specified term.
- R Rolled.* When *Rolled* is chosen, the term GPA will be calculated or recalculated for students who have had sections rolled to Academic History or enrollment/grade changes made in Academic History for the specified term.
- C Collector.* When *Collector* is chosen, all students who have had courses excluded by the Repeat/Equivalent Course Check Process (SHRRPTS) will have term GPAs calculated or recalculated for all terms with excluded courses, regardless of the specified term.

All three selection options will calculate or recalculate appropriate term and level GPAs.

## Calculate GPA by Student Centric Period

GPA processing can calculate a student's GPA by student centric period for terms that are part of a student centric period. When a student changes his cycle (either retroactively or for the current, in-progress term), a warning is displayed that existing student centric period records will be deleted, and the GPA needs to be recalculated.

When the cycle designator is changed on SGASTDN or SFAREGS after the student has existing academic history records, the *Cycle Designator does not agree with existing Academic History* message is displayed. When the student centric period value is entered, altered, or deleted on SHAINST, the GPA and totals for the student centric period will be automatically recalculated, and the *GPA recalculation completed* message is displayed.

A student centric GPA is stored by level and type. The types include Institutional (*I*), Transfer Credit (*T*), and Overall (*O*). The transfer credit GPA is a combined GPA for all transfer work within the student centric period. Even though transfer work has been accepted for an effective term within the student centric period, it will only be included in the GPA by student centric period if the student has an institutional academic history term header record for that effective term.

When GPA calculation is called by SHATRNS or SHATCKN, or when recalculation is performed on SHAINST, the student's GPA will be calculated by student centric period, if the student centric period data element in the academic history term header record has a student centric period value.

## Calculate Campus GPA

It is possible for the institution to calculate a campus GPA based on the course level and course campus using SHRCGPA. This is an optional process which is controlled via the **Process Campus GPA** checkbox on the Academic History Control Form (SHACTRL). If the institution decides to calculate the campus GPA, the Calculate Campus GPA Process (SHRCONV) must be run after checking the box on SHACTRL.

This conversion process creates a campus GPA record for each student that has a term GPA record. This process will create a number of records on the database and may take some time to complete.



### Warning

No users may be on the system while the calculation is in process. ■

The Campus GPA Process may also be disabled by unchecking the **Process Campus GPA** checkbox on the Academic History Control Form (SHACTRL). When unchecked, all of



the existing campus GPA records on the database are deleted, and no forms or reports which use the campus GPA will display the information.

 **Warning**

Again, no users should be on the system while the campus GPA records are being deleted. ■

The Course History by Term and Campus Form (SHATRMC) is available when the campus GPA has been calculated. This form displays the campus GPA information for the level selected. The main window of the form displays the cumulative campus GPA and hours information. The Term GPA and Course Detail Information window details the GPA information on a term-by-term basis.

The following is an example of a campus GPA calculation:

The student has courses for term 199101 in the following course levels and course campuses:

Level	Campus	Hours	Grade	Points
01	1	3.00	B	9.00
01	1	4.00	A	12.00
01	2	3.00	C	6.00
02	1	3.00	A	12.00
02	2	1.00	B	3.00

Hence, the student will have the following Campus GPA information (using a 4.0 GPA scale):

Level	Campus	Hours	GPA
01	1	7.00	3.00
01	2	3.00	2.00
02	1	3.00	4.00
02	2	1.00	3.00

## Recalculate GPA

Use the GPA Recalculation Report (SHRGPAC) to recalculate the GPA for all terms for each student. When GPA calculation is called by SHATRNS or SHATCKN, or when recalculation is performed on SHAINST, the student's GPA will be recalculated. When terms have been recalculated, then all levels for each student are recalculated. Students may be selected for GPA recalculation using one of three methods:

- The user has previously created a population selection file.
- The user enters a term, and if no population selection file exists, and the user does not select individual students, all students enrolled in the term will be processed.

- The user will be prompted for individual student IDs.

The process also recalculates a student's GPA by student centric period, level, and type (institutional, transfer credit, and overall) for terms that are part of a student centric period.

## End of Term

The following steps should be performed at end-of-term.

1. Build grades using the Grade Code Maintenance Form (SHAGRDE). The grade, including the information to determine which hours it counts in: earned, attempted, or passed, and whether it counts in the GPA, is defined on this form. Valid grading modes are also identified.

 **Note**

Grades only need to be created once. ■

2. Build substitute grades using the Grade Code Substitution Form (SHAGRDS). For example, if a student taking a course with a pass/fail grading mode is given a B grade, that B may be substituted with a P grade.

 **Note**

Substitute grades only need to be created once. ■

3. Enter grades in the Class Roster Form (SFASLST) or the Class Attendance Roster Form (SFAALST).
4. Roll grades to Academic History using the Grade Roll Process (SHRROLL), or by checking the **Roll** box on the Class Roster Form (SFASLST) or the Class Attendance Roster Form (SFAALST), and saving.
5. Use the Repeat/Multiple Course Rules Form (SHARPTR) to set up rules to determine what courses are considered repeats and how they will be used in the GPA calculation.
6. Run the Repeat/Equivalent Course Check Process (SHRRPTS) to flag courses that are repeated based on the rules set up on SHARPTR.
7. Run the Calculate GPA Process (SHRCGPA) to re-calculate GPAs for students who took courses.
8. Run the Calculate GPA Process (SHRCGPA) to calculate GPAs based on the term and the selected group of students. Groups of students can include those whose information has been fed into a collector file, only those whose academic histories have been rolled, or all the students for the term.
9. Set up academic standing rules relating to the institution's policies in probation and Dean's List on the Academic Standing Rules Form (SHAACST).

10. Run the Calculate Academic Standing Process (SHRASTD) to calculate the academic standing for the selected term and group of students.
11. Produce grade mailers in batch mode by using the Grade Mailer Process (SHRGRDE). Student's grades must have either been entered manually or through the Grade Roll Process (SHRROLL).
12. Build continuant term rules on the Continuant Terms Rule Form (SOACTRM). These rules allow you to determine which terms constitute consecutive enrollment.
13. Run the Student Type Update Process (SHRTYPE) to automatically update the student type on the General Student record based on the rules created on the Continuant Terms Rule Form.

## IPEDS Report Procedures

The following Integrated Postsecondary Education Data System (IPEDS) reports are supported in Banner.

SHRIRES	IPEDS First Time Residency Report
SHRIACT	IPEDS Total Activity Report
SHRICIP	IPEDS Completions Report
SHRIPDS	IPEDS File Generation Process
SHRIAGE	IPEDS Summary by Age Report
SHRIETH	IPEDS Race/Ethnic Status Report - (Fall Enrollment Report)
SHRIGRS	Graduation Rate Survey Report

## Ethnicity Use Definition for IPEDS

The following information should be used for the building and maintenance of the tables used to prepare ethnicity data entry within the Banner Human Resources System for EEO reporting, and within the Banner Student System for IPEDS reporting.

The forms used are the Race Rules Form (GORRACE), the Ethnic Code Rules Form (PTRETHN), and the Ethnic Code Validation Form (STVETHN). The Ethnic Code Rules Form (PTRETHN) and the Race Rules Form (GORRACE) are used to report counts of individuals to the federal government based on ethnic background.

The Ethnic Code Validation Form (STVETHN) is used to identify individuals at a low level ethnic value, i.e., breakdowns of ethnicity. Examples of this would be Apache, Blackfoot, and Sioux as ethnic values in the Ethnic Code Validation Form (STVETHN).

The codes associated with these values are then cross-referenced into the Banner Human Resources and Banner Student Systems against the Ethnic Code Rules Form (PTRETHN) and Race Rules Form (GORRACE) respectively, for proper federal ethnic values. Therefore, each of the codes mentioned above would cross-reference to a code that indicates “Native American”.

With this methodology, it is then permissible to use low level university-specific descriptions on the Ethnic Code Validation Form (STVETHN), while maintaining the proper federal values on the Ethnic Code Rules Form (PTRETHN) and the Race Rules Form (GORRACE).

When dealing with individuals who are “internationals”, it is important to note that the Banner Student System IPEDS First Time Residency Report (SHRIRES) will not even consider the individual's ethnic code if a row exists in the Person International Information Table (GOBINTL), *and* a code exists in the **Visa Type** field on GOAINTL that relates to a visa type code on STVVVTYP where the **Non-Resident** field is checked (set to *Y*), and the visa **Start Date** and **End Date** values from GOAINTL are current as of the creation of the IPEDS data. This indicates that the individual is a non-resident alien, and the IPEDS report processes them as such and does not look at ethnicity.

#### **Warning**

The process of maintaining the Ethnic Code Validation Form (STVETHN) between two areas such as the Banner Human Resources System and the Banner Student System needs to be coordinated so that agreed upon values are used where appropriate, *but under no circumstances should values, once entered, be changed on a regular basis to coincide with reports.* ■

## Multi-Race and Ethnicity Reporting

The SHRIACT, SHRICIP, SHRIETH, and SHRIGRS IPEDS reports use the new ethnicity code, and students are reported based on their responses to two questions on the multiple race and ethnicity online survey. Reports display two or more races for students who report multiple races on the online multiple race and ethnicity survey. The multiple races are displayed when the ethnicity reported is not Hispanic, and two or more races from multiple race categories (such as Asian and White) are selected. The multiple races are converted to a value of “two or more races”.

Reports display “Unknown” for students who did not complete the online multiple race and ethnicity survey. A non-response is equivalent to the race and ethnicity being unknown. When a student selects an ethnicity of Non-Hispanic and does not select a race, that student will be reported as unknown.

Non-resident aliens are reported as “NRA”, and the race and ethnicity data is not considered.

## SHRIPDS Processing

SHRIPDS uses an ethnicity code to collect ethnicity data for students. Ethnicity is recorded as Hispanic, Non-Hispanic, or Non-Resident Alien. When a student selects Hispanic for the ethnicity, that ethnicity is reported, but no race selection is reported. When a student selects Non-Hispanic for the ethnicity, and a race selection is indicated, the race selections are reported. When a student selects Non-Hispanic for the ethnicity, and does not select a race selection, the ethnicity and race are reported as unknown.

SHRIPDS also collects multiple race information for students. GORRACE entries for each student are checked for an ethnicity of Non-Hispanic and two or more races. The multiple race selections are converted to a value for “two or more races”.

The process will also display a value of “unknown” for a student who did not respond to the multiple race and ethnicity survey or who selected an ethnicity of Non-Hispanic but did not select a race. When a student selects an ethnicity of Hispanic, the race is not reported. When a student selects an ethnicity of Non-Hispanic, the selected race is reported.

## Reporting Categories

The IPEDS reporting categories used by the Web upload files are:

Reporting Categories	Web Upload Values
Non-Resident Alien	1
Race and Ethnicity Unknown	7
Hispanic/Latino	8
American Indian or Alaskan Native *	9
Asian *	10
Black or African American *	11
Native Hawaiian or Other Pacific Islander *	12
White *	13
Two or more races *	14

(\* Non-Hispanic only)

## Data Conversion for Uploads

A common procedure is used to convert the multiple race and ethnicity data for a single person after the biographical information for existing ethnicity has been updated to the new ethnicity through the various upload processes in Student, such as SRTLOAD and SARETMT. The old ethnicity codes are loaded to Banner and converted to the new ethnicity and race code fields. The load and conversion process takes place in one step. The conversion of multiple race and ethnicity data is run from within the upload process if the old ethnicity code exists and the new race and ethnicity do not exist. Some processes, like the tape load, only use the ethnicity and do not load the race information. Those

processes have not been modified in Banner or by the vendor to include the new multiple race and ethnicity data.

## IPEDS First Time Residency Report (SHRIRES)

In the IPEDS First Time Residency Report (SHRIRES), the students are categorized based on the award category of their degree in their student record. First-time students (where student type matches requested type) who are registered in the requested term and whose general student level matches the requested level, will be reported by state, which is determined by the student's address type.

A population of students is selected using the following criteria:

1. Student validly registered for the term being processed.
2. Student has a general student record with an effective term that is less than or equal to the term being processed and which has a degree code that is valid on the Degree Code Validation Form (STVDEGC), and the category code on the STVDEGC matches the category code(s) you requested. The general student level must match your requested level code(s). Student must have a student type which matches your requested first-time freshman code(s) and cumulative credit hours which do not exceed the parameter limit you have set.

The Degree Award Category Code Validation Table (STVACAT) is used to classify degree codes (i.e., B.A. = Bachelor of Arts) into award categories. Required codes for the STVACAT Table are included in the table definitions and should be used. Use the parameter selection to specify which Degree Award Categories are to be used for the report.

The Degree Code Validation Form (STVDEGC) uses the Degree Award Category Code Validation Form (STVACAT) to identify the category that the degree code belongs to, such as Bachelor's, Master's, Doctoral.

### **Example:**

<b>Degree Code</b>	<b>Degree Category</b>
BS Bachelor of Science	24

Students are counted in the HS Grad/Year column if they have a high school graduation date on the High School Information Form (SOAHSCH) that falls within the user-specified parameter dates.

Transfer hours are used in the calculation of student classification. For example, if a student has 60 transfer credits and 20 institutional credits, then 80 credits will be used to determine their class standing.

## SHIRES Web Upload

Use the Report Format parameter to create hardcopy output only, a comma-delimited file only, or both formats during the same run. This comma-delimited file format conforms to the NCES requirements for the creation of the Key Pair Value file. The Report Format parameter is required. Enter 1 to produce hardcopy output. Enter 2 to produce output in a Web upload file format. Enter 3 to produce both formats. 3 is the default.

### Note

When running this report from job submission, the Web upload file name will be in the format `shires_wu_#####.txt`, where `#####` is the run sequence number.

Prior to uploading this file to the website, you must convert it to a text (.txt file). ■

For any additional information on the IPEDS Web-Based Data collection process refer to the following website: [www.nces.ed.gov/ipeds/](http://www.nces.ed.gov/ipeds/), or contact the IPEDS helpdesk at 1-877-225-2568.

### ***Key Pair Value File Format***

The key pair value file format is the standard from the National Center for Educational Statistics (NCES) which is used for the creation of the Web upload in the IPEDS reports. The import/export file layout specification, including accepted values for the fields, can be found on the NCES website.

The NCES Unit ID value should be the one entered on SHACTRL.

## IPEDS Total Activity Report (SHRIACT)

In the IPEDS Total Institutional Activity Report (SHRIACT), both credit hours attempted in a 12-month period and unduplicated headcount of students are generated in the grand totals for the report. All students with at least one course recorded for credit will be counted for the period specified by the parameters.

This report looks at the information maintained in Academic History, not in Registration. Therefore, if a course has not yet been rolled to history, it will not be reported. For each course that falls within the period specified by the parameters, total credit hours and contact hours will be reported in the grand totals. If there is no enrollment in a course, the course will not be reported in the grand totals

Contact hours are calculated by adding the term contact hours together (lecture, lab and other), as defined in the Basic Course Maintenance Form (SCACRSE), and multiplying that number by the number of students enrolled in the course.

Contact Hours = (Lecture hours + Lab hours + Other Hours) x # of students enrolled in course

The unduplicated headcount is calculated by taking those students that have at least one degree credit course in their academic history record on the Course Summary Form (SHACRSE). Students are reported according to their student level. If students have more than one level during a year, the students are counted by the level they are in the last term of the report, based on the user-defined parameters.

**Example:**

Report Start Date	July 1, 2003
Report End Date	June 30, 2004
200301	Fall Term
Student's Level 01	Undergraduate
200302	Spring Term
Student's Level 02	Graduate

Student will be counted as a graduate student.

SHRIACT reflects course information that has been rolled to Academic History and applied to the level in the Institutional Course block of SHADEGR used for this report. Active registrations do not impact the figures represented in the file.

Total activity reporting (SHRIACT) includes Part E - Retention Data of First Time Undergraduates from Fall to Fall, which requires that schools report the percentage number of full-time, first-time undergraduates who are retained from one fall term to the next. (Part-time percentage is determined separately.) Retention is counted as fall to fall only. This data is reported with the spring submission and is no longer included with the 12-month enrollment data submitted in the fall (see below).

A person in the full-time cohort does not have to remain full-time to be counted as retained. For example, if Cohort A is enrolled in fall 2003 as full-time but is part-time in fall 2004, that student is counted as retained. Institutions are required to report the percent of students who are in a fall, full-time, first-time undergraduate cohort who have subsequently enrolled in the next fall term. Institutions must report the same data for the fall, part-time, first-time undergraduate cohort. Part E is also included in the Web Upload File, to report first-time fall cohorts who returned the following fall.

The NCES does not collect the First Year Retention data with the same submission as the 12-Month Enrollment Report or the Unduplicated Count and Instructional Activity Report, both of which are produced using SHRIACT. Since SHRIACT generates the required data for both reports, it is necessary to run SHRIACT in the fall and spring to produce the different data that is required.

Beginning with the Fall 2007 submissions, the Unduplicated Count and Instructional Activity data is collected in the Fall. To generate the report for the Fall, run SHRIACT with the parameters used for first-year retention data set to NULL, thus producing no



retention data. These parameters are: Effective Term of Fall Cohort, Retention Term of Fall Cohort, Full-time Fall Cohort Code, and Part-time Fall Cohort Code.

The First Year Retention Rate will be collected in the Winter (optional) and Spring submissions beginning in 2008. The actual cohort values and number of exclusions will be reported, and the retention percentages will be calculated by the NCES system. To generate the report for the Winter and Spring, run SHRIACT with the first-year retention parameters populated with your institution's values to produce the first year retention data. These parameters are: Effective Term of Fall Cohort, Retention Term of Fall Cohort, Full-time Fall Cohort Code, and Part-time Fall Cohort Code.

 **Note**

You need to include any level codes that were formerly used for First-Professional in the list of level codes for Graduate. ■

Multiple values can be entered in the Effective Terms of Fall Cohort parameter and the Retention Terms of Fall Cohort parameter. This allows your institution to process multiple effective terms and multiple retention terms by student centric period.

### SHRIACT Web Upload

The report produces a control page with the parameter values and the number of records processed, as well as a comma-delimited file for the Web upload. This comma-delimited file format conforms to the NCES requirements for the creation of the Key Pair Value file.

 **Note**

When running this report from job submission, the Web upload file name will be in the format `shriact_wu_#####.txt`, where `#####` is the run sequence number.

Prior to uploading this file to the website, you must convert it to a text (.txt file). ■

The SHRIACT Temporary Table (SHRTACT) is used internally within SHRIACT to accumulate data for the Web upload file creation. When the process is completed, the contents of this table are deleted.

For any additional information on the IPEDS Web-Based Data collection process refer to the following website: [www.nces.ed.gov/ipeds/](http://www.nces.ed.gov/ipeds/), or contact the IPEDS helpdesk at 1-877-225-2568.

### ***Key Pair Value File Format - Fall Data Collection, 12 - Month Enrollment Section***

The key pair value file format is the standard from the National Center for Educational Statistics (NCES) which is used for the creation of the Web upload in the IPEDS reports. The import/export file layout specification, including accepted values for the fields, can be found on the NCES website.

- The NCES Unit ID value should be the one entered on SHACTRL.
- The Student Level code comes from the applicable SHRDGMR record and is matched against the code(s) entered in the run parameters.
- The Race value comes from the race defined on SPAPERS in the GORPRAC table.
- The Undergraduate Credit Hours is stored on SHRTCKG.
- The Contact Hours is the sum of the lecture, lab, and other hours from SCBCRSE.
- The Graduate Credit Hours is stored on SHRTCKG.
- The Representative Year selection is based on a comparison between term dates as defined on STVTERM and dates entered in the run parameters.

### ***Key Pair Value File Format - Winter/Spring Data Collection, Enrollment Section***

The key pair value file format is the standard from the National Center for Educational Statistics (NCES) which is used for the creation of the Web upload in the IPEDS reports. The import/export file layout specification, including accepted values for the fields, can be found on the NCES website.

- The NCES Unit ID value should be the one entered on SHACTRL.
- The CIP Code is CIP code defined on STVCIPC.
- The Student Level code comes from the applicable SHRDGMR record and is matched against the code(s) entered in the run parameters.
- The Race value comes from the race defined on SPAPERS in the GORPRAC table.
- The Sex comes from the gender defined on SPAPERS in the SPBPERS table.
- The Full-Time Fall Cohort is the sum of the students in the cohort in SGASADD.
- The Full-Time Exclusions is the sum of the cohort exemptions in SGASADD.
- The Full-Time Students Retained Through Fall is the difference between the number of students in the cohort minus the number of cohort exemptions in SGASADD.
- The Part-Time Fall Cohort is the sum of students in the cohort in SGASADD.
- The Part-Time Exclusions is the sum of the cohort exemptions in SGASADD.
- The Part-Time Students Retained Through Fall is the difference between the number of students in the cohort minus the number of cohort exemptions in SGASADD.

#### **Note**

If for any combination of CIP code, award level, race, and sex, the count is zero, the line will not be included in the import file. However, if there were no awards granted in a specific CIP code and award level and the

program is still offered at the institution, submit the record as suggested by the NCES. ■

 **Note**

If there is zero enrollment for any category (student level, age, state) the line does not have to be included in the import file. For Part C, HS=1 and 2 are not mutually exclusive categories. If first-time students who graduated from high school in the past 12 months are reported (HS=2) for any state, then also report those students as all first-time students (HS=1). Sort Order: UNITID,SURVSECT,PART. ■

### **Race/Ethnicity Values**

The Web upload values used for the race/ethnicity types can be found on the NCES site: <https://surveys.nces.ed.gov/ipeds/>. These values are associated with values in Banner on the Race Rules Form (GORRACE).

 **Note**

If a student is a non-resident alien, then only the alien status is counted, and race is disregarded. The non-resident alien status is determined by the current visa type established on the International Information Form (GOAINTL), where the current visa type code on the Visa Type Code Validation Form (STVVTYP) has the **Non-Resident (Indicator)** checked (set to Y), and where the visa **Start Date** and **End Date** values from GOAINTL are current as of the creation of the IPEDS data. ■

## IPEDS Completions Report (SHRICIP)

The IPEDS Completions Report (SHRICIP) provides degree and award information on degrees conferred by the institution within the user specified time frame. These degrees are broken down by degree level.

Only degrees with a degree status on the Degree Status Code Validation Form (STVDEGS) with an **Awarded Indicator** of A (for awarded) are included in the Web upload file.

The following degree award categories are included:

### **Award Category**

- 24 - Bachelor's Degree
- 41 - Post-Baccalaureate Certificate
- 42 - Master's Degree
- 43 - Post Master's Certificate
- 44 - Doctoral Degree - Research Scholarship
- 45 - Doctoral Degree - Professional Practice
- 46 - Doctoral Degree - Doctoral Degree Other

 **Note**

All designated CIP Codes are included in the file. ■

The following degrees are excluded from SHRICIP:

- degrees and awards conferred by branches of your institution located in foreign countries
- honorary degrees and awards

## SHRICIP Web Upload

The report produces a control page with the parameter values and the number of records processed, as well as a comma-delimited file for the Web upload. This comma-delimited file format conforms to the NCES requirements for the creation of the Key Pair Value file.

The Web upload is processed as follows.

- For the first major (MAJORNUM1), the report reflects those students who have completed their studies toward a particular certificate or degree and have been denoted as awarded (SHRDGMR\_DEGS\_CODE = AW) in Academic History. (These translate to NCES Award Levels 1, 2, 3, 4, 5, 6, 7, 8, 9, 17, 18, 19.)
- For the second major (MAJORNUM2), file entries are created for students who have been awarded an Associate Degree, Bachelors Degree (or equivalent), Masters Degree, or Doctoral Degree. (These translate to NCES Award Levels 3, 5, 7, 17, 18, 19.) The second degree can be recognized by the secondary major in the curriculum record.

### Note

When running this report from job submission, the Web upload file name will be in the format `shricip_wu_#####.lis`, where `#####` is the run sequence number.

Prior to uploading this file to the website, you must convert it to a text (.txt file). ■

For any additional information on the IPEDS Web-Based Data collection process refer to the following website: [www.nces.ed.gov/ipeds/](http://www.nces.ed.gov/ipeds/), or contact the IPEDS helpdesk at 1-877-225-2568.

## **Key Pair Value File Format, Completions Section**

The key pair value file format is the standard from the National Center for Educational Statistics (NCES) which is used for the creation of the Web upload in the IPEDS reports. The import/export file layout specification, including accepted values for the fields, can be found on the NCES website.

- The NCES Unit ID value should be the one entered on SHACTRL.
- The First or Second Major comes from the SHRDGMR record for the student.
- The CIP code is the code (as defined on STVMAJR) that is associated with the major in the secondary curriculum or the second major in the primary curriculum. The CIP codes are defined on STVCIPC.

- The Award Level comes from the STVACAT code assigned the applicable curriculum record. The degree code is defined on STVDEGC.
- The Race value comes from the race defined on SPAPERS in the GORPRAC table.
- The Sex comes from the gender defined on SPAPERS in the SPBPERS table.

 **Note**

If for any combination of CIP code, award level, race, and sex, the count is zero, the line will not be included in the import file. However, if there were no awards granted in a specific CIP code and award level and the program is still offered at the institution, submit the record as suggested by the NCES. ■

The following criteria apply:

- The selection comes first from the Base Curriculum Rules Table (SOBCURR) where the degree code corresponds to a degree code (STVDEGC) that is assigned to a corresponding degree category code (STVACAT). Please see the Award Values section which follows for degree category equivalent information.
- When entering a value for the Report Term parameter in SHRICIP, consider that the process will use the latest set of curriculum records (SOBCURR) that are locked and effective up to and including the term entered in the Report Term parameter. For example, when the Report Term parameter is set to 200010, it will not select curriculum records that are effective for term 200020.
- After the base rules are selected, the Curriculum Rules Major Table (SORCMJR) is analyzed. The process will select the appropriate effective term major code which is “linked” to the curriculum base rule. In addition, the major code is only selected if it has a valid corresponding STVCIPC code associated with it in STVMAJR, where in STVMAJR the column STVMAJR\_VALID\_MAJOR is equal to Y.
- For example, the Report Term parameter is equal to 200010; if a curriculum base rule is effective for term 200010, this curriculum base rule will be selected. If one of the associated majors linked to this base rule is effective for term 200020, and has a valid corresponding STVCIPC code associated with it in STVMAJR where in STVMAJR the column STVMAJR\_VALID\_MAJOR is equal to Y, this major code will not be used in this report.

### **CIP Code Table**

Valid CIP codes are listed in Classification of Instructional Programs (CIP) 1990 Version which is available at this web site: <http://nces.ed.gov/ipeds/>.

## Award Values

The following values are used for the award levels.

Web Upload Value	Description	Banner Value on STVACAT
1	Postsecondary award, certificate, or diploma of less than one academic year (less than 900 contact or clock hours) ( <i>unchanged</i> )	21
2	Postsecondary award, certificate, or diploma of at least one but less than two academic years (at least 900 but less than 1800 contact or clock hours) ( <i>unchanged</i> )	22
3	Associate's Degree ( <i>unchanged</i> )	23
4	Postsecondary award, certificate, or diploma of at least two but less than four academic years (at least 1800 contact or clock hours) ( <i>unchanged</i> )	25
5	Baccalaureate/Bachelor's Degree or equivalent ( <i>unchanged</i> )	24
6	Post-baccalaureate Certificate ( <i>unchanged</i> )	41
7	Master's Degree ( <i>unchanged</i> )	42
8	Post-Master's Certificate ( <i>combined</i> )	43, 32
9	Doctor's Degree ( <i>obsolete</i> )	44
10	First-Professional Degree ( <i>obsolete</i> )	31
11	First-Professional Certificate (Post-Degree) ( <i>obsolete</i> )	32
17	Doctoral Research/Scholarship ( <i>new</i> )	44
18	Doctoral Professional Practice ( <i>new</i> )	45, 31
19	Doctoral Other ( <i>new</i> )	46

## Race/Ethnicity Values

The Web upload values used for the race/ethnicity types can be found on the NCES site: <https://surveys.nces.ed.gov/ipeds/>. These values are associated with values in Banner on the Race Rules Form (GORRACE).

### Note

If a student is a non-resident alien, then only the alien status is counted, and race is disregarded. The non-resident alien status is determined by the current visa type established on the International Information Form (GOAINTL), where the current visa type code on the Visa Type Code Validation Form (STVVTYP) has the **Non-Resident (Indicator)** checked (set to Y), and where the visa **Start Date** and **End Date** values from GOAINTL are current as of the creation of the IPEDS data. ■

## IPEDS File Generation Process (SHRIPDS)

The IPEDS File Generation Process (SHRIPDS) is an extract process that is used to produce the Enrollment Summary of Students by Age (SHRIAGE), the Enrollment Summary by Racial/Ethnic Status (SHRIETH), and the Enrollment Summary by First Time Residency (SHRIRES). This process, which creates a table, must be run prior to running any of these reports. A control report, which lists the parameters used, is also produced from this process.

SHRIPDS is the IPEDS report extract process. This process must be run prior to producing the three dependent reports. A file of individual and communal statistics is created which is used by SHRIAGE, SHRIETH, and SHRIRES.

These following three reports retrieve data needed for the Fall Enrollment Report:

Report	Part	Description
SHRIETH	Parts A and D	Enrollment Summary by Racial/Ethnic Status
SHRIAGE	Part B	Enrollment Summary of Students by Age
SHRIRES	Part C	Enrollment Summary by First-Time Residency (Freshman)

A population of students is selected by SHRIPDS using the following criteria:

1. Student is validly registered for the term being processed.
2. Student has a general student record with an effective term that is less than or equal to the term being processed and which has a degree code that is valid on the Degree Code Validation Form (STVDEGC).

For each student retrieved, a record is created and inserted into the SHRIPDS file for later use by the reports.

IPEDS rules dictate that a student may only be counted once in the ethnicity section if he/she is a non-resident alien. A check is made to determine if this is the case, and if it is, the ethnicity is set to reflect this condition.

The student's sex indicator is captured. The student's age is calculated using his/her birthday and user-entered date (default today's date), and the appropriate age column is determined.

The process gathers first year, second year, third year, and fourth year statistics based either upon credit ranges or calculated student classification. Parameters allow entry of one or more student classification codes which, when using online job submission, are validated against the Class Code Validation Form (STVCLAS). When class code values are entered in these parameters, the specified class codes determine which row a student will be reported in, in the IPEDS Web upload file. The credit hour parameters which have been used to control the first year, second year, etc., determination are still required. However, if values are entered in any class code parameters for a given year, the class code instead of the credit hour value is used to determine the row in which a student is reported.

A calculation is done to determine whether or not the student is full-time or part-time based on the following criteria:

- Valid undergraduate registered hours for the process term are equal to or greater than the credit hours designated as full-time undergraduate (parameter for Full-Time Undergraduate Hours).
- Graduate full-time or part-time hours are calculated the same way. Use the Graduate level parameters to count all student levels and categories that were formerly counted in First-Professional. First-Time First-Professionals must now use the student type code for First-Time Graduate.

Additionally, data is gathered and indicators set if the student is enrolled in all remedial courses, all foreign campuses, all off-campus, and/or all audit courses. All of a student's registered courses are examined for remedial attributes (those supplied via parameter).

The IPEDS reports work the same as other Banner reports. If run through job submission, editing of data with system table ties is done. If run interactively, no system table editing done.

 **Note**

The other IPEDS reports (SHRIACT, SHRICIP, SHRIGRS) are stand alone reports that can be run without running SHRIPDS first. ■



## Campus Codes

The process looks at the student's individual registered courses when considering the parameters for Foreign Campus Code and Off-Campus Code. Schools won't necessarily build courses that are offered at a foreign campus, but the student might be assigned to a foreign campus.

Each user is allowed to decide for themselves which (if any) of their campus(es) meet the criteria, and enter them via this parameter. If all the courses in which a student is registered match the parameter supplied data, then an appropriate switch is set. This works the same way for the off-campus codes.

## Student Centric Periods

SHRIPDS processes information based on terms that are part of student centric periods. SHRIPDS is run by term using the Process Term parameter. When the Process by Student Period parameter is also used, the process checks the rules on SOASCPT to determine which student centric period includes the value entered in the Process Term parameter as the last term. All term codes that are part of the student centric period are considered, as is the order in which the terms fall within the student centric period.

After the student centric period and the associated terms have been identified, each student record that shows enrollment in any term in the student centric period is read for reporting.

- If the student is registered in all terms of the student centric period, the following occurs:
  - Enrollment hours are summed from all terms in the student centric period in which the student is enrolled, using the existing rules in base SHRIPDS processing.
  - Student centric period rules for time status are used and combine the enrollment hours for all the terms in the student centric period.
  - The general student record is used for the lowest term in the student centric period in which the student has registration. The process reports the student's class, type, level, and category.
  - Registration records for all terms in the student centric period are used to determine remedial courses, foreign campus courses, off-campus courses, audit grade mode courses, and audit registration status courses.
  - Academic standing status rules are used. If the student is new, the system assumes a standing of *00*. For continuing students, the system pulls the standing from the previous term's academic standing in the **End of Term Academic Standing** field in the Term Header block on SHAINST. (If there is no standing, the system assumes *00*.) If an override standing has been entered for the term on SGASTDN, the system will use the override standing.

- If the student is not registered in all terms of the student centric period, the student's registration records are reported for terms included in the student centric period using these rules:
  - The general student record is used for the lowest term in the student centric period in which the student has a registration record. This determines time status, student class, type, level, and category.
  - Student registration records are used for all terms of the student centric period. This determines remedial courses, foreign campus courses, off-campus courses, audit grade mode courses, and audit registration status courses.

See the following example.

A student is registered in a term that falls within a student centric period.

- Student centric period 2009A is composed of terms 200910 and 200920.
- The student is not included in the student centric period, but is registered in two terms (terms 200910 and 200930), and term 200910 is included in student centric period 2009A.
- Registration is reported for term 200910, because term 200910 is included in student centric period 2009A.
- Registration in term 200930 is not reported, because term 200930 is not included in student centric period 2009A.

## IPEDS Summary of Students by Age (SHRIAGE)

The IPEDS Summary by Age Report provides a breakdown of registered students by CIP Code within the Department of Education age categories. The CIP Code associated with the student is derived from the student's major code (STVMAJR) from SORLCUR and SORLFOS. The information on this report coincides with the data on the Enrollment Summary by Racial/Ethnic Status (SHRIETH). The information is broken down as follows:

Undergraduate Degree Seeking	Rows	01–06	of SHRIETH for full-time students
All Other Credit Undergraduates	Row	07	of SHRIETH for full-time students
Graduate Students	Rows	11–13	of SHRIETH for full-time students

This report generates student counts by age, gender, and full-time/part-time status according to CIP Code. It also creates Part B of the EF Survey Section.

### SHRIAGE Web Upload

Use the Report Format parameter to create hardcopy output only, a comma-delimited file only, or both formats during the same run. This comma-delimited file format conforms to

the NCES requirements for the creation of the Key Pair Value file. The Report Format parameter is required. Enter 1 to produce hardcopy output. Enter 2 to produce output in a Web upload file format. Enter 3 to produce both formats. 3 is the default.

 **Note**

When running this report from job submission, the Web upload file name will be in the format `shriage_wu_#####.txt`, where `#####` is the run sequence number.

Prior to uploading this file to the website, you must convert it to a text (.txt file). ■

For any additional information on the IPEDS Web-Based Data collection process refer to the following website: [www.nces.ed.gov/ipeds/](http://www.nces.ed.gov/ipeds/), or contact the IPEDS helpdesk at 1-877-225-2568.

### **Key Pair Value File Format - Winter/Spring Data Collection, Fall Enrollment Section**

The key pair value file format is the standard from the National Center for Educational Statistics (NCES) which is used for the creation of the Web upload in the IPEDS reports. The import/export file layout specification, including accepted values for the fields, can be found on the NCES website.

- The NCES Unit ID value should be the one entered on SHACTRL.
- The Age Category is the date calculated by SHRIPDS, based on the student's birth date and the value in the Birth Date parameter. If no student birth date is recorded, the value *unknown* is displayed.
- The Student Level is the level of the appropriate general student record compared to the values entered in the parameters for SHRIPDS, which must be run prior to running SHRIAGE.
- The Sex comes from the gender defined on SPAPERS in the SPBPERS table.

 **Note**

If for any combination of CIP code, award level, race, and sex, the count is zero, the line will not be included in the import file. However, if there were no awards granted in a specific CIP code and award level and the program is still offered at the institution, submit the record as suggested by the NCES. ■

## **IPEDS Race/Ethnic Status Report (SHRIETH) - Fall Enrollment**

The Race/Ethnic Status Report generates the racial/ethnic breakdown of the selected students and may be used to complete Part A of the Enrollment Summary Report. Statistical information is generated on the race/ethnic background of students by CIP code. The text file reports statistics only on the CIP codes specified and provides data for Part A of the EF Survey Section and Part D, for the total number of students enrolled.

Undergraduate students are classified by student type, degree category, and level. For example, if a first time undergraduate freshman has a degree category of Masters of Business then he will be counted in the Undergraduates Enrolled for Credit because his degree category does not meet the parameter specified undergraduate degree categories.

For the Ethnic Status Report (SHRIETH), students must be registered in the requested term. Subject areas for the students are determined by the CIPC code on the CIPC Code Validation Form (STVCIPC) for each student's major, which is in the student's learner curriculum record. These major codes are defined on the Major, Minor, Concentration Code Validation Form (STVMAJR).

The ethnic category for a student is determined by the **New Ethnicity Code** value maintained on the General Person Form (SPAPERS). The `SPBPERS_ETHN_CDE` value is used to track ethnicity for hispanic, non-hispanic, or non-resident alien ethnicities. Race categories are defined on the Race Rules Form (GORRACE) using the **Regulatory Race (Code)** value that is associated with the **Institution Race (Code)** value. The `GORRACE_RRAC_CODE` value is used to report race categories.

If a student is a non-resident alien, then only the alien status is counted; race is disregarded. The non-resident alien status is determined by the current visa type established on the International Information Form (GOAINTL), where the current visa type code on the Visa Type Code Validation Form (STVVTYP) has the **Non-Resident (Indicator)** checked (set to *Y*), and where the visa **Start Date** and **End Date** values from GOAINTL are current as of the creation of the IPEDS data.

The Degree Award Category Code Validation Table (STVACAT) is used to classify degree codes (i.e., B.A. = Bachelor of Arts) into award categories. Required codes for the STVACAT Table are included in the table definitions and should be used.

Students are categorized in this report using user-specified parameter selections.

**Example:**

- Full-time versus part-time hours for undergraduates and graduates is a parameter selection.
- Undergraduate and graduate degree categories are user selected.  
Unlimited categories are available.  
Graduate categories should include those categories formerly used for First-Professional, as well as all Doctoral categories.
- First-Time students are determined by user-selected student types for undergraduates and graduates.  
Unlimited student types are available.
- Level codes for undergraduates and graduates are user specific.  
Unlimited level codes are available.

- The credit hour range for a first year student is user-defined.
- You may specify the student types used for unclassified students.

The Degree Code Validation Form (STVDEGC) uses the Degree Award Category Code Validation Form (STVACAT) to identify the category that the degree code belongs to, i.e., Bachelor's, Master's, Doctoral.

**Example:**

<b>Degree Code</b>	<b>Degree Category</b>
BS - Bachelor of Science	24

*First-Time Freshmen* are students classified as freshman by the Student Type Validation Form (STVSTYP) when their category matches the user-entered category, and their level matches a freshman, user-entered, undergraduate level.

*Other First Year* students are classified as transfer-in, degree or certificate-seeking undergraduates.

*Sophomores* are classified as students who have more than the maximum number of freshman hours and less than the maximum number of hours designated for a sophomore via the parameter selection of second year credit hours.

The students whose earned credit hours are greater than or equal to the user-specified freshman credit hours and less than the user-specified sophomore credit hours are counted as sophomores.

**Example:**

<i>Freshman Credit Hours</i>	=	30
<i>Sophomore Credit Hours</i>	=	60
<i>Junior Credit Hours</i>	=	90
Student A has 30 hours	=	Sophomore
Student B has 29 hours	=	Freshman
Student C has 60 hours	=	Junior

*Juniors* are classified as students who have more than the maximum number of sophomore hours and less than the maximum number of hours designated for a junior via the parameter selection of third year credit hours.

*Seniors* are classified as students who have more than the maximum number of hours designated for a third year student.

*Unclassified* students are students that have a student type equal to the parameter selected as unclassified student type.

Transfer hours are used in the calculation of student classification. For example, if a student has 60 transfer credits and 20 institutional credits, then 80 credits will be used to determine their class standing.

Those students who have dropped or withdrawn from all of their classes will not be included in the file. The process examines the **Count in Enrollment** box on the Course Registration Status Code Validation Form (STVRSTS). If all of the course statuses are flagged as "Do not count in enrollment" or unchecked, then the student is not included in the file.

The totals for full-time degree/certificate-seeking undergraduate students and part-time degree/certificate-seeking undergraduates are reflected in the counts.

Part D is used to generate a new record for the number of students enrolled. Only one record is required.

## SHRIETH Web Upload

The report produces a control page with the parameter values and the number of records processed, as well as a comma-delimited file for the Web upload. This comma-delimited file format conforms to the NCES requirements for the creation of the Key Pair Value file.

### Note

When running this report from job submission, the Web upload file name will be in the format `shrieth_wu_#####.txt`, where `#####` is the run sequence number.

Prior to uploading this file to the website, you must convert it to a text (.txt file). ■

For any additional information on the IPEDS Web-Based Data collection process refer to the following website: [www.nces.ed.gov/ipeds/](http://www.nces.ed.gov/ipeds/), or contact the IPEDS helpdesk at 1-877-225-2568.

### ***Key Pair Value File Format - Winter/Spring Data Collection, Fall Enrollment Section (Part A)***

The key pair value file format is the standard from the National Center for Educational Statistics (NCES) which is used for the creation of the Web upload in the IPEDS reports. The import/export file layout specification, including accepted values for the fields, can be found on the NCES website.

- The NCES Unit ID value should be the one entered on SHACTRL.
- The CIP Code is the sum of all the STVMAJR CIP codes.
- The Student Level is the level of the appropriate general student record compared to the values entered in the parameters for SHRIPDS, which must be run prior to running SHRIETH.

- The Race value comes from the race defined on SPAPERS in the GORPRAC table.
- The Sex comes from the gender defined on SPAPERS in the SPBPERS table.

 **Note**

If for any combination of CIP code, award level, race, and sex, the count is zero, the line will not be included in the import file. However, if there were no awards granted in a specific CIP code and award level and the program is still offered at the institution, submit the record as suggested by the NCES. ■

**Key Pair Value File Format - Winter/Spring Data Collection, Fall Enrollment Section (Part D)**

The key pair value file format is the standard from the National Center for Educational Statistics (NCES) which is used for the creation of the Web upload in the IPEDS reports. The import/export file layout specification, including accepted values for the fields, can be found on the NCES website.

The NCES Unit ID value should be the one entered on SHACTRL.

 **Note**

If for any combination of CIP code, award level, race, and sex, the count is zero, the line will not be included in the import file. However, if there were no awards granted in a specific CIP code and award level and the program is still offered at the institution, submit the record as suggested by the NCES. ■

## Graduation Rate Survey Report (SHRIGRS)

The Graduation Rate Survey (GRS) Report collects data on the numbers of undergraduate students entering an institution as full-time, first-time, degree/certificate seeking students. The GRS requires institutions to collect and generate data on a particular cohort code. The GRS applies only to those institutions that are eligible for Federal student financial assistance and enroll full-time, first-time, degree/certificate seeking undergraduate students.

Reporting is by race/ethnicity and gender, length of time to completion, number still persisting, and number transferred to other institutions. The report requires an institution to take a snapshot of these students for a particular year (cohort) and then again after 150% of normal time has elapsed.

Beginning with the Spring 2008 submissions, the NCES has eliminated Sections V and VI that collected data on students who received athletically related student aid. (The related parameters are no longer used and should not be populated.) Institutions are no longer required to report this data to IPEDS, but are still required to disclose this data, as specified in the Student Assistance General Provision Regulations (34 CFR 668) which

implemented the Student Right-to-Know Act. An item has been added for the URL which can be used to report this disclosure.

 **Note**

Although the GRS is part of the IPEDS reports, you do not have to run the IPEDS File Generation Process (SHRIPDS) prior to running the Graduation Rate Survey Report (SHRIGRS). ■

The GRS is published in four versions:

<b>Version</b>	<b>Institution</b>
GRS1	4-year institutions
GRS2	2-year public institutions
GRS2A	2-year private institutions
GRS3	less than 2-year institutions

## Setting Up the Report

Use the following steps to implement the Graduation Rate Survey report.

**1.** Update the following validation forms with your institution's codes:

**1.1.** Cohort Code Validation Form (STVCHRT)

Define your institution's cohort codes for the Graduation Rate Survey Report (SHRIGRS) on this form. Populate the following fields for each cohort code: **Cohort Code**, **Description**, **Start Term**, **End Term**, **Degree Level**, and check (set to *Y*) the **Print Indicator**.

When defining your cohorts, it is important that the start term represents the fall term for the fall cohort or the beginning term for the full year cohort of the year in which the students entered the institution. The end term represents the last term in which the students could have completed or graduated from their respective programs.

The degree level code on STVCHRT is associated with the award category code on the Degree Code Validation Form (STVDEGC) to ensure that the degree level is valid. If the award category code is not indicated, the bachelors degree code is the default.

The **Print Indicator** must be checked for those cohort codes that are to be included in the Graduation Rate Survey report (SHRIGRS). Cohort codes may



be used for both the Graduation Rate Survey report and for tracking other types of populations of groups.

 **Note**

Separate cohorts should be created for each program that is not part of your normal program timeframe.

For example, if you are a four year institution and offer mainly four year programs, but have five year programs, then a separate cohort should be created for each program. If you are a two year institution and offer mainly two year programs, but have three year programs, then a separate cohort should be created for each program. ■

Students are considered to be completers if they have received their degree, diploma, or certificate, and the degree or award is actually conferred within 150% of normal time.

For example, if your institution offers an associate degree which normally is two years in completion length, students will have three years to complete the requirements for the degree. If your institution offers a baccalaureate degree which is normally four years in length, students will have six years to complete the requirements. If your institution offers a baccalaureate degree which is five years in length, students will have seven and one half years to complete the requirements. If a student is admitted with the intention of pursuing an associates degree and is part of an associate cohort, but decides to pursue a bachelors degree, the student will remain in the associate cohort in which they were admitted.

The following is a list of the term codes and timeframes that are used in the examples provided.

<b>Academic Year</b>	<b>Fall Term Code</b>	<b>Spring Term Code</b>	<b>Summer Term Code</b>
01-02	200210	200220	200240
02-03	200310	200320	200340
03-04	200410	200420	200440
04-05	200510	200520	200540
05-06	200610	200620	200640
06-07	200710	200720	200740

*Example 1:*

For an institution which offers a two year associate degree and four year baccalaureate programs, the cohort codes for the entering Fall class for 2001 might be defined as follows:

<b>Cohort Code</b>	<b>Description</b>	<b>Start Term</b>	<b>End Term</b>	<b>Degree Level</b>	<b>Print Incl.</b>
01ASSOCIATE	Fall 2001 Associate	200210	200440	AS	Y
01BACHELOR	Fall 2001 Bachelor	200210	200740	BA	Y

Therefore, students entering the associate cohort in the fall of 2001 will be given until the end of the summer for the academic year 2003-2004 to complete their degree level program. Students entering the bachelor cohort in the fall of 2001 will be given until the end of the summer of the academic year 2006-2007 to complete their degree level program.

*Example 2:*

For an institution which offers only a two year degree, the cohort code for the entering fall class for 2001 might be defined as follows:

<b>Cohort Code</b>	<b>Description</b>	<b>Start Term</b>	<b>End Term</b>	<b>Degree Level</b>	<b>Print Incl.</b>
01ASSOCIATE	Fall 2001 Associate	200110	200440	AS	Y

### 1.2. Cohort Reason Code Validation Form (STVCREA)

Use this validation form to define reasons for excluding a student from a cohort code. For the purpose of calculating the Graduation Rate Survey graduation rates, an institution may inactivate a student's cohort code, and therefore, remove the student from the cohort, if they leave the institution for one of four reasons:

- Are deceased or totally and permanently disabled,
- To serve in the armed forces,
- To serve with a foreign aid service of the Federal Government, such as the Peace Corps,
- To serve on official church missions.

### 1.3. Withdrawal Reason Code Validation Form (STVWRSN)

Use this validation form to define the codes that your institution uses to record the withdrawal reason for those students who transfer out. A transfer-out is a non-completer who has transferred to and enrolled in another eligible institution within 150% of normal time for their program. Tracking also needs to occur for those students who attend a less than two year institution and left

for a job in a related field. Since the GRS requires institutions to determine the type of institution that a student has transferred to, less than 2- year, 2-year, 4-year or higher, your codes should refer to these categories.

The withdrawal reason codes are assigned to the student on the Term Course Maintenance Form (SHAINST). If the withdrawal reason or transfer institution codes are added or changed for the student on SHAINST, the corresponding withdrawal information (SARADAP table) is not automatically updated. To make the corresponding adjustment, access the student's admissions record on the Admissions Application Form (SAAADMS), if a SAAADMS record exists for the term.

The transfer institution codes are assigned on the Term Course Maintenance Form (SHAINST) and are based on the term code that is less than or equal to the term in the Enrollment Term parameter.

*Example:*

The following codes could be used to designate the withdrawal reason.

<b>Code</b>	<b>Institution/Reason</b>
<i>T1</i>	Less than a 2-year institution
<i>T2</i>	2-year institution
<i>T4</i>	4-year institution or higher
<i>J1</i>	Left for a job related to the student's study

2. Associate students with a cohort code for an effective term on the Additional Student Information Form (SGASADD). There are two ways to do this.

The first is to add an individual student to a cohort online, using the Additional Student Information Form (SGASADD). A student must have a student ID for an effective term to be associated with a cohort code.

The second is to add multiple students to a cohort using the batch Cohort Load Process (SGRCHRT). This process uses population selection, and should be run to update the student's general student cohort codes for the specified effective term. (Cohort codes may be loaded by a batch process into a person's existing recruiting, admissions, general student, or academic history record.)

A student should be included in the cohort if they enter an institution as a full-time, first-time, degree/certificate seeking, undergraduate student during either the fall term of a given year or between September 1 and August 31 of the same academic year. Students who enroll during the summer, but fail to enroll in the fall should not be included. Transfer students should not be included in your cohort.

3. Track students who have withdrawn due to transfer or study related job.

The Graduation Rate Survey reporting requires institutions to track students who either transfer out to an eligible institution or leave the institution for a job related to their field of study, within 150% of normal time for their program. To count a student as a transfer out, you must verify that the student has enrolled at an eligible institution. “Enrollment” is defined under 34 CFR 668.2 of the Student Assistance General Provisions as the “Status of a student who has completed the registration requirements (except for the payment of tuition and fees) at the institution he/she is attending.” “Eligible institution” refers to an institution that is eligible for Title IV funds. You must also determine the type of institution that the student has transferred to: less than 2-year, 2-year, 4-year, or higher.

Withdrawal codes for transfer to an eligible institution or leaving for a job related to the student’s field of study (GRS3 version only) are entered in the **Withdrawal Reason** field on the Term Course Maintenance Form (SHAINST). The **Withdrawal Reason** field is validated against the Withdrawal Reason Code Validation Form (STVWRSN), where codes are updated and maintained. The transfer institution codes for the institution to which the student has transferred are entered on the Term Course Maintenance Form (SHAINST). Codes for the **Transfer Institution** field are queried and selected from the Source/Background Institution Query-Only Form (SOISBGI). Codes are updated and maintained on the Source/Background Institution Code Validation Form (STVSBGI).

 **Note**

The data in these fields will be used for the Graduation Rate Survey reporting and will not control any system processing. These fields may be used to support other local processing needs as appropriate. ■

4. Track students who leave in good academic standing.

Students who did not transfer out, but left the institution in good academic standing within 150% of normal time, must be reported. Good academic standing is defined as “the minimum quality point average or grade point average your institution requires for graduation”. This is required for the two year institutions that must complete the GRS2 and GRS2A versions of the report. The academic standing code is taken from the SHRTTRM record, which records the end of term academic standing. Academic standing codes are created and maintained on the Academic Standing Code Validation Form (STVASTD).

 **Note**

If the **End of Term Academic Standing** field is null on SHAINST, information will not be reported for this requirement. ■

## Student Centric Periods

The following parameters can be used with student centric periods.

- Start Term parameter - Enter the minimum start term of the student centric period to be processed.

- End Term parameter - Enter the maximum end term of the student centric period to be processed.
- Enrollment Terms parameter - The maximum enrollment term is used to select students to be reported for the student centric period. Students enrolled in any terms up to the maximum enrollment term will be reported.

## SHRIGRS Web Upload

The report produces a control page with the parameter values and the number of records processed, as well as a comma-delimited file for the Web upload. This comma-delimited file format conforms to the NCES requirements for the creation of the Key Pair Value file.

### Note

When running this report from job submission, the Web upload file name will be in the format `shrigrs_wu_#####.txt`, where `#####` is the run sequence number.

Prior to uploading this file to the website, you must convert it to a text (.txt file). ■

For any additional information on the IPEDS Web-Based Data collection process refer to the following website: [www.nces.ed.gov/ipeds/](http://www.nces.ed.gov/ipeds/), or contact the IPEDS helpdesk at 1-877-225-2568.

### **Key Pair Value File Format**

The key pair value file format is the standard from the National Center for Educational Statistics (NCES) which is used for the creation of the Web upload in the IPEDS reports. The import/export file layout specification, including accepted values for the fields, can be found on the NCES website.

This report uses key pair value file formats for four year institutions, two year institutions, and less than two year institutions.

- The NCES Unit ID value should be the one entered on SHACTRL.
- The Race value comes from the race defined on SPAPERS in the GORPRAC table.
- The Sex comes from the gender defined on SPAPERS in the SPBPERS table.

## Academic Standing Rules Procedures

Academic Standing Rules are built by level and college on the Academic Standing Rules Form (SHAACST). This allows the institution to create different academic standing rules for undergraduate liberal arts students vs. graduates and different rules for the Music College vs. the Business School. If college is not used by your institution for determining academic standing then a wild card college of 99 can be used. If this wild card is used then no other specific college rules can be created.

An Academic Standing Rules Query Form (SHQASTR) can be accessed from the Key Information after entering a level, to see the rules which have been created.

There are three sections on the Academic Standing Rules Form (SHAACST).

- The first section is the Academic Difficulty Rules information. This section is used to create the rules the institution uses when determining probation and dismissal. Rules for updating the student's status to good standing after being on probation are also created in this section.
- The second section is the Dean's List information. This section is used to determine if the student is eligible for the dean's list based on the rules established.
- The third section is the Excluded Grades information. This section defines, for the dean's list rules selected, what grades will disqualify a student from meeting a rule.

The following outlines the fields used by the Academic Difficulty Rules.

- **Term** - Term during which rules take effect
- **Status** - Student's current academic standing  
If the student is new, the system assumes a standing of *00*. For continuing students, the system pulls the standing from the previous term's academic standing in the **End of Term Academic Standing** field in the Term Header information of the Term Course Maintenance Form (SHAINST). (If there is no standing, the system assumes *00*). If an override standing has been entered for the term on the General Student Form (SGASTDN), the system will use the override standing.
- **Sequence Number** - Academic standing rule sequence number  
Used to distinguish different rules for the same selection criteria. Will be used in priority order. If a student matches the first rule (sequence 1), then the system will use that standing. For example, if there are two different rules for determining probation, one based on term GPA and the other on cumulative GPA, then you can create the first rule using term GPA, and the second using cumulative GPA.
- **Probation Indicator** - Indicator for preventing registration if checked  
Probation indicator defaulted from the Academic Standing Code Validation Form (STVASTD) when retrieving current status.
- **Term Hours Low/Term Hours High** - Minimum and maximum attempted term hours  
Low and high term hours the student is registered for from the Registration Form (SFAREGS). Used to create different rules for part-time and full-time students.
- **Cumulative Hours Low/ Cumulative Hours High** - Minimum and maximum cumulative hours based on type  
Includes transfer hours earned.

- **Type** - Type of cumulative hours

Type of cumulative hours used to determine if student is eligible for rule.

Valid values are:    *A* - Attempted  
                               *E* - Earned  
                               *P* - Passed  
                               *G* - GPA Hours

Type is only limited within term and status.

- **Term Institutional GPA From/To** - Minimum and maximum GPA for the rule if institutional term GPA is used to determine academic standing

If term GPA is not used, fields are left blank.

- **Cumulative Institutional GPA From/To** - Minimum and maximum GPA for the rule if institutional cumulative GPA is used to determine academic standing

If institutional cumulative GPA is not used, fields are left blank. If used in conjunction with term GPA, student's GPA for term and cumulative consideration must fall within appropriate ranges.

- **Cumulative Overall GPA From/To** - Minimum and maximum GPA for the rule if institutional plus transfer (overall) GPA is used to determine academic standing

May be useful for students admitted on probation. If institution and transfer cumulative GPA is not used, fields are left blank. If used in conjunction with either or both of the other GPA ranges, student must comply with all rules to attain next standing.

- **Status** - Next academic standing code

This is the academic standing the student attains if he/she meets all the requirements for the specified rule.

There are no restrictions on using varying hour types on different GPA selections for different rules, except within term and status.

There are three parameter options which control the update to maximum hours on the Calculate Academic Standing Report (SHRASTD).

1. Calculate Maximum Hours? Y/N
2. Pre-registration Future Term? (This is the term to which you want the new maximum hours to apply.)
3. Maximum Hours Update/Audit? U/A (The process may be run in Audit mode to determine who would be updated with new maximum hours.)

In order for an update to maximum hours to occur, the following items must also be considered:

1. The Calculate Academic Standing Process (SHRASTD) must be requested and run in Update mode.
2. An E-term record must exist for the designated pre-registration future term.
3. There may be no graded sections as part of the student's registration for the future term designated.

The report lists all students selected for academic standing updates. Two columns on the report display the maximum hours information.

The Max Prev column (Previous Maximum Hours) reflects the current (prior to update) value in the **Maximum Hours** field on the Student Course Registration Form (SFAREGS) of the future term designated.

The Hrs New column (New Maximum Hours) reflects the value associated with the newly calculated academic standing (as defined on the Academic Standing Code Validation Form (STVASTD)), which will be used to update the **Maximum Hours** field on the Student Course Registration Form (SFAREGS) for the future term.

If Previous Max Hours and New Max Hours are equal, neither value will print. Also, if there is no pre-registration for the future term designated, the report will present the Max Hours that will be assigned if/when the student registers for the future term designated.

## Progress Evaluation Processing and Combined Academic Standing

You can track students' progress (and regression) in addition to their academic standing using progress evaluation processing. You can define progress evaluation codes and rules by which those codes will be assigned to students, as well as combined academic standing codes and rules that are based on the existing academic standing codes and the progress evaluation codes. As such, the combined academic standing code is a single value that reflects a student's academic standing and progress evaluation.

Forms in the General Student, Registration, and Academic History modules are used to capture and display the progress evaluation data.

### Combined Academic Standing Code Validation Form (STVCAST)

This form allows you to create and define valid combined academic standing codes. The combined academic standing code is defined by a combination of an academic standing code and a progress evaluation code.



## Progress Evaluation Code Validation Form (STVPREV)

This form allows you to create and define valid progress evaluation codes.

## Student Course Registration Form (SFAREGS)

This form displays the progress evaluation (PREV) code, the combined academic standing (CAST) code, and the associated descriptions for the student, as well as the academic standing. Override codes and terms will display if available, and you may update (override) an existing code using these fields. The fields have been added to the Student window of SFAREGS, which is accessed using the Update Student's Term Information item from the Options Menu, when you are in the Registration Information block.

When you are registering a student in a course, the form checks the combined academic standing code first to see if this code can cause registration to be prohibited or if maximum hours are attached to that code. It then looks at the academic standing for prohibitions or maximum hour restrictions.

The logic within baseline registration, telephone registration, and Web registration considers whether or not a student's combined academic standing (CAST) code has any registration restrictions or limitations associated with it. If it does not, or if the student does not have a combined academic standing (CAST) code, the registration process will also consider whether or not the academic standing (ASTD) code has any registration restrictions or limitations associated with it. As such, your institution should carefully consider whether or not to place registration restrictions and/or limitations on both sets of codes (CAST and ASTD). SunGard® Higher Education's recommendation is to associate registration restrictions and/or limitations with one set of codes or the other, not necessarily both.

## General Student Form (SGASTDN)

This form displays the progress evaluation (PREV) code and the combined academic standing (CAST) code for the student, as well as the activity dates and descriptions for these fields in the Academic Status window. Override codes, descriptions, and override terms for the PREV and CAST codes are also in this window. These fields provide override capability for possible restrictions placed on students based on their combined academic standing and progress evaluation status.

## General Student Summary Form (SGASTDQ)

This form displays the progress evaluation (PREV) code and the combined academic standing (CAST) code for the student. Override codes for the PREV and CAST codes are display only fields.

## Academic Standing Rules Form (SHAACST)

This form includes the rules for progress evaluation (PREV), the progress evaluation grade exclusions, and the combined academic standing (CAST) rules. Three windows allow the creation and definition of the rules used by the Progress Evaluation Process (SHRPREV). The rules are used to assign progress evaluation codes and combined academic standing codes to student records.

The windows are:

- Progress Evaluation Rules window
- Progress Evaluation Grade Exclusion window
- Combined Academic Standing Rules window

### **Progress Evaluation Rules Window**

The Progress Evaluation Rules block is used to create rules that will determine which progress evaluation code to assign to the students being processed. Fields within the rules allow for defining the population to which they apply. These fields include program, campus, degree, major, and student type.

This window is accessed using Next Block or the Progress Evaluation Rules item in the Options Menu.

### **Progress Evaluation Grade Exclusion Window**

The Progress Evaluation Grade Exclusion window is used to create a list of grade codes that will cause a course bearing one of these grades to be excluded from those that count towards positive progress.

This window is accessed using Next Block or the Progress Evaluation Grade Exclusions item in the Options Menu.

### **Combined Academic Standing Rules Window**

The Combined Academic Standing window is used to create and define rules using academic standing codes assigned to the student(s) by the Academic Standing Process (SHRASTD) and progress evaluation codes assigned to the student(s) by the Progress Evaluation Process (SHRPREV). A rule should be created for each possible combination of academic standing code and progress evaluation code.

This window is accessed using Next Block or the Combined Academic Standing Rules item in the Options Menu.

## Term Course Maintenance Form (SHAINST)

This form displays the progress evaluation code and the combined academic standing code of the student, as well as the activity dates and descriptions for these fields.

## Subject Sequence History Form (SHASUBJ)

This form displays the progress evaluation (PREV) code and the combined academic standing (CAST) code of the student in the Current Standing block. Override codes and descriptions for the PREV and CAST codes are display only fields.

## Term Sequence Course History Form (SHATERM)

This form displays the progress evaluation (PREV) code and the combined academic standing (CAST) code of the student in the Current Standing block. Override codes and descriptions for the PREV and CAST codes are display only fields.

## Progress Evaluation Process (SHRPREV)

This process is used to calculate progress evaluation and combined academic standing codes and print a report of the results. The process can be run in update or audit mode.

Prior to running this process, make sure valid codes have been set up on STVPREV and STVCAST, and that valid rules have been set up on SHAACST (for the SHRCAST, SHRPREV, and SHRPRGE blocks).

The Calculate Academic Standing Report (SHRASTD) should be run at least once in update mode for the term code being processed before SHRPREV is run. This is to make certain that student academic standing codes have been assigned.

When SHRPREV is run, the PREV\_CODE is first derived from the override progress evaluation code displayed on the General Student Form (SGASTDN) for the most recent term prior to the term processed, if one exists. Next, it is derived from the end of term progress evaluation code displayed on the Term Course Maintenance Form (SHAINST) for the most recent term prior to the one being processed, if one exists. If there is no end of term progress evaluation code displayed on SHAINST for the most recent term prior to the one being processed, a value of "00" (Good Standing) will be assumed.

The following error messages may be displayed on the output, if the process is unable to calculate progress evaluation and combined academic standing codes for the student:

- *No Student record*
- *No Term Course Header Record*
- *No CAST Rule for Student*
- *No PREV Rule for Student*

The Progress Evaluation Process (SHRPREV) takes grade changes into account when determining the percentage of courses the student has completed and then assigning progress evaluation status codes for the term. The process also considers transfer hours as included in cumulative hours, when cumulative hours are checked for progress evaluation rule qualification as defined in the academic standing rules. Future term hours are included when progress evaluation rules are assigned, so that the student's hours are considered up to and including the term for which the process is run, instead of just the overall cumulative hours for that student.

## Student Type Update Procedures

The Continuant Terms Rule Form (SOACTRM) is used to establish the rules for how the existing student type, maintained on the General Student Form (SGASTDN), will be updated to the **Next Student Type**, which is maintained on the Student Type Validation Form (STVSTYP). The form is used to establish the rules for consecutive enrollment. These rules may change over time and may be different for different student types, so the keys to the table are term and student type. Terms which are continuant to the key term by student type are built on the table. An unlimited number of terms may be specified as continuant. For example, a new freshman may become a continuing student after two terms, but a transfer student becomes a continuing student after one term.

The Student Type Update Process (SHRTYPE) automatically updates the student type based on the rules established on SOACTRM. This process should be run after the courses have been rolled to history at the end of the term using SHRROLL. If the **Next Student Type** field is null on the Student Type Validation Form (STVSTYP) then no update of the student type occurs.

The student must have an enrollment status on the Student Course Registration Form (SFAREGS) that permits registration for the update process to occur. The enrollment status on SFAREGS must have the **Prevent Registration** box on the Enrollment Status Validation Form (STVESTS) unchecked.

SHRTYPE can be run for a rules term, an update term, in audit or update mode, can process student type for a learner curriculum, and process student type by student centric period rules.

The option to use student centric period rules to determine student type allows you to update student type based on a student's enrollment in a student centric period, instead of enrollment by term. The student type in effect on the general student record (SBGSTDN) for the first term in the student centric period will be used for reporting for the duration of the student centric period.

The Process by Student Period parameter is used to consider student centric period rules when determining the student type.

- When this parameter is set to Y and the student has a cycle designator (general student record) or student centric period (academic history record) in effect for the

update term, the SOACSCP rules are used to evaluate whether the student type should be updated to the next student type defined on STVSTYP.

- When this parameter is set to *Y* and the student does not have a cycle designator or student centric period in effect for the update term, the SOACTRM rules are used to evaluate whether the student type should be updated to the next student type defined on STVSTYP.
- When this parameter is set to *N*, the current SOACTRM rules are used, even if the student has a cycle designator or student centric period in effect for the update term.

## Examples

The following are examples of how the student type update process will function.

### Continuant Terms Rules

Key	Student Type	Continuant Terms		
199101	B	199004	199003	199002
199101	A	199004	199003	199002
199101	D	199101		

199101 - Fall 1991	B - New Freshman
199004 - Summer 2 1990	D - Transfer Student
199003 - Summer 1 1990	
199002 - Spring 1990	

If you run the Student Type Update Process (SHRTYPE), then each student's academic history will be examined. SHRTYPE looks for either an enrollment record or academic history in the rules term *and* academic history for any of the terms listed in the Continuant Term information of the Continuant Terms Rule Form (SOACTRM). If the process is being run for Rules Term 199101 with an Update Term of 199102 and the new freshman students are registered for courses (have an enrollment record) and have at least one course on their Term Course Maintenance Form (SHAINST) for either term 199004, 199003, or 199002, then the students will have their student statuses updated. The transfer students who took courses in 199101 will have their student types updated automatically, because the courses have been rolled to history for term 199101.

The following are the entries in the Student Type Table for the examples below:

Student Type		New Student Type
A	Returning Freshman	C
B	New Freshman	C

C	Continuing	
D	Transfer	C
E	Adult/Continuing Ed	

**Example 1:**

John Smith has a student type of *B* on his general student record for term 199101. Term 199101 is the first term John has ever registered. He has no academic history information for the continuant terms. John's student type will not change.

**Example 2:**

Ann Jones has a student type of *B* for term 199101 on her general student record. Ann took two courses in term 199003 which exist on SHAINST and has registered for a course in term 199101. Following the rules on SOACTRM, a new general student record will be created for Ann with an effective term of 199102 and a student type of *C*.

**Example 3:**

Hope Lance has a student type of *C* for term 199101 on her general student record. Since no new student type value is maintained on the Student Type Validation Form (STVSTYP) for the student type of *C*, then no update is performed. **Note:** No rules need to be built on SOACTRM for student types which will not be updated via the Student Type Update Process (SHRTYPE).

**Example 4:**

Joe Stein has a student type of *A* for term 199101 on his general student record. Joe took courses in term 199004 which exist on SHAINST and has registered for courses in term 199101. Following the rules on SOACTRM, his student type should be updated to a *C* for term 199102. Joe already has a general student record for term 199102, so it will be updated with the new student type of *C*.

**Example 5:**

Mike King has a student type of *D* for term 199101 on his general student record. Mike took courses in term 199101 which exist on SHAINST and has registered for courses in term 199101. Following the rules on SOACTRM, his student type should be updated to a *C* for term 199102.

**More Example Process Steps**

Here is another example of the student type update process.

*The scenario is:*

- Grades have been rolled to history for the Fall 1995 term (e.g., 199510).
- You want to update the student type of these students to the appropriate code (as defined on STVSTYP) for the Spring 1996 term (e.g., 199520).

*Perform the following steps:*

1. Access SOACTRM.
2. In the Key Block, enter the term code in the **Term** field for which you have just completed end-of-term processing. (In this example, you would enter *199510*.)
3. Enter the valid student type code(s) to be updated in the **Student Type** field.

This data so far should select those students who have registration records *and* at least one institutional academic history record for the term 199510.

4. Use Next Block to access the Continuant Term block.
5. Use the **Continuant Term** field to further narrow your selection of the population by entering those term(s) for which the student(s) must have at least one institutional record in academic history.

In this example, you only want to select those students for update who have academic history records for the Fall 1995 term, so you would enter *199510* again here.

 **Note**

Based upon your institutional policy, if you need to add more than one term code here, this would be an *OR* condition. ■

6. Save your changes, and exit SOACTRM.
7. Access job submission, and run SHRTYPE.
  - 7.1. Enter the term you entered in the Key Block of SOACTRM in the Rules Term parameter. (For this example, you would enter *199510*.)
  - 7.2. Enter the term code to be used to update the student type on SGASTDN for the general student record in the Update Term parameter. (For this example, you would enter *199520*.)
  - 7.3. Enter *A* (Audit) in the Mode parameter to verify that the report is selecting the correct population. Once you have verified the output, you can run the process in Update Mode.

## Electronic Gradebook - Define Sub-Components

Electronic gradebook functionality is used to define, enter, and view sub-components. This section discusses the definition of sub-components and components defined for CRN (section) and how they are used to calculate the grade.

Please refer to the *Banner Student Self-Service User Guide* and the *Banner Faculty and Advisor Self-Service User Guide* for more detailed information describing the Web processing used with this baseline functionality.

### Overview

You can create and maintain the definition of the gradable components for a CRN of a course (section), as well as the grade scale to be used for grade calculations for the CRN. You can also define additional rules for the component definition and define components at a layer lower than the gradable component, that is the sub-component level. The sub-component marks must be defined in relation to a component so that they may be used by the system to calculate the component mark.

- Components may have AND/OR logic or rule-based logic to allow for sub-set selections (e.g., three of five, etc.) and best of logic (e.g., best two out of four, etc.) to be used for the calculation of a section mark. Sub-components may also use the same facilities for the calculation of component marks. Each sub-component and/or component has a minimum passing mark. Component and sub-component data entry is sequenced to allow the AND/OR and the best of logic to function properly.
- The specific grade scale to be used can be identified at the sub-component and component levels and factored into the overall final grade calculation for the CRN (section) for the student. This includes both the numeric and alphabetic marking processes.
- Each sub-component and/or component may have deadline dates for submission of work, as well as a definition of maximum time (number of days) work can be late. Calculation of a sub-component or component mark can degrade the percentage mark by a number of days, to a minimum mark, specifically no higher than the cap mark identified for the sub-component or component itself.
- Weighting at the sub-component and component levels is formatted to 999.99.
- A maximum (cap) on the resit mark at the sub-component or component levels can be set, and a maximum number of resits allowed on a sub-component and on a component can also be defined. (Manual administration is required to ensure that a student has not reached the maximum number of resits before they are allowed to actually take a resit.)
- When CRNs (sections) are rolled from one term to another using SSRROLL, a sub-component will not be rolled unless the component to which it is attached is set to be rolled.



## Forms and Process Used

- SHAGRUL - Used to define the rules to be associated with the grade book calculations.
- SHARTYP - Used to define rule types to be associated with grade book rules.
- SHARPAR - Used to define parameters to be associated with the rule type functions.
- SHAGSCH - Used to define a grade scale for use in the grade calculation procedure and to draw a relationship between a percentage and a letter grade.
- SOATERM - Used to store default late rules and resit rules for components and sub-components and to define midterm and final deadline date entry capabilities.
- SHAGCOM - Used to assign grade scales and define components and sub-components.
- SSRROLL - Used to roll gradable components and sub-components.

## Sample Data

The Gradebook Rule Type Definition Table (SHBRTYP) and grade rule are delivered by SunGard Higher Education with two pre-defined rules types, rule type parameters, and the associated procedures. Please see the sample data which follows.

### Late Rule

Rule Type Data

Rule Type Name	LATE
Description	Late mark degradation
System-required	Y

### Parameter Data

First day percentage degradation per day  
First day actual percentage degradation per day  
Late cap mark in percent  
Max number of late days  
Percentage degradation per day  
Actual mark degradation per day

### Resit Cap Rule

Rule Type Data

Rule Type Name	RESIT
Description	Resit cap mark calculation
System-required	Y

## Parameter Data

Resit cap in percent

Max number of resits allowed

## Late Rule Function

The late rule function is used in the calculation of component and sub-component grades.

The procedure uses the due date from `SHRSCOM_DUE_DATE` or `SHRGCOT_DUE_DATE` and the submission dates from `SHRSMRK_COMPLETION_DATE` or `SHRMRKS_COMPLETION_DATE` to identify students who have submitted work that is considered late. If an extension date exists on `SHRSMRK` or `SHRMRKS` for a student, then this is used instead of the due date. If there is a value in the parameter for first day degradation by percentage or first day actual mark degradation (if both are entered, percentage will take precedence), these values are used. They are then accumulated with the parameter values for actual mark or percentage (if both are entered, percentage will take precedence) for each additional day the work is late up to the maximum number of days the work is late.

If no first day values are present, then each day the work is late accumulates using the second set of parameters only. The mark is then degraded by the total amount, either by percentage or actual mark, down to the minimum late mark. If an alpha grade has been entered on the Web, the default score defined on `SHRGRSC` is used to calculate the degraded value, and it is then mapped back to the appropriate alpha grade. The resulting score is stored in `SHRSMRK_PERCENTAGE` or `SHRMRKS_PERCENTAGE` with a grade change code of *DL*. The parameter values are always stored as percentage values in the rule definitions. Therefore if the mark entered is an alpha grade, then the numeric median value is selected from the relevant grade scale. If a numeric mark is entered, the percentage value is calculated using the Out of value to give a percentage.

Here are two examples of the Late Rule Function.

### **Example 1:**

First day percentage degradation of 10%.

Percentage degradation of 5% per day.

Late cap = 40%

Max Late days = 5

Student has mark of 60% and is 5 days late.

Mark will be degraded by 30%, (60% - 18%).

Final mark = 42%

**Example 2:**

Percentage degradation of 5% per day.

Late cap = 40%

Max Late days = 5

Student has mark of 60% and is 10 days late.

Mark will be degraded by 50%, which will then require capping to the late cap value (60% - 30%).

Final mark = 40% capped to late cap value.

## Resit Rule Function

The procedure uses the grade change codes with the **Resit Indicator** set to *Y* to identify students with resits. It then applies the resit rule from either SHRSCOM or SHRGCOM, which in turn looks at SHAGRUL for the necessary parameter values. It selects a count of existing resits for the sub-component/component and checks this against the parameter value for maximum number of resits. If this check is passed, the procedure goes on to check the mark entered against the parameter value for the resit cap. If the entered mark is greater than the resit cap value, then the mark is degraded back to the resit cap value with a grade change code of *CR*. If the mark is not capped, the mark is stored with a grade change code that is chosen by the user. The resulting score is stored in SHRSMRK\_PERCENTAGE or SHRMRKS\_PERCENTAGE. The parameter values are always stored as percentage values in the rule definitions. Therefore, if the mark entered is an alpha grade, the numeric median value is selected from the relevant grade scale. If a numeric mark is entered, the percentage value is calculated using the Out Of value to give a percentage.

Here are two examples of the Resit Rule Function.

**Example 1:**

Max no of resits = 2

Resit cap mark = 40%

Students first resit attempt is marked with 60 out of 120 = 50%.

This is capped to the max resit mark of 40% and mapped back to a mark of 48.

**Example 2:**

Max no of resits = 2

Resit cap mark = 40%

Students third resit attempt is marked with 60 out of 120 = 50%.

Process recognizes that too many attempts to resit have been made, and this is reported using an error message.

## Best of Processing

Here is an example of Best of processing.

### **Best of ... Example:**

A section is made up of seven components.

All weightings are assumed as equal in this example.

The best...of value for the section is 3.

The component definition table looks as follows:

<b>Name</b>	<b>Sub-Set Logic</b>	<b>Mark</b>	<b>Weight</b>	<b>Out of</b>
Comp 1	OR	45	1	100
Comp 2	OR	40	1	100
Comp 3	OR	70	1	100
Comp 4	OR	55	1	100
Comp 5		40	1	100
Comp 6		50	1	100
Comp 7		85	1	100

Please remember that this sub-set and best of logic requires the component definitions to be entered in the correct sequence order.

The above example would translate as follows:

Comp 6 and 7 will be included in the overall section calculation, as the components directly above (Comp 5 and 6 respectively) have no sub-set logic implied and therefore default to AND logic. This allows a combination of Best of and Must Include.

Then the best (highest) three components from Comps 1, 2, 3, 4, and 5 will be used, as each component directly above has OR logic applied.

Therefore the over all section mark would be:

(the best three from Comps 1, 2, 3, 4, and 5) + Comp 6 + Comp 7.

For this example, the marks from Comps 1, 2, and 4 (highest three from Comps 1- 5) plus Comp 6 and 7 would match this criteria giving the following final mark:

$$\frac{(45 + 70 + 55) + 50 + 85}{5} = 61$$

## Subset Processing

Here is an example of Subset processing.

### **Subset Example:**

A section is made up of seven components.

All weightings are assumed as equal in this example.

The best...of value for the parent section is blank.

The component definition table looks as follows:

<b>Name</b>	<b>Sub-Set Logic</b>	<b>Mark</b>	<b>Weight</b>	<b>Out of</b>
Comp 1	OR	45	1	100
Comp 2	OR	40	1	100
Comp 3	AND	70	1	100
Comp 4	OR	55	1	100
Comp 5		40	1	100
Comp 6	OR	50	1	100
Comp 7		85	1	100

Please remember that this sub-set and best of logic requires the component definitions to be entered in the correct sequence order.

The above example would translate as follows:

The best...of value for the parent section is blank. Therefore, all OR logic will default to best 1 of.

(Take the best 1 of Comps 1, 2, and 3) AND (the best 1 of Comps 4 and 5) AND (the best 1 of Comps 6 and 7.)

For this example, Comp 2 (highest from Comps 1- 3) plus Comp 4 (highest from Comps 4 and 5) plus Comp 7 (highest from Comps 6 and 7) would match this criteria giving the following final mark:

$$\frac{(70) + (55) + (85)}{3} = 7$$

## Electronic Gradebook - Enter Sub-Components

Electronic gradebook functionality is used to define, enter, and view sub-components, This section discusses the entry of sub-components and how they are used to calculate the grade.

Please refer to the *Banner Student Self-Service User Guide* and the *Banner Faculty and Advisor Self-Service User Guide* for more detailed information describing the Web processing used with this baseline functionality.

### Overview

You can define security via several methods and use the Web for the entry of the component marks for a student. You can also define additional rules to apply security to those who may have permission to enter marks. Marks may be entered at the sub-component level. Entry and changes to marks are maintained by the system using an audit trail.

- Marks may be entered for the student for the sub-components defined for the CRN (section). Where there are no sub-components, the marks may be entered for the components defined for the CRN (section).
- Entry of sub-component, and where applicable, component marks is performed via the Web in Banner Faculty and Advisors Self-Service.
- No mark will be calculated for a component if required sub-component marks are missing, and no final grade will be calculated for a CRN (section) if a required component mark is missing, except where exemptions have been entered, and except where a subset of value has been entered for the parent section or component.
- Degraded late marks are calculated like simple interest. Percentage or actual deductions are made from the original mark and are not compounded each day.

### Forms and Processes Used

- STVROLE - Used to define roles inherent to the institution.
- SOAROLE - Used to assign one or multiple roles to an individual.
- STVGCMT - Used to define institutional comments that can be associated with a student's final mark.
- SFAALST - Used to enter grade codes and comments.
- SFASLST - Used to enter grade codes and comments.
- SHATCKN - Used to enter grade codes and comments.

- SOAFAPC - Used to attach a process code (and thereby grant Web access if attribute or advisor type checking is turned on) to a faculty attribute or advisor type.
- STVGHCG - Used to indicate if grade change codes have resit or exemption status for the mark entered.
- SHRROLL - Used to roll components and sub-components when there is no value for the grade date.
- SFPREGS - Used to purge components and sub-components from registration records before coursework is purged.
- SSPSCHD - Used to purge components and sub-components records for a section before the section is purged.

## Sample Data

Two system-required codes are delivered by SunGard Higher Education for the Grade Change Validation form (STVGCHG). The codes are *CR* (Capped Resit) and *DL* (Degraded Late Mark).

Two roles are delivered by SunGard Higher Education for the Role Definition Validation Form (STVROLE). The roles of *F* (Faculty Member) and *A* (Advisor) provide all users who are set up in SIAINST as faculty members and advisors with a role description on SOAFAPC.

## Electronic Gradebook - View Sub-Components

Electronic gradebook functionality is used to define, enter, and view sub-components. This section discusses the viewing of sub-components and components and the associated grades.

Please refer to the *Banner Student Self-Service User Guide* and the *Banner Faculty and Advisor Self-Service User Guide* for more detailed information describing the Web processing used with this baseline functionality.

### Overview

You can view the component marks for a student using Banner Student Self-Service and Banner Faculty and Advisors Self-Service. You can also review the system-maintained audit trail of changes to the sub-component and component marks.

- You have the ability to historically view marks for the student for the sub-components defined for CRN (section).
- Students and appropriate staff can view only the current mark for the sub-component or component via the Web.

- Appropriate staff members are given permission to view the history of sub-component and component marks in Banner.
- The Class Roster Report (SFRSLST) is used to identify students who are missing final grades and therefore, the sub-component and component marks that are related to that final grade.

## Forms Used

- SHATCKN - Used to view component grades and their history, as well as sub-component grades and their history.
- SFAREGS - Used to create a set of records associated with the student for all courses where gradable components have been defined, as well as records for all sub-component definitions associated with the component records for the section.

## Setting Up Sleep/Wake Processes

### Note

The following Banner systems and processes are valid for the Sleep/Wake processing described in this section: ■

### Banner Student

Report/Process	Description
SFRSCHD	Student Schedules
SHRTRTC	Academic Transcript

### Accounts Receivable Module

Report/Process	Description
TGRRcpt	Account Receipt
TSRCBIL	Student Billing Statement (Invoices)
TGRMISC	Miscellaneous Receipt

1. Define printer and print command on the Printer Validation Form (GTVPRNT). In the **(Printer) Code** field, enter a name to reference each specific printer that may be used for printing output from sleep/wake processing. In the **Comment (Printer Command)** field, enter the correct operating system print command as it would



normally be entered from the command line prompt, substituting an @ (at sign) as the place holder for the filename to be printed.

<b>Operating System</b>	<b>Print Command</b>
UNIX example:	<code>lp -d talaris1 @</code>
VMS example:	<code>print/queue=ln01 @</code>

2. On the appropriate System Distribution Initialization Information Form (SOADEST for Student or TOADEST for Accounts Receivable), enter the printer code from GTVPRNT that should be identified with the collector table rows that will be inserted to the appropriate tables when online application forms create a request for output that can be generated by sleep/wake processing.

 **Note**

The collector tables are as follows: ■

<b>Process</b>	<b>Collector Table</b>
SFRSCHED	SFRCBRQ
SHRTRTC	SHTTRAN
TGRMISC	TBRCMIS
TGRRCPPT	TBRCRCP
TSRCBIL	TBRCBRQ

3. On the Process Submission Control Form (GJAPCTL), for the valid sleep/wake jobs listed previously, enter the correct response for the parameter that specifies that the job should be processed for collector table entries. Refer to the documentation for each specific process to determine the appropriate response in each case (correct responses may be COLLECTOR, Y, %, etc.).

In addition, each sleep/wake job has a printer code parameter. You must specify exactly the same code for this parameter answer that was entered on either SOADEST or TOADEST. A value of Y should be entered for the run in sleep/wake mode parameter, and a number of seconds should be specified for the sleep/wake interval (cycle) for each process.

 **Note**

Do not enter the printer code in the top section of GJAPCTL; only enter it in the parameter section of the form. ■

## Creating a Population Selection

To perform population selection, the application you will be working with must first be defined on the Application Definition Rules Form (GLRAPPL).

The second step is to enter the Population Selection Definition Rules Form (GLRSLCT), enter the **Application (Code)**, and create a **Selection ID (Identifier)** with a description.

In the Selection Definition section, define the **Select** and **From** portions of the SQL statement that the selection represents.

### **Example:**

```
Select:      SARADAP_PIDM
From:        SARADAP
```

Next, enter the Selection Rules for the population of records you would like to see.

### **Example:**

```
SARADAP_TERM_CODE_ENTRY    =    '200010'        AND
SARADAP_LEVL_CODE          =    'UG'
```

Save your data and exit. Your population selection rules will be compiled. If any errors are issued during the compilation process, resolve the errors before continuing. If you do not resolve all errors given during the compile process, you will not be able to use the population selection rules to extract a population.

You are now ready to extract the population of people. The Population Selection Extract (GLBDATA) is run from the Process Submission Control Form (GJAPCTL). At minimum, you will need to supply the parameters for Selection Identifier 1, Application, and Creator ID, which are the values that were in the Key Information of the Population Selection Definition Rules Form (GLRSLCT).

After extracting the population, you can use the Population Selection Extract Data Form (GLAEXTR) to view and/or modify the people in the population. You can add or delete people from the population using this form. The keys to the form are **Application**, **Selection ID**, and **Creator ID**. (**User ID** is also displayed in the Key Information.) You will be able to add or delete people only from populations that you selected.

After extracting the population, and modifying the people in it if necessary, you can use the population for a variety of purposes. Letters can be produced using Letter Generation, based upon a population, and many Banner reports and processes also can accept a population for processing.

For additional details on population selection, refer to the *Banner General User Guide*.

## Purge Process

The following purge process is part of the Academic History module:

### shptrtc.pc - Transcript Request Purge

This process must be run in order to purge the Banner transcript requests from the system. Transcript requests are defined as “official”, “unofficial”, or “both”. Within this criteria, several purge options are available: 1) Purge by request date, 2) Purge by level, and 3) Purge by TPRT type. A transcript must have been requested through the use of the Transcript Request Form (SHARQTC) in order to be purged through this process. Purging of electronic transcripts by EDI transcript status is optional.

## Transfer Articulation Procedures

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### Transfer Articulation Validation Tables

Two of the transfer articulation validation forms are used to control processing. The first is the Calendar Type Code Validation Form (STVCALD). This form enables you to build the multiplier which will be used when it is necessary to convert from one type of calendar to another. An example of this would be a semester hour school which takes courses in from quarter hour schools. In this case, the quarter hour school gave 4.5 credits for the course where the semester hour school only gives 3 credit hours. To accomplish this, the sending school would have to have a calendar type code which has a multiplier of .667 (4.5 quarter credits x .667 = 3.00 semester credits).

The second validation table which is used in processing is the Transfer Articulation Course Status Validation Form (STVTAST). This form indicates whether the transfer course is active or inactive. Multiple active and inactive course statuses may be used. For example, an inactive course status may be PN - Pending Department Authorization.

### Transfer Articulation Institution Creation

The Transfer Articulation Institution Form (SOABGTA) maintains all the information about the transfer institution based on effective term. From and to terms are provided on all sections of the form so that the data is maintained as it changes over time. This is handled in the same manner as the effective terms in the Catalog module.

For example, if the calendar type of an institution changes from semester to quarter in 1991, then a record for 1990 indicating a semester calendar type and a record for 1991 indicating a quarter calendar type can be created. This allows all courses being presented for transfer in 1990 to be articulated under a semester calendar and all courses being presented for transfer in 1991 to be articulated under a quarter calendar.

The transfer level information is very important to the transfer articulation process. This section maintains the valid levels of work which will be presented for transfer from the sending institution. This level is used in establishing the valid grades and the way which the grades should be handled in transfer GPA calculations. Again, this section contains a from and to term to maintain changes over time.

## Transfer Articulation Grading Schemes

A grading scheme must be created for each transfer institution. The grading scheme is the valid set of grades which the sending school uses when grading its courses. To ease the data entry process, use the **Default Institution** field in the Key Information of the Transfer Grade Code Maintenance Form (SHATGRD). This allows the grades from one school to be copied to another school via the transfer institution code. For example, the University of XYZ uses a plus/minus grading scheme (A, A-, B-, B, etc.) which has been created on SHATGRD. Now the University of ABC is being created, and they have the same grading scheme as University of XYZ. The transfer institution code from the Source Background Institution Validation Form (STVSBGI) for XYZ would be entered as the default institution when creating the grades for University of ABC. Then any adjustments, deletions, or additions which may need to be made can be done on the form.

The default grading logic on the Transfer Grade Code Maintenance Form (SHATGRD) works such that when grades are defaulted from the default institution, the effective term of the grade will be the effective term from the Transfer Articulation Institution Form (SOABGTA). Only the grades for the levels established on SOABGTA will be copied. For example, a new institution (University of ABC) is being created for effective term 199301, and only level 02 has been set up as a valid transfer level code on SOABGTA. The default institution (University of XYZ) has both level 01 and 02 grades which became effective in 199201. When the default copy occurs, only the level 02 grades will be copied, and all the effective terms will be 199301.

The **Count in Attempted**, **Passed**, **Earned**, and **GPA** fields on SHATGRD are used to calculate the GPA for the transfer institution. The **Institution Grade** and **(Grading) Mode** are used for performing an automatic grade code conversion when articulating the transfer work. For example, some schools convert all grades during the articulation process to a standard transfer grade such as *T*, regardless of what grade the student received at the sending school. The **Num(eric) Value** field is used to determine and calculate the minimum grade criteria when articulating courses.

## Creating the Transfer Institution Courses

The sending institution's courses may be entered on either the Transfer Institution Catalog Entry Form (SHATATC) or the Transfer Course Articulation Form (SHATATR). SHATATC allows for the display and maintenance of the sending institution's course catalog which will be used when articulating courses. Since some courses articulate differently for different degree programs, a program code has been provided in the Key Information. Transfer course work may be articulated under a specific program or without

a program code. If a program code is used, then the specific course equivalencies associated with the program code will be used in articulation. This allows a course to be articulated differently under different programs. A null (blank) Program Code indicates this is the default or standard program code which should be used. The following outlines how these program codes can be used.

Null (blank) Program Code		X00001 Program Code	
ARTS	001	ANTH	405
BIOL	001	BIOL	001
ENGL	001		
HIST	001		

A student being articulated under program code X00001 who takes ANTH 405, BIOL 001, and ENGL 001 will use the transfer course equivalencies under program code X00001 for ANTH 405 and BIOL 001. Since no course equivalencies have been established for ENGL 001 under program X00001, the Null Program Code (the default) will be examined to determine if a course equivalency exists for ENGL 001.

Since ENGL 001 exists in the null Program Code, then the course will be articulated as specified under the null Program Code. Using this example you see that only the exceptions under a degree program should be built as separate transfer course equivalencies. There would be no reason to build ENGL 001 under program code X00001 if it articulates the same way under the null Program Code.

 **Note**

Program codes are an optional processing feature. If your institution does not articulate courses differently under different programs, then all course equivalencies are built under the null Program Code. ■

The effective term associated with the transfer course is used when creating or changing the equivalent courses over time. For example, ACCT 101 from the sending institution is created with an effective term of 199001. In 199101, ACCT 101 becomes ACCT 51 at the sending institution. SHATATC would look as follows:

Eff term	Subj	Course	St
199001	ACCT	101	AC
199101	ACCT	101	IN
199101	ACCT	51	AC

The same type of process would occur if ACCT 101 from the sending institution for term 199001 was equivalent with ACCT 51 at the receiving institution but as of 199101 the course equivalency would change to ACCT 1001.

Eff term	Subj	Course	St	Course equivalency (on SHATATR)
199001	ACCT	101	AC	ACCT 51
199101	ACCT	101	AC	ACCT 1001

Multiple transfer courses may be grouped together when creating course equivalencies. This is done through the use of the group connector and a primary indicator.

For example, remedial English 001, 002, and 003 must all be taken to get credit for English 010 at the receiving institution. The SHATATC form would look as follows to perform this function.

Group		Subject	Course
CD	P		
01	Y	ENGL	001
01		ENGL	002
01		ENGL	003

A user-defined group code (01 in this example) is used to join these three courses together. These courses will then be treated as a unit when the articulation occurs. If the student does not take all courses within the group, then *no* course equivalency is given.

The **Primary (Group Indicator)** is used to indicate the primary course within the group. A primary indicator *must* be specified on all groups. The primary indicator is used when performing the grade code conversion during the articulation process.

You may have the same course appear in multiple groups which may have different equivalencies. The following is an example of this method of grouping:

#### **Transfer Course**

Group	P	Effective Term	Level	Subject	Course	Credits
01	Y	199101	01	BIOL	300	3.00
01		199101	01	BIOL	300L	0.00
01		199101	01	BIOL	300G	1.00

#### **Equivalent Course**

Subject	Course	Credits
BIOL	3000	4.00

### Transfer Course

Group	P	Effective Term	Level	Subject	Course	Credits
02	Y	199101	01	BIOL	300	3.00
02		199101	01	BIOL	300L	0.00

### Equivalent Course

Subject	Course	Credits
BIOL	3000	3.00

In this example, BIOL 300 is both in Group 01 and 02, giving different credit hour equivalencies based on the group of transfer courses.

Transfer course comments may be added and maintained via a Next Block function from any transfer course on SHATATC.

## Creating the Transfer Institution Equivalency

Equivalent courses are added and maintained on the Transfer Course Articulation Form (SHATATR). Equivalent courses may be singular, such as ACCT 101 is equivalent to ACCT 51, or multiple, such as ENGL 050 and ENGL 051 are equivalent to ENGL 100. An *OR* condition is also available so that PSYC 101 or BIOL 101 may be equivalent to PSYC 110. In an *OR* condition, the first course will be used as the default when performing the articulation process.

Parenthesis may also be used when creating course equivalencies to group together the appropriate course equivalencies. An example of multiple course equivalencies follows:

### Transfer Course

STAT 101

### Equivalent Course

A/O	Subj	Crse
	STAT	101
O	ACCT	101
O	( MATH	050
A	MATH	051 )

This course equivalency states that STAT 101 is equivalent with:

STAT 101 or ACCT 101 or (MATH 050 and MATH 051)

As stated before, STAT 101 will be used as the default when articulating STAT 101.

Equivalent course comments may be added and maintained for each course in the Institution Course Comments window for any equivalent course on SHATATR.

Use a List function from the **Subject** field in the Equivalent Course section of SHATATR to see the valid subjects and a Count Query Hits function to see existing courses which are in the catalog for the effective term.

When a transfer course has a range of possible credit values defined in the transfer catalog, the system determines the number of credits assigned to the equivalent course as follows:

- If the Credits Used field in Equivalent Course block of SHATATR is not null, that value is assigned to the equivalent course.
- If the **Calendar Type and Multiplier** field for the institution defined in SOABGTA is not null, the equivalent course credits are calculated by multiplying the transfer course's credits (as entered in SHATAEQ) by the value in the **Calendar Type and Multiplier** field.
- If the value in the **Calendar Type and Multiplier** field on SOABGTA for the institution is null, the value entered for the transfer course (as entered in SHATAEQ) is assigned to the equivalent course.

## Transfer Course Attributes

Transfer Articulation Course Attributes may be associated with institutional courses in the Transfer Articulation module. The Transfer Course Articulation Form (SHATATR) contains an Institution Course Attribute window. This window stores the attribute information associated with the transfer and equivalent course. When an equivalent course which exists on the course catalog is entered on the Transfer Course Articulation Form (SHATATR), the course attributes from the Catalog module will default to the institution course. If the institutional course does not exist on the catalog, then you have the option of adding the course attributes on the Institution Course Attribute window of SHATATR. Attribute information entered on SHATATR will default to the Transfer Articulation Evaluation Form (SHATAEQ) when the transfer course information is entered.

Institutional attributes may also be added or modified on an individual student basis on the Transfer Articulation Evaluation Form (SHATAEQ). These institutional course attributes are also included on the roll to academic history and will display on the Transfer Course Form (SHATRNS) for the institutional course work via the Institutional Equivalent Course Attributes section. This section is used to record the attribute information associated with the equivalent course. There is an indicator (\*) on the Institutional Equivalent Course Detail section to designate the course for which attributes are being displayed.

The Transfer Articulation Attributes Form (SHATRТА) allows the attributes to be entered for courses in the transfer articulation process. All of the key data must be entered prior to entering course attributes. The Key Information includes: **ID, Institution, Attendance**



**Period, Term, Level, Subject and Course** (Transfer Course Details), as well as **Subject and Course** (Institutional Equivalent Details).

This form may also be accessed via the Transfer Articulation Attribute item in the Options Menu or a Duplicate Record function from the Transfer Articulation Evaluation Form (SHATAEQ). This is a much easier method for entering course attributes than accessing SHATRTA directly.

These attributes may be updated by the Transfer Articulation Module on SHATAEQ during the Grade Roll Process (SHRROLL). Attributes maintained on SHATRTA will automatically roll to academic history and will display on the Transfer Course Form (SHATRNS).

## Transfer Course Title

A function exists on the Transfer Articulation Evaluation Form (SHATAEQ) to add the course title associated with the Transfer Course and the Institution Equivalent Course information. Once entered, this title will roll with the transfer course information to the Transfer Course Form (SHATRNS).

The **Duplicate** field on the Transfer Articulation Evaluation Form (SHATAEQ) indicates that the same subject and course for the same term are being transferred. This field will allow for each duplicate course to be articulated to its equivalent instead of performing a one to many articulation.

## Performing Transfer Articulation for Students

Now that all the course equivalencies have been created, the transfer students can be loaded, and their course work may be articulated. This is done on the Transfer Articulation Evaluation Form (SHATAEQ). Transfer course work may be articulated under a specific program or without a program code. If a program code is used then the specific course equivalencies associated with the program code will be used in articulation.

The transfer courses which the student is presenting are entered in the Transfer Scroll Box. If the transfer courses being entered do not exist on the Transfer Institution Catalog Entry Form (SHATATC), a message is generated and you may, using the **Subject field Search** feature (Option List - Define New Course) or performing a Count Query Hits function, transfer to the Transfer Course Articulation Form (SHATATR) to enter the transfer and equivalent course information. Use the **Subject field Search** feature (Option List - View Transfer Catalog) or perform a List function to view the existing transfer courses which have been created.

Once all the transfer courses have been created, you may perform the articulation by selecting the Perform Articulation item in the Options Menu or performing a Duplicate Item function. (**Note:** This will articulate all the courses in the window.) Once complete,

the Equivalent Scroll box will display the equivalent courses, and the **Articulate Ind(icator)** will be automatically set to *Successful* on the courses for which articulation occurred. A setting of *No Equivalent* indicates that no articulation occurred, either because no equivalency was created, the minimum grade has not been met, or not all courses in a group exist.

Courses can be articulated individually by selecting *Articulate* in the **Articulate Ind(icator)** and performing a Next Item function. An articulation may be overridden by selecting *Override Edit* in the **Articulate Ind(icator)** and then entering the equivalency information on the course. Courses can be articulated manually by selecting *Manual* in the **Articulate Ind(icator)** and performing a Next Item function.

To create a one-to-many articulation directly on SHATAEQ, enter the Transfer Course information scroll box. Select *Manual* in the **Articulate Ind(icator)** field, then proceed to the Course Equivalent information.

To enter the next course equivalence, use Next Record. This automatically copies the transfer information on the previous record into this current record. Your cursor will be on the **Subject** field in the equivalence side of the record, and you may now enter the course equivalence.

If you have finished entering a many-to-one entry and want to enter additional articulations, use Next Record or select the next record, then use Clear Record. This will clear all transfer data except for the attendance period, term, and level data. Your cursor will be in the **Group** field, and you can may enter your data.

When courses are grouped, and articulation is performed manually by selecting *Articulate* in the **Articulate Ind(icator)**, the primary grouped courses will have this field automatically updated with a setting of *Successful*, and all other courses in the group will be updated with a setting of *No Equivalent*.

Once transfer courses have been entered, the Equivalent Course GPA section of SHATAEQ will display the hours and GPA information. The institution hours and GPA information will display after the articulation occurs.

This transfer articulation information may be moved to academic history whenever the evaluation is complete. This move is processed by selecting *Roll to History* in the **History Indicator** field in the Equivalent Course GPA/Roll to History window on SHATAEQ.

To enter or adjust this transfer course work, you must manually adjust it on SHATRNS or delete the courses from academic history and roll them back to transfer articulation. This is done by selecting *Delete from History* in the **History Indicator** field on in the Equivalent Course GPA/Roll to History window of SHATAEQ. This window is accessed from the Options Menu or via a Previous Block function.

The courses may then be unarticulated, by selecting the Perform Unarticulation item in the Options Menu or performing a Next Primary Key function in the Transfer Institution Equivalent information, and re-articulated either with the additional courses or under a

different program code. The roll to history is then performed again to move the courses back to academic history.

 **Note**

When the courses are in transfer articulation then no adjustments or entries may be performed on SHATRNS. When the courses are in academic history, no adjustments or entries may be performed on SHATAEQ. Also, equivalent courses on SHATAEQ do *not* print on the transcript until they are rolled to history. ■

## Performing Unarticulation

To perform unarticulation, select the Perform Unarticulation item in the Options Menu or perform a Next Primary Key function in the Transfer Institution Equivalent information.

Records with a value of *Successful* will be set to (*None*) when they are unarticulated. Records with a value of *Override Edit* cannot have unarticulation performed. If you wish to unarticulate a record with a setting of *Override Edit*, you must first change the value to *Unarticulate*, and then perform unarticulation. Once you set the value to *Unarticulate*, and then perform unarticulation, the value of *Unarticulate* is automatically set to (*None*), and the record is unarticulated. All records with a value of (*None*) are not considered for unarticulation, since no articulation was performed.

To unarticulate one course at a time on SHATAEQ, select *Unarticulate* in the **Articulate Indicator** field, and then use Next Item. Once you perform a Next Item function, there is an automatic save of the unarticulation. If you attempt to perform unarticulation on a record that is a one-to-many entry or a many-to-one entry, unarticulation will be performed on *all* records associated with that entry.

# Graduation Procedures

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## Graduation Processing

Graduation processing is used to monitor the graduation and diploma information associated with the degree being awarded to the student, as well as the creation of ceremonies being held and tracking those individuals who are attending the ceremonies. This is done through the use of application and query forms, as well as mass entry and update forms which provide an efficient way to enter and update degree, diploma, and ceremony attendance data.

All graduation forms review the student's hold information and inform you if the student has a graduation hold on their record. The Holds Query-Only Form (SOQHOLD) is accessed from most of the graduation forms. These holds may be overridden to continue processing when necessary.

Mass entry forms are used to search on data, perform updates, and then display the results. Search and update criteria are user-defined and include student and curriculum elements where appropriate. Population selection can be used. The selected students can be reviewed and their updates processed immediately, or the updates can be held for later processing in job submission using a batch process. An audit form is used to view processing results for the mass entry forms.

The mass entry forms allow you to enter search and query criteria to select IDs for update. Depending on the mass entry form used, the parent records of selected IDs can have specific values updated, as well as a pending letter inserted in SUAMAIL. Search and update validation is performed using mass entry column codes from the Mass Entry Column Validation Form (STVMECL). Updates can be submitted immediately on the mass entry form or held for batch processing using the Process Mass Entry Report (SORMEBP). Immediate and pending updates can then be viewed on the Mass Entry Audit Form (SOAMAUD). Result messages are captured when updates occur and can be reviewed directly on the mass entry form at the time of the update and/or on the mass entry audit form after the updates are submitted in batch. Reviewing update result messages allows for failed inserts and updates to be resolved. The Purge Mass Entry Audit Process (SOPMAUD) is used to delete mass entry audit records.

When updates occur or when updates are held for batch submission, mass entry forms retain the user ID, date and timestamp, search and update criteria, and IDs, which are selected for audit purposes. When the forms are used for query only, no updates are processed, and audit information is not collected.

Please refer to “Appendix D - Mass Entry Processing” for detailed information on using mass entry processing, performing updates, and auditing results.

## Set Up Graduation Information

Graduation information for a student is entered using the Degrees and Other Formal Awards Form (SHADEGR) or the Mass Entry Graduation Form (SHAMDEG). SHAMDEG allows the entry of graduation information which can then be viewed using SHADEGR.

The Degrees and Other Formal Awards Form (SHADEGR) supports the entry and maintenance of graduation data in the Graduation Information. When data is entered in the **Graduation Term** field, the **Graduation Year** field is populated. The section also contains graduation date, status, and fee information. The section is accessed for entry or update of graduation information using a Duplicate Item function from the Degree Information or by tabbing through the fields.

The Departmental Honors and Institutional Honors sections of SHADEGR each have the **Print on Transcript** and **Print on Commencement Report** fields. When either of these fields is checked, the appropriate honors will print on the student's transcript or commencement report.

The Degree Summary Form (SHADGMQ) displays summary information about all the degrees which a student is seeking or which have been awarded. Graduation term and status are part of the information that is displayed.

## Mass Enter Graduation Information

You can search for and update degree records on Mass Entry Graduation Form (SHAMDEG) when a degree record exists for the student on SHADEGR. The search uses criteria associated with SHADEGR, except for the graduation application status code, which is associated with the degree record on SHAGAPP.

Degree records returned by the search can update SHADEGR graduation information. Updates will take place, regardless of any holds the students may have. Updates will also take place whether or not data previously existed on SHADEGR for the degree sequence number in the Results window that is selected for update.

The **Authorize** field on SHADEGR is updated when changes are made on SHAMDEG. This field displays the user ID of the person who updated the graduation status for the student.

Fees can be added on SHAMDEG and viewed on TSAAREV when no previous charges have been applied on SHADEGR. When a fee is added on SHAMDEG and a fee already exists on SHADEGR, the new fee will not be charged, and no new TSAAREV record is created during the mass update. A message is displayed that the fee has already been applied. You must select *Charge Fee* or *Waive Fee* from the **Fee** radio group in order to access the other fee fields.

When a student has a degree outcome status of awarded, (the **Awarded Indicator** on STVDEGS is set to *Awarded* for the degree status code), graduation criteria (term, status, year, date) and fees selected for the mass update will not be applied. A message is displayed that the degree has been awarded, and updates are not allowed. Mail submission updates will also not be processed.

When the outcome status is changed, the existing curriculum status code for the field of study is updated to the new curriculum status code based on the rules on STVDEGS and SORCSTS. When the graduation status is changed, and the **Update Next Degree Status** checkbox is checked (set to *Y*) for the graduation status rule on STVGRST, the outcome status on SHADEGR is updated based on the STVGRST rule.

The search results are displayed by ID and name based on the data required by the mass entry form, the search criteria, and the population selection, if used. All records returned in the Results window can be selected for update, all deselected, or not selected. Individual records can be selected for update. Records can be added or deleted manually. Fields for records returned by the search can be queried prior to the manual entry of records.

## Graduation Status Validation

The Graduation Status Validation Form (STVGRST) is used to create and update graduation statuses. These statuses are used to update the student's degree record with any statuses related to graduation, such as needed approval or monies owed. The **Update Next Degree Status** checkbox is used to indicate whether the student's degree status is to be automatically updated when the graduation status is entered or modified. This field works in conjunction with the **Next Degree Status** field, which is maintained on the Degree Status Code Validation Form (STVDEGS). If the graduation status indicates an update to degree status, and a next degree status code is present on STVDEGS, it will be substituted and the record updated.

## Set Up Diploma Information

Diploma information for a student can be entered using the Diploma Form (SHADIPL) or the Mass Entry Diploma Form (SHAMDIP). Mass updates of diploma information can be accomplished using the Mass Update Diploma Form (SHAMUDI).

The Diploma Form (SHADIPL) is used to create and maintain diploma-related information. The student must have a degree record on the Degrees and Other Formal Awards Form (SHADEGR) before a diploma record can be created. Diploma-related information includes:

- Order date, mailed date, and pickup date for the diploma.
- Diploma fee information which allows the institution to charge a fee for the diploma.
- Diploma name and address information. The diploma name defaults from the legal name, and if none is specified, from the current name, and may be updated on this form. This information is stored as the diploma name and does not change unless you modify the field. Changes to the student's name on the General Person Identification Form (SPAIDEN) have no effect on this field.
- Awarding institution information is used if the institution awards degrees under multiple names. A default value can be set up on the Graduation Default Control Form (SHAGRDD).

The Awarding Institution Validation Form (STVINNM) is used to create and update awarding institution codes. These codes represent the school, college, or institution awarding the diploma.

- The ceremony where the student is planning to receive their diploma can be attached to a diploma and will allow for the automatic update of the pickup date when the cap and/or gown are returned. The student must be registered in the ceremony for the date to be updated on the diploma record.
- Diploma comments can also be maintained.

## Mass Enter Diploma Information

The Mass Entry Diploma Form (SHAMDIP) will present search results for use with mass entry when a degree record exists for the student on SHADEGR and no diploma record exists on SHADIPL. Updates will insert diploma records in SHADIPL and optionally insert ceremony records on SHACATT. Updates will take place, regardless of any holds the students may have. Once a SHADIPL record exists based on the search criteria entered, those records will not be presented by a search and cannot be updated using SHAMDIP.

In order for the update criteria ceremony and ceremony term entered on the SHAMDIP to be processed successfully on SHADIPL, a ceremony attendance record (SHACATT) must exist, or the update of the ceremony and ceremony term will fail. SHADIPL also requires that the SHACATT record exist. SHAMDIP provides the option to create the ceremony/ceremony term record on SHACATT in order to update SHADIPL.

When the **Create Ceremony Attendance** checkbox is checked (set to *Y*), a ceremony attendance record is inserted in SHACATT for the term and ceremony on SHAMDIP. The record on SHACATT will have the ceremony, ceremony term, and activity date. Additional ceremony information may be added to the record when mass ceremony attendance updates are performed on SHAMUCA. The ceremony and term are also updated on SHADIPL when the **Create Ceremony Attendance** checkbox is checked. The ceremony attendance information may be viewed on the Ceremonies By Attendee Query Form (SHACPRQ).

Fees updated on SHAMDIP are always new fees. You must select *Charge Fee* or *Waive Fee* from the **Fee** radio group in order to access the other fee fields. Fee information can be viewed on TSAAREV.

### Note

When a diploma address type is included in the update criteria, the active mailing address from SPAIDEN (SPRADDR) is updated, but the address type is not updated or displayed on SHADIPL. ■

The search results are displayed by ID and name based on the data required by the mass entry form, the search criteria, and the population selection, if used. All records returned in the Results window can be selected for update, all deselected, or not selected. Individual records can be selected for update. Records can be added or deleted manually. Fields for records returned by the search can be queried prior to the manual entry of records.

## Mass Update Diploma Information

You can search for and update diploma records on the Mass Update Diploma Form (SHAMUDI) when a diploma record exists for the student on SHADIPL. Records returned by the search can have the diploma record (SHADIPL) updated. Updates will take place, regardless of any holds the students may have. Updates will also take place whether or not data previously existed.

In order for the update criteria ceremony and ceremony term entered on the SHAMUDI to be processed successfully on SHADIPL, a ceremony attendance record (SHACATT) must exist, or the update of the ceremony and ceremony term will fail. SHADIPL also requires that the SHACATT record exist. SHAMUDI provides the option to create the ceremony/ ceremony term record on SHACATT in order to update SHADIPL.

When the **Create Ceremony Attendance** checkbox is checked (set to *Y*), a ceremony attendance record is inserted in SHACATT and SHADIPL for the term and ceremony on SHAMUDI. The record on SHACATT will have the ceremony, term, and activity date. Additional ceremony information can be added to the record when mass ceremony attendance updates are performed on SHAMUCA.

The search results are displayed by ID and name based on the data required by the mass entry form, the search criteria, and the population selection, if used. All records returned in the Results window can be selected for update, all deselected, or not selected. Individual records can be selected for update. Records can be added or deleted manually. Fields for records returned by the search can be queried prior to the manual entry of records.

## Set Up Ceremony Information

The Ceremony Form (SHACRMY) is used to create and maintain ceremony information. There are no restrictions as to what constitutes a ceremony. Ceremony types are defined on the Ceremony Validation Form (STVCERT). Examples of ceremonies might be: Spring Graduation, College of Business Diploma Ceremony, or Awards Dinner.

The ceremony information can be associated with the event information in the Location Management module. This is done by entering a valid event in the **Event** field. Events cannot be created using this form. If an existing event from the Event Form (SLAEVNT) is entered, the site, building, room, date, and time data will default in and cannot be changed on SHACRMY. If the **Event** field is left blank, you are able to enter or change the event information. The site code must exist on the Site Code Validation Form (STVSITE) to be entered. Buildings and rooms are not validated. First and second choice locations are available for events.

Other information available on this form includes:

- Maximum student tickets and maximum non-student tickets information is used to indicate how many tickets may be given to an individual.
- The maximum capacity is the maximum capacity of the ceremony.
- The required dress code specifies the type of attire to be worn, based on values from the Ceremony Dress Validation Form (STVDRES).
- Unlimited accommodation attributes may be entered for a ceremony, and these special accommodations are shared with the Location Management module.
- Unlimited ceremony comments can also be maintained.



The Ceremony Query Form (SHACRMQ) is a stand alone query form which is used to display all existing ceremonies for an institution. Select the View Ceremony [SHACRMY] item in the Options Menu to access the Ceremony Form (SHACRMY) to view and/or update specific information for a particular ceremony. Select the Ceremony Attendance Detail [SHACATQ] item to access the Ceremony Attendance Query Form (SHACATQ) to query information on attendees for a ceremony.

## Set Up Ceremony Attendance Information

Once the ceremony has been created, the attendees for the ceremony are entered using either the Ceremony Attendance Form (SHACATT) or the Mass Entry Ceremony Attendance Form (SHAMCAT). The Mass Entry Diploma Form (SHAMDIP) and the Mass Update Diploma Form (SHAMUDI) may also be used to add ceremony information.

The Ceremony Attendance Form (SHACATT) is used to create and maintain ceremony attendance records for an individual. The person does not need to be a student to attend a ceremony. A record will exist for each unique ceremony that the attendee will attend. Information maintained on this form includes cap, gown, and hood types and sizes, as well as order, pickup and return dates.

Ceremony attendance can be for a student or a non-student. If the non-student is a faculty member, then the Faculty Degree Information Form (SIAFDEG) may be accessed to examine the faculty member's institution and degree information. This may be useful in determining which hood type should be ordered for the ceremony.

The Attendee Size Classification Rules Form (SHASIZE) is an optional rules form which defines sizes and ranges that are utilized by SHACATT.

### Ceremony Attendance Validation

Three validation forms support setting up ceremony attendance information.

- The Measurement Validation Form (STVMEAS) is used to indicate the valid units of measurement for height, weight, and head size.
- The Academic Dress Type Validation Form (STVTYPE) is used to indicate the valid types for cap, gown, and hood orders.
- The Academic Dress Size Validation Form (STVSIZE) is used to indicate the valid sizes for caps and gowns.

## Mass Enter Ceremony Attendance Information

The Mass Entry Ceremony Attendance Form (SHAMCAT) will present search results for use with mass entry when a degree record exists for the student on SHADEGR, and no ceremony record exists on SHACATT for the ceremony and term entered in the update criteria. An update ceremony and term are required for any updates to occur. The

ceremony and ceremony term will be inserted on SHACATT. Updates will take place, regardless of any holds the students may have.

The search can be refined by requesting that a graduation application exist on SHAGAPP and that the response for ceremony attendance be considered. When the **Select Graduation Application** checkbox is checked (set to *Y*), the records returned by SHAMCAT must also have an associated SHAGAPP record. The graduation application record must in turn have a ceremony attendance value that matches the setting of the **Attend Ceremony** radio group on SHAMCAT. When the **Select Graduation Application** checkbox is unchecked (set to *N*), the value of the **Attend Ceremony** radio group is not considered by the search.

When a student has a degree record with an assigned ceremony and term on SHACATT, a second record cannot be added for the same ceremony and term. The record will not be inserted, and a message will be displayed that the ceremony already exists and updates will not take place.

Fees cannot be applied a second time for the ceremony and ceremony term on SHACATT. Fees cannot be updated or changed. You must select *Charge Fee* or *Waive Fee* from the **Fee** radio group in order to access the other fee fields. Fee information can be viewed on TSAAREV.

The search results are displayed by ID and name based on the data required by the mass entry form, the search criteria, and the population selection, if used. All records returned in the Results window can be selected for update, all deselected, or not selected. Individual records can be selected for update. Records can be added or deleted manually. Fields for records returned by the search can be queried prior to the manual entry of records.

The Ceremony Attendance Query Form (SHACATQ) is a stand alone query form that is used to display detail information for a ceremony and its attendees. The **Attending** field in the Key Information of SHACATQ calculates and displays the number of persons attending the ceremony. If the **Diploma** box is checked, it indicates that this ceremony is the one where the attendee will receive their diploma. The checkbox may be unchecked by accessing the Diploma Form (SHADIPL) and removing data from the **Ceremony** and **Term** fields. Only one diploma can be awarded per degree.

From SHACATQ, select the Ceremony Attendance [SHACATT] item in the Options Menu to access the Ceremony Attendance Form (SHACATT), or select the View/Update Diploma [SHADIPL] item in the Options Menu to access the Diploma Form (SHADIPL), if more attendee detail is desired. When information is changed or updated on SHACATT or SHADIPL, the modifications will be reflected on SHACATQ.

The Ceremonies By Attendee Query Form (SHACPRQ) is a stand alone query form which displays all ceremonies for which an attendee is registered. Select the Update Ceremony Detail [SHACATT] item in the Options Menu or perform a Count Query Hits function to access the Ceremony Attendance Form (SHACATT), or select the Update Diploma Detail [SHADIPL] item in the Options Menu to access the Diploma Form (SHADIPL), to view

and/or modify attendance or diploma information. When information is updated on SHACATT or SHADIPL, the modifications will be reflected on SHACPRQ.

## Mass Update Ceremony Attendance Information

You can search for and update ceremony attendance records on the Mass Update Ceremony Attendance Form (SHAMUCA) when a ceremony attendance record exists for the student on SHACATT. Update criteria on SHAMUCA updates ceremony attendance records on SHACATT and diploma information on SHADIPL. The **Diploma Pickup Date** is updated on SHADIPL when the ceremony and term in the search criteria match the student, and the **Diploma Pickup Date** is entered in the update criteria. Updates will take place, regardless of any holds the students may have.

Updates for cap and gown sizes are based on the rules on SHASIZE. If measurements exist on SHACATT that meet SHASIZE rules, cap and gown size values will default when they are updated on SHAMUCA. When SHASIZE rules exist that meet the student's measurements for cap or gown, the cap or gown cannot be updated without calculating the sizes.

The cap, gown, and hood information can be applied to the order, pickup, and return dates as needed. A type for cap, gown, or hood must already exist on the Ceremony Attendance Form (SHACATT) or be indicated in the appropriate type field to cause an update when a date is changed. If an order date is entered for a cap, and the participant's cap type is blank, then the participant's cap order date would not be changed.

If a record was created for a participant and only reflects the fact they have been registered to attend a ceremony but lacks detail information such as cap or gown type, this information can be added or updated as needed. Tickets can be updated and added to existing cap, gown, and hood information. Number of tickets and diploma pickup dates can also be updated.

The search results are displayed by ID and name based on the data required by the mass entry form, the search criteria, and the population selection, if used. All records returned in the Results window can be selected for update, all deselected, or not selected. Individual records can be selected for update. Records can be added or deleted manually. Fields for records returned by the search can be queried prior to the manual entry of records.

## Create Graduation Rules

The Graduation Default Control Form (SHAGRDD) is used to set up height, weight, and head size information, which can be used on the Ceremony Attendance Form (SHACATT), and the awarding institution default value, which is used on the Diploma Form (SHADIPL).

The Attendee Size Classification Rules Form (SHASIZE) creates a table of sizes and ranges which is used by the Ceremony Attendance Form (SHACATT) to determine ceremony attendee cap or gown size, based on the attendee's height, weight, and head size.

When these rules are established, they default the appropriate cap or gown size into the Attendee Information section of SHACATT when cap and/or gown type is present. You can override the rules.

## Update Degree Status

The Degree Status Update Report (SHRDEGS) updates the degree status and/or the student status based on user defined criteria. This report may be run in either Audit or Update Mode. The report allows an institution to quickly update all those students whose degree status is pending to awarded. It also allows the institution to set a student status which may prohibit future registration from occurring.

The update of degree status is controlled by the selected parameter values. For example, you supply the current degree status as well as the new degree status. Only those students with the current degree status will be selected for processing. Other optional selection parameters include: Graduation Term, Graduation Year, Graduation Status, Degree Code, Campus, and Level. The student status to be used for the update may be specified along with the effective term to update the general student record.

## Produce Commencement Report

The Commencement Report (SHRCOMM) produces a list of students by degree award status code, their degrees, majors, and any institutional or departmental honors associated with the degree. Students are printed in last name alpha order within a certain date range as specified in the parameters. A graduation date must exist in the **Graduation Date** field on the Degrees and Other Formal Awards Form (SHADEGR) in order to be included in the report. The report also includes graduation information. The parameter selections which support this include: Graduation Term Selection, Graduation Year Selection, and Graduation Status Selection.

## Produce Commencement Attendance Report

The Commencement Attendance Report (SHRCATT) displays the ceremony information and lists those persons who are attending the ceremony. You may request that the report also display the information on caps, gowns, and hoods, which may be used by the institution to place their orders.

The parameter selection options which may be specified include: Print only students, non-students, or all; Print the cap, gown, and hood detail; Print the cap, gown, and hood order totals; List only those persons who have no cap, gown, or hood information; List only those persons who have not picked up their order; List only those persons who have not returned their order.

# Self-Service Graduation Application Processing

Eligible students who expect to complete a course of study can apply to graduate on institution-specified dates through Banner Student Self-Service. Eligibility is determined based on existing learner and/or outcome curriculum records. Graduation application processing reviews the student's curricula and other eligibility criteria and matches them against user-defined rules to determine which students can apply through self-service. Submitted applications can be controlled to create outcome and degree records using the curriculum selected for graduation. The ability to create degree and outcome curriculum records from self-service graduation applications works in conjunction with manual curriculum roll processing.

## Set Up Processing in Baseline

Do the following to set up baseline forms for use with graduation application processing in self-service.

1. Set up graduation application status codes on STVGAST.
  - 1.1. Check the **Active Indicator** for active status codes.
  - 1.2. Check the **Web Indicator** for status codes to be used in self-service.
2. Set up graduation application display rule codes on STVGADR.
3. Build graduation application display rule selection rules on SHAGADS in process order.

These rules determine which graduation application display rule is used.

4. Build graduation application display rules on SHAGADR.

These rules tell self-service which graduation application pages to display, what date to request from the student, and whether degree and diploma records are created or updated.

- 4.1. Add overall self-service controls for the rule.
  - 4.2. Add graduation date availability information for the rule.
  - 4.3. Add diploma name and address information for the rule.
  - 4.4. Add payment options for the rule.
5. Build graduation application eligibility rules on SHAGELR.

These rules determine whether the student has the required curriculum, general student, or academic history and GPA data required by the institution in order to apply to graduate. These rules also determine if the curriculum for self-service graduation

applications must be from the *LEARNER* module or the *OUTCOME* module or can be from either module.

- 5.1. Set up curriculum information for the rule.
  - 5.2. Set up general student information for the rule.
  - 5.3. Set up academic history information for the rule.
  - 5.4. Set up a level to use for GPA and earned hours for the rule.
  - 5.5. Set up the institutional and overall minimum GPA and/or hours for the rule.
6. Review the graduation application that was submitted through self-service on SHAGAPP.
    - 6.1. Update, delete, or inactivate the application as needed.
    - 6.2. Use the **Create/Update Degree Record** button to update the degree and diploma records for an active application.
- or*
7. Enter the graduation application, curriculum, and diploma information for a new application when SHAGAPP is accessed from SGASTDN, SFAREGS, or SHADEGR.
  8. Use the **Create/Update Degree Record** button to create the degree and diploma records for the new, active application.

## Use Apply to Graduate in Self-Service

Banner Student Self-Service pages are used for eligible learners to apply to graduate or complete a course of study. Links in the Student Records Menu are used with graduation application processing. The Apply to Graduate link initiates the process. The View Application to Graduate link allows students, faculty, and advisors to view submitted applications.

You must define who is eligible to submit an application and complete a degree based on existing outcome or learner curriculum records. You must also specify when applications can be submitted. You must determine what information to display to the student and define which degree and/or diploma data you want to collect from the self-service graduation application.

Using a self-service process to initiate the application to complete a degree provides graduation processing for deans, registrars, advisors, and other administrators. A separate process is used to control creation of the outcome records which streamlines and assists with manual corrections of final degree records. The student can also view any active graduation applications.

## Curriculum Selection Page

This page is used to choose the curriculum and degree for the graduation application. If the learner does not have graduation holds and meets at least one self-service graduation eligibility rule, and the current and active curriculum for the learner has a minimum of one institutional academic history record (SHRTTRM) or registration record (SFRSTCR), and no existing graduation applications or awarded degrees are associated with the record, and display rules exist for that curriculum, the graduation application process will continue. The curriculum information comes from the SORLCUR/SORLFOS curriculum tables.

## Graduation Date Selection Page

This page displays the curriculum information selected by the student, as well as the graduation term, date (day/month/year), and/or graduation year information that can be selected for the graduation application. The graduation date information comes from the Graduation Date Availability window on SHAGADR.

## Graduation Ceremony Selection Page

This page allows the user to verify the learner's attendance at any graduation ceremony that is associated with the completion of the degree or course of study. If the graduation date/term/year selected has the **Ceremony** checkbox checked (in the Graduation Date Availability window on SHAGADR) to request this information, this data will be displayed. If indicator is not checked, the student will continue either to the Diploma Information pages or to the Graduation Charge and Payment page if graduation fee charging has been established. If diploma information or charging information is not requested, the student will proceed to the Graduation Application Summary page.

## Diploma Name Selection Page

This page is displayed when the **Display Page** checkbox is checked (set to *Y*) for the graduation application display rule in the Diploma Name block (in the Diploma Name/Address Options window) on SHAGADR. The user can determine which name is to be displayed (current or alternate name and diploma name), which part of the middle name is to be displayed, and which parts of the name are to be displayed, such as a suffix.

If you allow the learner to select and/or edit the diploma name, all names on file will be displayed in a pulldown list on this Web page. Once one name is selected and the learner continues, you can also allow editing of any portion of the name. The information can be updated if the **Edit** checkbox is checked (set to *Y*) in the Diploma Name block on SHAGADR. When the learner uses the **Continue** button on this Web page, a new page will be displayed where the fields that are enabled for editing can be updated. This name will populate the diploma data in the Graduation Application Table (SHBGAPP).

### Note

The **Full Legal Name** field value on SPAIDEN is never used for self-service diploma name information. This field is a single-name field that has been concatenated, and therefore, cannot be broken into first, middle, last, and suffix columns for display or editing in self-service. ■

## Diploma Mailing Address Selection Page

This page is displayed when the **Display Page** checkbox is checked (set to *Y*) for the graduation application display rule in the Diploma Mailing Address block (in the Diploma Name/Address Options window) on SHAGADR.

You can also display existing diploma mailing address information for the curriculum selected, by checking the **Display** checkbox in the Diploma Mailing Address block. If the **Edit** checkbox is checked (set to *Y*) in the Diploma Mailing Address block, the available addresses selected may also be edited. The system displays the current address by default, but the student can change it for diploma mailing.

## Graduation Charge and Payment Page

This page is displayed when the **Charge Graduation Fee** checkbox is checked (set to *Y*) in the Processing Controls block (in the Payment Options window) and the **Create/Update Degree** checkbox is checked (set to *Y*) in the Overall Self-Service Graduation Application Controls block (in the main window) for the graduation application display rule on SHAGADR. Payment options information comes from the Payment Options block on SHAGADR.

## Graduation Application Summary Page

This page displays the curriculum, graduation term, graduation date, diploma name, address information, and any charges and payments for the graduation application. The student can verify the information and then submit the graduation application.

## Confirmation Letter Page

This page displays the graduation confirmation letter for the graduation application rule that was entered in the **Confirmation Letter** field in the main window on SHAGADR.

## Build Graduation Application Status Codes

Graduation application status codes are maintained on the Graduation Application Status Validation Form (STVGAST). These status codes are used by the Graduation Application Form (SHAGAPP) and indicate the status of the graduation application that is submitted through the graduation application self-service pages.

## Build Graduation Application Display Rule Codes

Graduation application display rule codes are maintained on the Graduation Application Display Rule Code Validation Form (STVGADR). These display rule codes are used on the Self-Service Graduation Application Display Rules Form (SHAGADR) to define how the graduation application Web pages are displayed to the learner in self-service.



Some sample rule codes might be:

- *UGASMSP* - Undergraduate Arts Science Main Spring
- *GRBUDFA* - Graduate Business Downtown Fall
- *UGBACHS* - Undergraduate Bachelors Spring
- *DEFAULT* - Default Rule

## Build Graduation Application Display Rules

Graduation application display rules are maintained on the Self-Service Graduation Application Display Rules Form (SHAGADR). These display rules are used to specify the settings used for display and update of graduation application information in self-service. Controls can be set up for overall self-service display, graduation date availability, diploma name and mailing address display and edit, and payment options for application fees. Use the **Copy** button in the Key Block to copy the settings from one rule to another.

### Payment Options

The billing term is determined by checking the last SHRTTRM record, the last SFRSTCR record, or the most recent SGBSTDN record. If you check the **Charge Graduation Fee** checkbox, and you do not enter a detail code or an amount, a warning message is displayed. You can proceed and enter that data at a later time. However, the student cannot proceed with the graduation application in self-service, because the charge information is missing. An error is displayed in self-service to contact the administrator/registrar.

### Charges for Application Fees

When a degree sequence is created manually and a graduation fee is assessed using SHADEGR, if a graduation application is created at a later time using the **Apply to Graduate** button in the Curriculum window for an *unrolled learner curriculum record*, the user will not be prevented from entering a graduation fee for that new graduation application. This fee can be entered, because the process does not check that a degree record with an outcome curriculum that could match the learner curriculum (matches on college, level, degree, and program) already had a graduation fee applied.

It is recommended that when degree records are created, the graduation fees are assessed *after* the learner curriculum record has been rolled. It is also recommended that degree sequences are not created manually before the learner curriculum records are rolled. Since the **Roll to Outcome** button allows degree creation without requiring that the grade roll take place, learner and outcome records can be kept current and consistent.

For more information on using the **Roll to Outcome** button, refer to the “Manual Curriculum Roll Processing” section in this chapter.

### **Warning**

Users are cautioned that changes made to curriculum records close to graduation may not be available to students for selection from self-service, if those curriculum records have not been rolled to outcome through the grade roll process (SHRROLL).

Processing looks for a curriculum record with the highest associated academic history record (SHRTTRM). Therefore, curriculum changes (such as changes to fields of study) made after the last grade roll, but before the next grade roll when graduation applications can become available through self-service, are only displayed for those curriculum records for the term of the last grade roll to history.

Major changes should be updated through the grade roll procedures or maintained on the most current and active outcome curriculum record, if records are not rolled to academic history prior to allowing students to access self-service graduation. ■

A graduation fee cannot be created from Banner Student Self-Service unless the **Create/Update Degree** checkbox is checked (set to *Y*) on SHAGADR. Once the graduation application is submitted, fee information on that record cannot be updated on SHAGAPP, and the display only **Fee (Status)** radio group for the degree sequence in SHADEGR is set to *Fee Charged*.

## Use Graduation Application Display Rule Selection

Graduation application display rule selection criteria are maintained on the Graduation Application Display Rule Selection Form (SHAGADS). These selection rules are used to determine how the application process will assign a self-service graduation display code to a student's curriculum record. When the self-service graduation application process does not find a SHAGADS rule that matches any current, active curriculum for a student, no curriculum records will be available for selection on the Graduation Application Summary page.

You can define or query prioritized selection rules for use with the graduation application display rules. At least one graduation application display selection rule must be associated with at least one graduation application display rule code for that rule to be used in the self-service processing. Multiple graduation application selection rules can be created for the same graduation application display rule code.

You must specify a unique process order for each selection rule that is defined. The process order is the order in which the selection rules will be considered. You can then specify the graduation application display rule code and any combination of optional curriculum elements for the rule. This allows you to control the display and update of self-service data when a curriculum rule is found that matches a select rule code for a graduation application.

When a student uses the self-service graduation application process, the information displayed in self-service is based on the graduation application display rule on

SHAGADR. This means that one specific rule will be used for that student's curriculum. The graduation application process checks the display rule selection data on SHAGADS for process order from lowest to highest, to determine if the student curriculum record contains data that matches the rule data. When a matching record is found, the graduation application display rule code on that record is the rule used for displaying curriculum information in self-service.

If the student qualifies for at least one eligibility rule, then processing will continue to determine how the curriculum and graduation application information is to be displayed. When eligibility is considered, student holds, outcome status for the degree sequence (cannot be "awarded"), and term code selection for the curriculum (based upon the highest academic history (SHRTTRM) or registration (SFRSTCR) record for the curriculum) are also considered before the curriculum is displayed.

The following criteria apply to the selection rule processing:

- Only one selection rule will be matched for the learner and the degree combination of curricula.

Either a learner curriculum record or outcome curriculum records will be processed. A matching select rule *must* be found in order for the curriculum to be displayed.

Select rules are searched in process number order to find a match to the student's current and active curriculum records.

- All the defined fields must match the selection. Blank fields will be ignored.
- The selection data is considered as included. There are no exclude capabilities.
- The selection data is not active or inactive. Records can be deleted as needed.
- The selection data does not have begin or end dates.
- For a curriculum record with a module code of *LEARNER*, only one record is considered. A select rule is found for this one curriculum.
- For a curriculum record with a module code of *OUTCOME*, a set of curriculum records can exist. The select rule is found that matches one of the records in the set.

The primary curriculum is examined to see if a matching select rule exists. If a match is found, that select rule is used. If no match is found, the first secondary curriculum is checked against each select rule until a match is found. When a match is found, the process stops. If no match is found, the next secondary curriculum is checked.

Here is a summary of the selection rule processing:

1. The student's record is checked for holds. Graduation holds will prevent the student from using the self-service graduation application process.

2. The student's current and active curriculum records are gathered, and each is compared to the SHAGADS rules using the processing order that has been determined for the rules.
3. When a matching select rule is found, the process stops, and the display rule that is found is used for that curriculum.
4. Eligibility checking takes place to see if a single eligibility rule exists that passes for the student. Eligibility checking can define whether the curriculum module must be *LEARNER* or *OUTCOME* or can be from either module in the eligibility rules.
5. The learner curriculum record is examined to see if any curriculum records exist that are available for graduation application selection. Learner curriculum records are restricted by term.
6. When an SHRTTRM record exists in academic history, the maximum SHRTTRM term associated with that curriculum is used as the learner term.  
*or*
  - If no academic history term exists, and an SFRSTCR record exists in registration, the maximum SFRSCTR term associated with that curriculum is used as the learner term.*or*
  - If neither an academic history nor registration term record exists, the learner curriculum is *not* available for graduation application selection.
7. When no current, active, curriculum data matches any selection rule criteria, an error message is displayed, and the student will not be able to submit a graduation application in self-service.

Restrictions are as follows:

- The learner module curriculum cannot be used if it has been rolled.
- The curriculum cannot have an active graduation application associated with it.
- An eligibility rule must match the curriculum.
- Graduation dates must be available on the date the student attempts to apply for graduation.

When the student's outcome curriculum records are examined:

- Processing determines the most recent outcome term.
- The degree sequence for that curriculum cannot have an outcome status of "awarded".
- The curriculum cannot have an active graduation application associated with it.

- Each curriculum record in the degree sequence must also be eligible for graduation.
- Graduation dates must be available on the date the student attempts to apply for graduation.

The processing order for the rules is important, as selection rules can be created that use common criteria. For example, you could have two selection rules such as:

- Rule A defines a level and campus code.
- Rule B contains the same level code in the definition, but instead of using a campus code, it selects the rule using a college code.

You may want the process matching to stop as soon as a curriculum is found with the matching campus code. If the student's curriculum record does not have a matching campus code, then the rule with the college code rule can be used. To do this, you can assign the process order of 10 on the rule with campus code, which is rule A, and you can assign the process order of 15 on the rule with college code, which is rule B. In this case, if a student has a curriculum record that matches the level, college, and campus for both rules A and B, the display of graduation dates, diploma options, and so on, is based on rule A, for the lowest numeric processing order or the first selection rule found.

**Example of display rule selection data order:**

In this example, the display rule selection data is checked in priority, ascending order: 10, 20, 999.

Processing Order	Display Rule	Levl	Camp	Coll	Degr	Prog	Majr	Dept
10	UG-BS-ART	UG			BS		ART	
20	UG-BS	UG			BS			
999	DEFAULT							

Selection rule *10* with display rule *UG-BS-ART* is the selected rule when the learner has a curriculum record with a level code of *UG*, a degree code of *BS*, and major/field of study code of *ART*.

If the learner data matches this selection rule criteria, no additional analysis is needed, and the graduation application display rule settings specified for *UG-BS-ART* are used for the graduation application process for the learner/curriculum. If the learner data does not match the selection rule criteria, the next priority selection rule (*20*) will be checked.

Selection rule *20* with display rule *UG-BS-ART* is the selected rule when the learner has a curriculum record with a level code of *UG*, a degree code of *BS*, and as multiple curriculum records are considered at the same time as a set, all current and active outcome records in the set must be matched.

If the learner data matches this selection rule criteria, no additional analysis is needed, and the graduation application display rule settings specified for *UG-BS* are used for the graduation application process for the learner/curriculum. If the learner data does not match the selection rule criteria, the next priority selection rule (999) will be checked.

Selection rule 999 with display rule *DEFAULT* is the selected rule when the learner has an active, current curriculum record.

If no learner data matches any selection rule criteria, an error message is displayed, and the learner cannot submit the graduation application in self-service.

## Use Graduation Application Eligibility Rules

Graduation application eligibility rules are maintained on the Graduation Application Eligibility Rules Form (SHAGELR). These rules determine who is eligible to apply for graduation using Banner Student Self-Service graduation application pages. Students whose general student, curriculum, and academic history records match the restrictions created in an eligibility rule can apply to graduate in self-service. At least one eligibility rule must be met for each current/active SORLCUR record in the curricula set in order for the learner to be allowed to submit a graduation application via self-service. Rules can be queried and are ordered by rule number.

Eligibility rules allow users to decide if the curriculum used for graduation must be from the *LEARNER* module, the *OUTCOME* module, or can be from either. You can determine if the eligibility rules that are created apply to students with specific curriculum data and then set any general student criteria, academic history criteria, required level-specific GPA and earned hours criteria, and institutional and/or overall level GPA and hours data restrictions.

### Note

The term used to evaluate the general student data is the maximum SFRSTCR term for the student. If this does not exist, the maximum SGBSTDN term is used. The term used to evaluate the academic history data is the most recent SHRTRM term. ■

When a student selects the Apply to Graduate menu option in Banner Student Self-Service, all current and active curriculum records are examined. If an existing learner curriculum has not been rolled to history or an outcome curriculum has not already been awarded, and no active graduation application exists for the curriculum, the process checks for eligibility. One eligibility rule needs to be met so the student can apply for graduation.

The following criteria apply to the eligibility rule processing:

- One and only one eligibility rule must be matched for the curriculum record or curriculum record set. For outcome curriculum records, the set that includes primary and secondary curriculum data does not have to use the same eligibility rule for all records in the set.

- All the defined fields on the eligibility rule must match the curriculum record. Blank fields will be ignored.
- The eligibility data is considered as included. There are no exclude capabilities.
- The eligibility data is not active or inactive. Records can be deleted as needed.
- The eligibility data does not have begin or end dates.
- Eligibility rules are assigned one-up numbers.
- It is not necessary to have a graduation application select rule that matches the eligibility rule. The eligibility rule can be defined at a more specific level than the select rule.

## Use Graduation Application Sequence Numbers

The **Graduation Sequence** field on SGASTDN, SFAREGS, SHADEGR, and SOIHCUR and the **Graduation Application Sequence** field on SHAGAPP are used to display the graduation application sequence number on the curriculum record for the learner (SGASTDN, SFAREGS) and outcome (SHADEGR) curriculum records.

Graduation application sequence numbering tracks the graduation application sequence number for the learner and outcome curriculum records. When a graduation application is submitted, the application number is generated as a one-up number and is stored with the curriculum record (SORLCUR) that was used to generate the application.

Only one active graduation application can exist for a curriculum. However, multiple curriculum records may be associated with the same graduation application. This situation occurs because a degree has multiple curriculum records associated with it, but that degree record was generated by the same application where the learner curriculum records have matching elements such as level, college, degree, and program.

## Maintain Graduation Applications

Graduation application information that is submitted in self-service is maintained on the Graduation Application Form (SHAGAPP). This form is used to review and update the information while the graduation application is active. You can also delete an application, change the status of an application, or view an inactive application. New graduation applications can be submitted from this form when it is called from SGASTDN, SFAREGS, and SHADEGR, as these forms will pass the selected curriculum and field of study information. The curriculum information cannot be changed.

Fee information for the application is interdependent. The detail code, fee amount, billing term, and fee date need to be entered for the fee to be applied to the application. However, fee information cannot be entered if an outcome curriculum record exists.

Diploma name and address mailing information can be viewed and updated for an active graduation application. This information is used to create or update the diploma record.

when the **Create/Update Degree Record** button is selected. This information will not be displayed, if it has not been entered in self-service.

Use the **Create/Update Degree Record** button to create a degree record and an outcome curriculum record when the graduation application has been submitted from self-service. If the curriculum associated with the application has not been rolled, this button will perform the roll to outcome (academic history). When no degree record exists for the matching curriculum data that is attached to the active graduation application, a new degree record is created. If a degree record exists, it is updated using the values from the application. The application can be reviewed and then manually updated on SHAGAPP when it has been approved. This button is inactive when the graduation application is inactive.

Graduation applications for the learner are queried by graduation application number in descending order. The graduation application number is assigned when the application number is submitted. This sequence number is stored on the curriculum record. A curriculum will have only one active associated graduation application at a time.

New graduation applications can be created using the **Apply to Graduate** button from SGASTDN, SFAREGS, and SHADEGR. Once a graduation application is created from SGASTDN and SFAREGS, if the curriculum has not yet been rolled to outcome (academic history), the **Apply to Graduate** button remains enabled. (The **Apply to Graduate** button also remains enabled in SHADEGR.) These forms allow you to toggle between the Curriculum window and the associated graduation application sequence. If an existing graduation application is called from SGASTDN, SFAREGS, or SHADEGR, only the specifically associated graduation application will be queried. Curriculum information cannot be changed from SHAGAPP.

If an existing graduation application is called from SGASTDN, SFAREGS, or SHADEGR, only the specifically associated graduation application will be queried. When SHAGAPP is called from SGASTDN, SFAREGS, or SHADEGR, a new graduation application can be created, but the curriculum information cannot be changed. You cannot create a graduation application from SFAREGS or SGASTDN when the learner curriculum record has already been rolled to outcome (academic history).

If a student wishes to withdraw or cancel an application (such as application 1), it can be inactivated using the status code on STVGAST. Once an application has been inactivated, it cannot be modified. The curriculum record associated with the application is not inactivated or updated in the curriculum tables (SORLCUR and SORLFOS). The student is now eligible to submit a new application for the same curriculum. When the new application is submitted, and the application number in the SORLCUR record is replaced with new application number (application 2). Application 2 is now associated with the curriculum record that previously was associated with application 1. When application 1 is viewed on SHAGAPP, the curriculum associated with it is no longer displayed, the **Active Indicator** is unchecked, and the **Create/Update Degree Record** button is inactive.



### **Example:**

A learner submits graduation application 1 for the curriculum record of BA/UG/ARTS. The application status is submitted/active. The SORLCUR record is updated to set the graduation application sequence number to 1. (This update to SORLCUR is *not* a non-destructive update.)

The learner then withdraws the application, so the application status on SHAGAPP is changed to withdrawn/inactive. No SORLCUR update is performed. The associated SORLCUR record still has the graduation application sequence number set to 1.

The learner submits graduation application 2 for the same curriculum record of BA/UG/ARTS. The application status is submitted/active. The SORLCUR record is updated to set the graduation application sequence number to 2.

SORLCUR information associated with graduation application 1 is overwritten. The curriculum information for graduation application 1 is no longer used in processing, although graduation application 1 still exists in the SHBGAPP table.

## Use Apply to Graduate

The **Apply to Graduate** button is used to create graduation applications from learner and outcome curriculum records on SGASTDN, SFAREGS, and SHADEGR. This button is masked on SOILCUR. This button is active on learner curriculum records in SGASTDN and SFAREGS when the graduation application sequence number is null for the curriculum record. When a previous graduation application exists for a curriculum record (whether the record is active or inactive), that application must be deleted before the button can be enabled. Just inactivating the application will not allow you to create a new application.

Only one active graduation application can exist for a curriculum record, but multiple curriculum records may have the same graduation application. This can only occur on the outcome curriculum record, which groups primary and secondary curricula together when an application is created for a degree sequence where more than one outcome curriculum record has been associated with it.

The process behind the button used to create the graduation application executes the Graduation Application API (`sb_gradapp`) and updates the graduation sequence number on SORLCUR. The user can then update the graduation application information on SHAGAPP. The graduation application can be created using the graduation application selection display rule code from self-service. However, not all graduation applications are created using self-service. The process that creates applications from baseline does not check any selection rules. Only self-service graduation applications use the selection display rule codes. When a baseline application is created, the user needs to fill in all the graduation application data manually on SHAGAPP.

Outcome curriculum records are created as follows when all significant curriculum elements match the graduation application. When multiple, current, active learner curriculum records exist with same level, college, degree, and program, and the **Apply to**

**Graduate** button is selected, or the application is submitted through self-service, all the curriculum records with the same level, college, degree, and program are grouped together with that single application and graduation application sequence number. This takes place because only one degree is ever created with the same level, college, degree, and program when the learner curriculum records are rolled to the outcome record.

The exception to this scenario is when a graduation application already exists for the matching degree sequence, and then a new degree record is created. It is possible that an institution has already applied a graduation fee to a degree sequence. In order to prevent adding another graduation fee for the same degree sequence, a new degree sequence will be created, even when the college, level, program, and degree match. Users are cautioned about creating graduation charges from self-service when learner curriculum elements may change for the student, such as when only the major is changed (college, level, degree, and program are not changed), after graduation fees have already been applied to the degree sequence.

In the case where a student has applied to graduate and a degree sequence with that graduation application is created, that outcome curriculum record (and learner curriculum record if it was rolled) will not be available for selection from the self-service graduation pages, since the application exists and is active.

If the student changes majors for the same degree (college, level, degree, and program are unchanged), when the user attempts to duplicate or update the learner curriculum record to add the new major, the system asks if the graduation application should be copied to the new curriculum. If no, then the new graduation application needs to be created using the **Apply to Graduate** button. The new curriculum record will not be eligible for application through self-service until the student registers, is graded, and grades are rolled to history. Therefore, it is recommended that graduation applications are copied and updated if necessary at the time the major change is processed. This may occur if a student changes a major in the term that is closest to the intended graduation term, but after the degree sequence and graduation application already exist.

When it is necessary to remove one of the curriculum records from the application, the user needs to delete the existing graduation application with the two matching curriculum records, and inactivate the learner curriculum record on SGASTDN or SFAREGS. Another option is to modify one of the significant elements on the curriculum record (level, college, degree, program), so the two curriculum records are no longer a match. Then the application can be created. The user can delete the degree record and the associated outcome curriculum record where the two matching curricula existed and can use the manual roll process to create the correct degree record with only one rolled curriculum record per degree.

### **Apply to Graduate on SGASTDN and SFAREGS**

The **Apply to Graduate** button in the Curriculum window of SGASTDN and SFAREGS is used as follows. This button triggers the Graduation Application API (`sb_gradapp`), updates the graduation application sequence number on SORLCUR, and opens SHAGAPP so additional data can be entered. Curriculum data is copied from the

curriculum record (including **Admission Term, Matriculation Term, Graduation Date, Graduation Term, Graduation Year** values). If that data does not exist, data from SGBSTDN is used.

The button does not insert diploma information into the graduation application. This button is only enabled if the learner curriculum record is current and active. The button is not enabled when the learner curriculum record has been rolled to history, when the graduation application is attached to an awarded degree, or when the graduation application is inactive. When a graduation application exists, the button opens SHAGAPP in update mode for that graduation application.

## Apply to Graduate on SHADEGR

The **Apply to Graduate** button is used on SHADEGR to create a graduation application from an outcome record with an **Outcome Status** of *SO (Sought)*. All current and active curriculum records for the outcome will be included in the graduation application, when that application is created. When outcome curriculum is copied, the graduation application sequence is copied to the new record.

This button triggers the Graduation Application API (`sb_gradapp`) to create the application, updates the graduation application sequence number on the outcome curriculum records, and opens SHAGAPP so additional data can be entered. The values for the **Graduation Date, Graduation Term, Graduation Year, Graduation Status** fields and the **Fee** radio group are inserted into the new graduation application from SHADEGR. The current date is always used as the graduation application date when the new graduation application is created using the **Apply to Graduate** button on SHADEGR. This date can be modified in SHAGAPP. If the graduation application already exists, and the outcome degree status is still *SO (sought)* and the button is enabled, but the user is taken to the existing graduation application.

The button does not insert diploma information into the graduation application. This button is only enabled if the learner curriculum record is current and active. The button is not enabled when the graduation application is attached to an awarded degree or when the graduation application is inactive. When a graduation application exists, the button opens SHAGAPP in update mode for that graduation application.

## Use Application Sequencing with Curriculum

Graduation application sequencing works with curriculum records as follows:

- The graduation application must always have an associated curriculum.
- That curriculum must be current and active.
- If none of the student's curriculum records are current, the status of the graduation application must be inactive unless the curriculum has been rolled to outcome (academic history), or the curriculum is an outcome curriculum and the degree has been awarded.

Using the **Replace** button in the Curriculum window automatically changes the graduation application status code to inactive, unless the curriculum was rolled and the associated degree awarded. The **Duplicate** and **Update** buttons prompt the user to copy the graduation application sequence number to the new current application. If the sequence number is not copied, then the application is made inactive. If the curriculum record has been rolled to outcome (academic history) and the associated degree has an awarded status, the sequence number will not be copied to the new curriculum record. You cannot delete a curriculum record if a graduation application exists.

## Replace on SGASTDN

When the graduation application sequence number is populated for an unrolled learner curriculum record, a message is displayed that the graduation application will be inactivated. The user can then choose to continue or cancel the replacement process. If you continue, the new curriculum record is created with the graduation sequence number set to null, and the previous graduation application is made inactive. If you do not continue, the replacement process is cancelled.

The delete process for SGBSTDN uses the SOBCTRL processing that determines if the learner curriculum record with the same term must be deleted. An alert is shown if the SGBSTDN record being deleted is not the last general person record. This allows the user to delete the curriculum record as well as the learner curriculum record, or not. The message *Warning: Curriculum data may exist for term. Review curricula and delete if necessary* displays three buttons: **Delete Learner and Curricula**, **Delete Learner**, and **Show Curricula and Cancel**.

When the **Delete Learner Curriculum** checkbox is checked in the Curriculum Rules window on SOACTRL, the **Delete Learner** button is not displayed in the warning message. The user must select either **Delete Learner and Curricula** or **Show Curricula and Cancel**. When the **Delete Learner and Curricula** button is selected, and one of the existing curriculum records is current for a future SGBSTDN effective term, a warning will be displayed, and the user can cancel the delete action.

You cannot delete an SGBSTDN record if a current curriculum record exists for the term, and it has an unrolled graduation application. If the SGBSTDN record is the last record being deleted, it cannot be deleted if it has any associated curriculum records with unrolled graduation applications (existing graduation application sequence numbers).

## Duplicate and Update on SGASTDN and SFAREGS

When a graduation application sequence of 1 has been created for a learner curriculum in SGASTDN or SFAREGS, using the **Duplicate** button or the **Update** button displays a Copy Graduation Sequence alert window with buttons used to **Copy** the graduation application sequence number to the new current application, **Inactivate** it, or create a **New Priority**. The alert only appears when the graduation application is active, the curriculum has not been rolled, and the curriculum is current and active.

When the **Copy** button is used, the curriculum priority remains the same. The user can change curriculum values (including the priority) and save the changes. The graduation sequence number of 1 can be viewed on the new curriculum record, and the new curriculum data is associated with graduation application sequence of 1. The **Roll to Outcome** button is disabled, but the **Apply to Graduate** button remains enabled, as it can be used to toggle between the Curriculum window and the graduation application data. The **Roll to Outcome** and **Apply to Graduate** buttons are disabled for the previous curriculum record.

When the **Inactivate** button is used, the original graduation sequence 1 for the original curriculum is inactivated (the status in SHAGAPP is set to the system-required, inactive, application status code), and the **Roll to Outcome** and **Apply to Graduate** buttons are not enabled on that curriculum record. The user may edit the curriculum data, but when the changes are saved, no graduation application will be associated with that new record. A new curriculum record can be rolled to outcome (history), or a graduation application can be created manually.

When the **New Priority** button is used, the curriculum priority is increased to the next sequence number based on the SOACTRL rules, and the original graduation application sequence 1 remains active and associated with the original priority 1 curriculum. The user can either roll the curriculum record or submit a new graduation application for the new curriculum priority that has been created.

## Replace, Duplicate, and Update on SHADEGR

The **Replace**, **Duplicate**, and **Update** buttons work differently on SHADEGR than on SGASTDN.

When the **Replace** button is used for an outcome curriculum record that has a graduation application associated with the degree sequence, the new curriculum record will automatically replace the old curriculum record for the graduation application. The outcome delete process will delete the graduation application. If a learner curriculum record exists for a graduation application, the outcome delete process will not delete the graduation application. When an outcome curriculum record is copied, the graduation application sequence number is copied to the new record. This includes processing for the **Update** and **Duplicate** buttons in the Curriculum window.

## Deleting General Student and Degree Records

You can delete a general student record (SGBSTDN) when a graduation application exists for the curriculum, but you cannot delete the curriculum record. You cannot delete a general student record when a current curriculum record has an associated graduation application sequence number and the curriculum record is being deleted.

When a degree or outcome record (SHRDGMR) is deleted, the associated graduation application is also deleted.

## Student Type and Sequence Number

When SHRTYPE is run, the process copies the graduation application sequence number to the new learner curriculum record when the student type is changed. This will not happen if the curriculum record has been rolled to history and the associated degree has been awarded.

## Admissions Decision and Sequence Number

During the admissions decision process, if a graduation application exists, the graduation application is inactivated, unless the curriculum record has been rolled to history and the associated degree has been awarded.

## Student Status and Sequence Number

When the student status is changed on SGASTDN or SHADEGR, the graduation application sequence number is copied to the new curriculum record, unless the curriculum record has been rolled to history and the associated degree has been awarded.

## Purging Curriculum Records with Sequence Numbers

When SOPLCPV is run, curriculum records are not purged if a graduation application sequence number exists and the graduation application record exists. The same is true for the Curriculum API (sb\_curriculum) processing.

## Create a Graduation Application Record

When the learner completes the graduation application and submits it, the data entered is written to the Graduation Application Table (SHBGAPP) and the Graduation Application API (sb\_gradapp). The following data is used to create the record.

Column	Value When Initially Submitted
SHBGAPP_PIDM	PIDM associated with the learner who submitted the graduation application
SHBGAPP_SEQNO	One-up number for the number of graduation applications submitted by the learner
SHBGAPP_ACTIVE_IND	Y (checked)
SHBGAPP_REQUEST_DATE	Date the graduation application was submitted
SHBGAPP_GAST_CODE	Status of the graduation application determined by the graduation application display rule application and the status when submitted
SHBGAPP_GAST_DATE	Date of the application status

<b>Column</b>	<b>Value When Initially Submitted</b>
SHBGAPP_USER_ID	ID of the user who last updated the record
SHBGAPP_ACTIVITY_DATE	System date
SHBGAPP_GADR_CODE	Display rule used when run from self-service
SHBGAPP_GRAD_DATE	Selected graduation date
SHBGAPP_GRAD_TERM_CODE	Selected graduation term code
SHBGAPP_GRAD_ACYR_CODE	Selected graduation year
SHBGAPP_GRAD_ATTEND_CDE	Code used to indicate if the learner plans to attend the graduation ceremony
SHBGAPP_LAST_NAME	Last name to use for the diploma name
SHBGAPP_FIRST_NAME	First name to use for the diploma name
SHBGAPP_MI	Middle name to use for the diploma name
SHBGAPP_NAME_SUFFIX	Suffix to use for the diploma name
SHBGAPP_STREET1	Street line one for the diploma address
SHBGAPP_STREET2	Street line two for the diploma address
SHBGAPP_STREET3	Street line three for the diploma address
SHBGAPP_CITY	City for the diploma address
SHBGAPP_STAT_CODE	State code for the diploma address
SHBGAPP_ZIP	ZIP code for the diploma address
SHBGAPP_NATN_CODE	Nation code for the diploma address
SHBGAPP_TERM_CODE_DETC	VARCHAR2(6)
SHBGAPP_DETC_DETAIL_CODE	VARCHAR2(4)
SHBGAPP_DETC_AMOUNT	NUMBER(12,2)
SHBGAPP_DETC_DESC	VARCHAR2(30)
SHBGAPP_FEE_DATE	DATE
SHBGAPP_TRAN_NUMBER	NUMBER(4)

Column	Value When Initially Submitted
SHBGAPP_WPYO_RECEIPT_NUMBER	NUMBER(8)
SHBGAPP_DATA_ORIGIN	NUMBER(8)

## Create and Update Academic History Records

Degree and diploma records can be created and/or updated during the graduation application process. The process also checks the status codes of graduation applications for curriculum records that are to be archived.

### Degree Records

A degree record (SHRDGMR) can be created automatically when a self-service graduation application is submitted (based on the graduation application display rule) or on demand from SHAGAPP, SGASTDN, or SFAREGS. A degree record can be updated from SHAGAPP using the **Create/Update Degree Record** button. A new degree record is only created when one does not already exist that matches on college, level, degree, and program, or if those curriculum elements match, but a graduation application already exists.

### Diploma Records

A diploma record (SHBDIPL) can be created or updated when the graduation application is submitted (based on the graduation application display rule) or automatically from SHAGAPP. A new diploma record is only created when one does not already exist for the degree sequence.

### Curriculum Archive Records

When an SORLCUR record is moved into the curriculum archives (SORHCUR), if the process detects an active graduation application, the application status will be set to inactive.

## Graduate Student Tracking Procedures

### Graduate Student Tracking Overview

The main components used in the tracking of graduate student information are assistantship, fellowship, and internship information, dual degree data, multiple advisors, committee information, non-course processing, and the academic transcript. Please note that the majority of the forms and processing may be used for all student populations and can accommodate other institutional needs besides tracking the graduate student population.



All of the forms related to this processing are found in either the General Student module in the General Student Menu (\*GSTUDENT) and the Graduate Student Tracking Menu (\*GSTUDENTB), or in the Academic History module in the Committee/Service Information Menu (\*HISTORYE). There are forms which appear in both the General Student and Academic History modules.

## Processing Assistantship, Fellowship, and Internship Information

This processing component of graduate student tracking allows you to record a range of data related to assistantships, fellowships, and internships. The data includes (but is not limited to) such things as effective term range, type, source of funds, stipend, supervisor, tasks, task coordinator, comments, and more. Multiple assistantships, fellowships, and internships may be set up for a person or a student.

The primary form in this component is the Assistantship/Fellowship/Internship Form (SGAASST). The keys to this form include the **ID** (dependent upon an identification record only, which allows information to be recorded for non-students as well as students), **Effective Term**, **Category**, and **Type** fields, all of which are required in the Key Information before entering data in the other sections of the form.

The **Category** field has the hard coded options "A" (Assistantship), "F" (Fellowship), or "I" (Internship). The **Type** field is validated against the Assistantship/Fellowship/Internship Type Validation Form (STVGTYP). Examples of types may include teaching assistantship, arts fellowship, nursing internship, lab assistantship, etc.

The Assistantship/Fellowship/Internship Form (SGAASST) includes two windows of data (Information section of the main window and the Tasks and Comments window). All of the data on the form is from and to term driven; this allows you to capture and track changes over time. In order to make changes to data, the from term in the section of the form must be equal to the effective term in the Key Information (similar to the way changes are made to courses in the Catalog module). In order to track changes and create a new effective term record for any of the information, you must enter the new effective term in the Key Information and then press the Maintenance button or perform a Duplicate Record function in the section of the form where the change is to be made. You may query for all existing records related to a specific assistantship, fellowship, or internship by using the Assistantship/Fellowship/Internship Query Form (SGAASTQ), which is accessed from the Key Information using the **ID** field **Search** feature, and selecting View Existing A/F/I Info (SGASSTQ) from the Option List.

The Comment section of the form allows you to create free format comments related to the assistantship, fellowship, or internship. In addition, there is an **Origin (Code)** (validated against the Originator Code Validation Form (STVORIG)) and an **Origin Date**.

The second form related to assistantship, fellowship, and internship information is the Assistantship/Fellowship/Internship Query Form (SGAASTQ), a stand alone query form that may be accessed from the Key Information of the Assistantship/Fellowship/Internship Information Form (SGAASST) or via the A/F/I Summary item on the Options Menu from

anywhere on SGAASST. SGAASTQ allows you to query for existing assistantship, fellowship, or internship information based upon one or more of the following pieces of data: **Recipient ID, Recipient Name, Term, Category, Type, Status, Program, Catalog Term, Level, Degree, College, Major, and Department.**

In addition, you may view or update the Assistantship/Fellowship/Internship Form (SGAASST) for a specific record by selecting the A/F/I Information item in the Options Menu or performing a Count Query Hits function from the **Recipient ID** field on the Assistantship/Fellowship/Internship Query Form (SGAASTQ).

## Creating Multiple Advisors

This processing component allows you to assign an unlimited number of advisors to a student. The advisor information is effective term driven, allowing you to track and maintain changes to the information over time.

The primary form in this component is the Multiple Advisors Form (SGAADVR). The keys to this form are the **ID** and **Term** fields. **ID, Name** (untitled), and **Advisor Type** (optional) are also entered, as well as the ability to designate an advisor as primary using the **Primary Indicator**. The advisor ID must be set up as a valid advisor on the Faculty/Advisor Information Form (SIAINST). The **Advisor Type** field is validated against the Advisor Type Validation Form (STVADVR), which may include such values as program advisor, peer advisor, athletic advisor, dissertation advisor, etc. The primary advisor is displayed on the Student Course Registration Form (SFAREGS). Therefore, one advisor should always be designated by you as the primary advisor.

The Multiple Advisors Form (SGAADVR) may also be accessed from the General Student Form (SGASTDN). Perform a Duplicate Item function from the **New Term** field of the main window of SGASTDN to view SGAADVR.

## Tracking Dual Degree Information

Dual Degree information (such as JD/MBA) is tracked in the system via the General Student Form (SGASTDN) and the Degrees and Other Formal Awards Form (SHADEGR). The dual degree information may be entered or viewed on either form by selecting the appropriate tab to display the Dual Degree data. The data which may be created for the dual degree includes the **Degree, Level, College, Department, and Major** fields. You may enter any combination of degree and level, as well as college, department, and major. The system does not allow you to enter a level, college, department, or major without a degree. After entering the dual degree information, you may perform an Exit function from the Dual Degree data to return to the General Student Form (SGASTDN) or the Degrees and Other Formal Awards Form (SHADEGR).

Dual Degree information which is created on the General Student Form (SGASTDN) creates dual degree information for that degree record on the Degrees and Other Formal Awards Form (SHADEGR) during the grade roll process, in both the online grade roll or the batch grade roll. Dual degree information is a part of the processing which the system

performs when creating degree records on SHADEGR. If any of the dual degree information is changed through the General Student Form (SGASTDN), the next time the Grade Roll (SHRROLL) is run, the system updates the existing degree record with the new dual degree data on the Degrees and Other Formal Awards Form (SHADEGR). This is similar to the way the system updates (does not create) the existing degree record if primary curriculum major or any secondary curriculum information is changed on the General Student Form (SGASTDN). The system creates a new degree record during the Grade Roll (SHRROLL) on the Degrees and Other Formal Awards Form (SHADEGR), *only* if the level, primary curriculum degree, or primary curriculum college on SGASTDN does not match an existing degree record in academic history.

 **Note**

As a result of the processing described above, schools that use dual degree information for students with existing degree records need to create the dual degree information only on the General Student Form (SGASTDN). The system automatically attaches that information to the existing degree record on the Degrees and Other Formal Awards Form (SHADEGR) for those students during the next grade roll process.

If the student has no remaining grades to be rolled (i.e., the student has already graduated or withdrawn from your institution), or if you want the information to be available immediately, you need to create the dual degree information on both the General Student Form (SGASTDN) and the Degrees and Other Formal Awards Form (SHADEGR). ■

## Setting Up Committee/Service Information

This processing allows you to set up committee or service information which is affiliated with a person (such as a dissertation committee) or that is stand alone, with no person affiliation (such as a long-range planning committee). Committee member information may be tracked. Various query options exist for committee information. In addition, committee information may be printed on a student's transcript at your request.

 **Note**

The Banner Human Resources System makes use of the service aspect of the committee forms. An example of a committee/service type they might use could be a community recycling project. ■

The primary form in this component is the Committee/Service Form (SHACOMI). The key to this form is **Committee/Service Type** field and optionally, the **Associated ID** field. A committee type may be set up without an ID, but an ID may not be set up without a committee type. The **Committee/Service Type** field is validated against the Committee/Service Type Validation Form (STVCOMT) and may include such values as dissertation committee, academic appeals committee, thesis review committee, long range planning committee, or curriculum review committee. The **Transcript Print Switch** may be checked for each committee type created on STVCOMT that you want to print on student transcripts. You may view all existing committees on the Committee/Service Inquiry Form (SHICOMQ) by selecting the Committee/Service Inquiry item from the Options Menu, selecting List Existing Comm/Serv (SHICOMQ) from the Option List for the

**Committee/Service Type** field, or by performing a Count Query Hits function from the Key Information of SHACOMI. The **Associated ID** field is dependent upon an identification record only; therefore, committees may be affiliated with persons outside of the general student population. The Committee/Service Form consists of two windows: the Committee/Service Information window (or main window) and the Committee/Service Comment window.

The Committee/Service Information window allows you to record general information about the committee, to record information about an unlimited number of committee members. The Committee/Service Comments window allows you to record an unlimited number of free format text comments related to the committee.

If the committee is affiliated with a valid student ID on the Committee/Service Form (SHACOMI), it may be set up as a non-course (or part of a non-course) and applied to a degree for a student on the Academic Non-Course Form (SHANCRS). Use the Non-Course Information item in the Options Menu to display the Academic Non-Course Form (SHANCRS). This allows you to record the committee as a non-course (or part of a non-course). You may also give the committee a degree audit non-course requirement code (NCRC) and apply it to a degree for the student.

Committee information may be queried in a variety of ways through the use of three stand-alone query forms: the Committee/Service Inquiry Form (SHICOMQ), the Committee/Service By Person Inquiry Form (SHICMID), and the Committee/Service Member Inquiry Form (SHICMBQ).

- The Committee/Service Inquiry Form (SHICOMQ) allows you to search for existing committees based upon the committee type, person ID or name affiliated with the committee, home college, home department, committee status, date initiated, and dissolved date. Committee member information for all of the committees found in a given query displays on the form in the Committee/Service Members section. As you scroll through the committees displayed after a search is executed, member data changes to correspond with the selected committee. If you perform a Next Block function to the Committee Members section, a greater than sign (>) is placed next to the committee to which the members belong.
- The Committee/Service By Person Inquiry Form (SHICMID) allows you to search for existing committees by the ID of the person or student affiliated with the committee. The form displays information about the committee in the Committee/Service Identification Data section and about the committee members in the Committee/Service Member Data section for the committees retrieved during a given search. As you scroll through the committees displayed after a search is executed, member data changes to correspond with the selected committee. If you perform a Next Block function to the Committee/Service Member Data section, a greater than sign (>) is placed next to the committee to which the members belong.
- The Committee/Service Member Inquiry Form (SHICMBQ) allows you to search for committee members based upon the member ID, member name, role, member status, member college, member department, participation from and to dates, and committee type.

Use the Event Form (SLAEVNT) to create and schedule meetings for the committee(s) on SHACOMI. Select the Schedule Meetings item from the Options Menu to access SLAEVNT. The one-up event number is automatically generated. The **Event Description** appears with the name of the committee. The **Committee or Service Indicator** is populated (checked) by the system, because this event was established through the SHACOMI. This data cannot be updated.

Once on SLAEVNT, use the Schedule item in the Options Menu or a Next Block function from the Event Information to access the Meeting Times window to set up the start and end dates, day of the week, beginning and ending times, building, and room for the committee meeting. Use the Committee/Service Information item in the Options Menu to return to SHACOMI.

## Using Non-Course Processing

Non-Course processing may be set up in conjunction with a student's academic history, while also being connected to degree audit processing. Non-courses may be set up in academic history for any combination of qualifying paper, committee, and academic event. Non-courses may also be applied toward a student's degree record and are displayed in the same manner as courses.

The primary form in this component is the Academic Non-Course Form (SHANCRS). The key to this form is a valid student ID. The form is comprised of the Academic Non-Courses information and the Degree Applied information.

The Academic Non-Courses information allows you to create an unlimited number of non-course records. In addition, every academic non-course which is created here also displays (as an exact match of that information) on the Academic Non-Courses window of the Degrees and Other Formal Awards Form (SHADEGR) for each degree record the student may have. An academic non-course record may be comprised of a combination of data such as paper, committee, and event.

The Degrees Applied information allows you to apply an academic non-course created in the Academic Non-Courses section of the form with an unlimited number of degree records which may exist for the student. If you perform a Next Block function from the Academic Non-Courses information, the system places an asterisk (\*) next to the academic non-course to indicate the record to which the Degree Applied section is connected. You may access the Degree Summary Form (SHADGMQ) using the (**Applied Degree**) **Number** field **Search** feature or by performing a List function. In addition, once you apply an academic non-course to a degree, the system places a check in the **Apply Non-Course Work to Learner Outcome** checkbox for that record in the Non-Course window of the Degrees and Other Formal Awards Form (SHADEGR) for the degree to which it was applied.

This processing functions in a manner similar to the way the system sets the **Applied to Learner Outcome** flag for courses on the Degrees and Other Formal Awards Form (SHADEGR) during the Grade Roll (SHRROLL). You may change the **Apply Non-Course Work to Learner Outcome** to unchecked. If you delete the "degree applied to"

information on the Academic Non-Course Form (SHANCRS), the setting of the **Apply Non-Course Work to Learner Outcome** flag is also removed for that non-course record in the Non-Course window of the Degrees and Other Formal Awards Form (SHADEGR). However, if you change the **Apply Non-Course Work to Learner Outcome** flag from checked to unchecked on a record in the Non-Course window of SHADEGR, the record remains on the form, but the Degree Applied section of SHANCRS no longer contains that information.

In addition to creating non-courses directly on the Academic Non-Course Form (SHANCRS), the same information may be created through accessing the Academic Non-Courses window on either the Committee/Service Form (SHACOMI), the Qualifying Paper Form (SHAQPNO), or the Transcript Events and Comments Form (SHATCMT). Select the Non-Course Information item from the Options Menu or perform a Duplicate Item function from SHAQPNO or SHATCMT to access the Academic Non-Course Form (SHANCRS). Select the Non-Course Information item from the Options Menu to access SHACOMI.

## Associating Academic Transcript With Committees and Events

The student's academic transcript is associated with committee information and academic events for graduate student tracking. Committee information may be printed on the transcript if the **Print on Transcript (Indicator)** on the Committee/Service Form (SHACOMI) is checked for a specific committee *and* the Transcript Type Rules Form (SHATPRT), for the type of transcript being requested, also has the print indicator checked for **Committees**.

Decision and event grade may be printed along with the event on the transcript if the **Transcript Print (Indicator)** on the Academic History Event Code Validation Form (STVEVEN) is checked *and* the Transcript Type Rules Form (SHATPRT), for the type of transcript being requested, also has the print indicators checked for **Academic Events**, **Academic Event Decision** and **Academic Event Grade**.

## Graduate Student Tracking Implementation Instructions

### Create Assistantships, Fellowships, and Internships

Use the following steps to create assistantship, fellowship, and internship information.

1. Create assistantships, fellowships, and internships values on the following validation forms:

STVTASK	Assistantship/Fellowship/Internship Task Validation Form
STVSOFF	Assistantship/Fellowship/Internship Source of Fund Validation Form
STVGSTA	Assistantship/Fellowship/Internship Status Validation Form
STVGTYP	Assistantship/Fellowship/Internship Type Validation Form

2. Create an assistantship for a student on the Assistantship/Fellowship/ Internship Form (SGAASST) by entering the following information.
  - 2.1. Enter data in the **ID, Effective Term, Category, and Type** fields in the Key Information.
  - 2.2. Enter data in the **Status, Supervisor, Source of Funds, FTE, Minimum Course Load, Maximum Course Load, and Required Hours** fields in the A/ F/I Information section of the form.
  - 2.3. Populate the **Degree, Level, College, Major, and Department** fields by selecting the Degree Summary item in the Options Menu or performing a Count Query Hits function to view the student's degree record or records, and perform a Select function on any of the degree records.
  - 2.4. Enter several tasks related to the assistantship in the Task and Comments window. Assign a coordinator who is a faculty member to one of the tasks and a coordinator who is not a faculty member to another task. Leave at least one task with no coordinator assigned to it.
  - 2.5. Enter a multiple line comment with an originator code in the Comment section.
  - 2.6. Save the data you have entered and then perform a Rollback function.
  - 2.7. Enter a new effective term in the Key Information.
  - 2.8. Create a new effective term record in the Information section by pressing the Maintenance button and selecting Copy Information from the Option List or by performing a Duplicate Record function.
  - 2.9. Change one or more pieces of data in the Information section, and then perform a Save function.
3. Perform a query on the Assistantship/Fellowship/Internship Query Form (SGAASTQ) for the assistantship you created.

 **Note**

The two records are displayed, one for each effective term record that you created. ■

4. Select the Assistantship/Fellowship/Internship Information item in the Options Menu or perform a Count Query Hits function on either record to view the assistantship on the Assistantship/Fellowship/Internship Form (SGAASST).

## Create Multiple Advisors

Use the following steps to create multiple advisor information.

1. Create advisor type values on the Advisor Type Validation Form (STVADVR).
2. Create an advisor and an advisor type for a student by either:
  - 2.1. going to the Multiple Advisors Form (SGAADVR) and entering the appropriate data, or
  - 2.2. from the General Student Form (SGASTDN), performing a Duplicate Item function from the **New Term** field to access SGAADVR. Enter an advisor and an advisor type, and designate a primary advisor.
3. Add a second advisor and advisor type on SGAADVR.
4. Perform a Rollback function on SGAADVR, and enter a different term in the Key Information than the term used on the General Student Form (SGASDTN).
5. Press the **Maintenance** button and select Copy Advisor Information from the Option List or perform a Duplicate Record function in the Advisors information, and delete the primary advisor.
6. Perform a Save function, and note the message the system displays regarding the primary advisor.

## Create Dual Degree Data

Use the following steps to create dual degree information.

1. Select the Academic and Graduation Status, Dual Degree tab to display the Dual Degree information to create, view, or update dual degree data.
2. Enter a dual degree and any combination of level, college, department, or major.
3. Exit from the window and perform a Save function.
4. Register the student for a course, grade the course, and roll the grade to academic history.



5. Access the Degrees and Other Formal Awards Form (SHADEGR) for that student, and use the **Degree Sequence** field **Search** feature or perform a List function to access the Degree Summary Form (SHADGMQ).

 **Note**

The **Dual Degree** field is checked for the degree that was included in the Grade Roll (SHRROLL). Perform a Select function with that degree to return to SHADEGR. ■

6. On SHADEGR, select the Dual Degree tab to display the Dual Degree window to create, view, or edit the dual degree information.

 **Note**

Any changes made to the information here will not affect the dual degree information which may exist on the General Student Form (SGASTDN). ■

## Create Committee/Service Information

Use the following steps to create committee/service information.

 **Note**

The Banner Human Resources System makes use of the service aspect of the committee forms. An example of a committee/service type they might use could be a community recycling project. ■

1. Create committee/service status, type, and member values on the following validation forms:

STVCOMS      Committee/Service Status Validation Form

STVCOMT      Committee/Service Type Validation Form

**Note:** Also set the **Transcript Print** switch for each type created on STVCOMT.

STVCOMF      Committee Member Role/Function Validation Form

2. Create a committee/service on the Committee/Service Form (SHACOMI) which is affiliated with a student.

 **Note**

Committees may also be affiliated with non-students or may be created as stand alone. ■

3. Enter a committee/service type and student ID in the Key Information.

4. Enter the following committee/service information.
  - 4.1. Assign a status to the committee in the Committee/Service Information section.
  - 4.2. Populate the **Home College** and **Home Department** fields on SHACOMI by selecting the General Student Summary item from the Options Menu. When you have accessed the General Student Summary Form (SGASTDQ), perform a Select function on any one of the records queried.

 **Note**

The college and department are not required to match those on the general student record. ■

- 4.3. Create two or more committee members in the Committee/Service Members section, and assign a role and status to each.
- 4.4. Create at least one member through use of the Available Faculty By Term Query Form (SOAFVQ) by selecting the Available Faculty By Term item from the Options Menu and then performing a Select function on any of the faculty members queried who has either a college or department or both displayed.

 **Note**

The system will also bring back the college and department for the committee member. ■

- 4.5. Create a multiple line comment in the Committee/Service Comments window for the committee.
5. Create a stand alone committee in the Key Information that does not have an ID affiliated with it.
6. Access the Committee/Service Inquiry Form (SHICOMQ) by selecting List Existing Comm/Serv (SHACOMI) from the Option List or by performing a Count Query Hits function from either the **Committee/Service Type** field or the **Associated ID** field in the Key Information of the Committee/Service Form (SHACOMI).
7. Access the Committee/Service By Person Inquiry Form (SHICMID) by entering the selection from the Committee/Service Information Menu (\*AHISTORYE), which is a submenu on the Academic History Menu (\*AHISTORY) or selecting the Committee/Service By Person Inquiry item from the Options Menu on SHACOMI.
8. Access the Committee/Service Member Inquiry Form (SHICMBQ) by selecting the Committee/Service Member Inquiry item from the Options Menu on SHACOMI.

 **Note**

All of the query forms for committees are stand alone query forms. ■

9. Access the Committee/Service Form (SHACOMI) for the committee and ID you created. Select the Non-Course Information item in the Options Menu to display the

Academic Non-Course Form (SHANCRS) to create, view, or edit academic non-course information related to the committee.

**10.** Schedule a meeting for your committee using SLAEVNT.

- 10.1.** Access SLAEVNT by selecting the Schedule Meetings item in the Options Menu, to create and schedule meetings for the committee.

The one-up event number is automatically generated. The **(Event) Description** appears with the name of the committee. The **Committee/Service Indicator** is populated by the system because this event was established through the SHACOMI. This data cannot be updated.

- 10.2.** Use the Schedule item in the Options Menu or a Next Block function from the Event Information to access the Meeting Times window to set up the start and end dates, day of the week, beginning and ending times, building, and room for the committee meeting.

## Create Non-Course Information

Use the following steps to create non-course information.

1. Set up a student with at least one degree record on the Degrees and Other Formal Awards Form (SHADEGR).
2. Access the Committee/Service Form (SHACOMI) to enter the committee/service type and associated ID for the student created in Step 1.
3. From within the Committee/Service Information section, select the Non-Course Information item from the Options Menu to display the Academic Non-Course Form (SHANCRS) to create, view, or edit academic non-courses.

 **Note**

The committee type from the Committee/Service Form displays. ■

4. An academic non-course may be comprised of any combination of the fields displayed in SHANCRS. Along with the committee, enter a complete-by date and a status code. Save the data, and exit back to the Committee/Service Form (SHACOMI).
5. Access the Qualifying Papers Form (SHAQPNO), and enter the same student ID as was used for the committee information. Create a qualifying paper for the student. Save the data, and select the Non-Course Information item from the Options Menu or perform a Duplicate Item function to display SHANCRS for entering non-course data.

 **Note**

The paper number you just created is displayed. ■

6. Enter a CAPP non-course requirement code along with the paper. Also, enter a status (choose a status which signifies "satisfied"), and perform a Save function.
7. Perform a Next Block function to the Degree Applied section of SHANCRS. Use the **Number field Search** feature or perform a List function to access the student's Degree Summary Form (SHADGMQ). Perform a Select function on the student's degree record queried. Save your data.
8. Access the Academic Non-Course Form (SHANCRS), and enter the student's ID. Perform a Next Block function.

 **Note**

The information which you created through using SHANCRS from the Committee/Service Form (SHACOMI) and the Qualifying Paper Form (SHAQPNO) is recorded here. You may also add, change, or delete academic non-course information using this form. ■

9. Access the Degrees and Other Formal Awards Form (SHADEGR) for the student you have been using. Enter the degree number to which you applied the qualifying paper non-course. Use the Non Course Work tab to access the Non-Course window.

 **Note**

Both the academic non-course records you created (the paper and the committee) display here, and the paper has the **Apply Non-Course Work to Learner Outcome** box checked. ■

10. Access the Transcript Events and Comments Form (SHATCMT), and enter the student's ID and level. Create an event in the Academic Events section. Enter a decision and a grade for the event, and save your data.

 **Note**

Academic non-course processing may also be accomplished from this form as well, by selecting the Academic Non-Course Information item in the Options Menu or by performing a Duplicate Item function. ■

## Academic History Reports

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This section includes a sample of each report in the Academic History module. Parameter definitions have also been provided for your convenience.

The following reports are run through the Academic History module:

Grade Roll Process	(SHRROLL)
Calculate GPA Conversion Process	(SHRCONV)
Calculate GPA Report	(SHRCGPA)
GPA Recalculation Report	(SHRGPAC)

Calculate Academic Standing Report	(SHRASTD)
Repeat/Equivalent Course Check Report	(SHRRPTS)
Grade Mailer Report	(SHRGRDE)
Student Type Update Report	(SHRTYPE)
Transcript Population Creation Process	(SHRTPOP)
Academic Transcript	(SHRTRTC)
Academic Transcript Request Purge	(SHPTRTC)
Degree Status Update Report	(SHRDEGS)
Commencement Report	(SHRCOMM)
Commencement Attendance Report	(SHRCATT)
Transfer Equivalency Catalog	(SHRTECA)
Transfer Equivalency Worksheet	(SHRTAEQ)
Transfer Articulation Purge	(SHPTAEQ)
IPEDS First Time Residency Report	(SHRIRES)
IPEDS Total Activity Report	(SHRIACT)
IPEDS Completion Report	(SHRICIP)
IPEDS File Generation Process	(SHRIPDS)
IPEDS Enrollment Summary Age Analysis	(SHRIAGE)
IPEDS Enrollment Summary Racial/Ethnic Status	(SHRIETH)
Graduation Rate Survey Report	(SHRIGRS)
Electronic Data Interchange Reconciliation	(SHREDIR)
Electronic Data Interchange Institutions	(SHREDII)
Electronic Transcript Upload Purge Process	(SHRETRP)
Upload of EDI Transcript	(SHREDIP)
Electronic Data Interchange Extract	(SHREDIY)
Degree Verification Process	(SHRDEGV)
Progress Evaluation Process	(SHRPREV)
PESC/XML Transcript Export Process	(SHRPESE)
PESC/XML Transcript Import Process	(SHRPESI)
Transfer Catalog Data Import Process	(SHRTCIM)
Incomplete Grade Process	(SHRCINC)
Roll Learner to Outcome Process	(SHRROUT)



# Grade Roll to Academic History (SHRROLL)

## Description

This process is used to roll grades entered in Registration through the Class Roster Form (SFASLST) and the Attendance Roster Form (SFAALST) or online through Banner Faculty and Advisor Self Service into Academic History. (Grades may also be rolled online via SFASLST and SFAALST). The grade roll creates a term header record in academic history and copies courses from registration into the Term Course Maintenance Form (SHAINST). The process also populates the term header record with the student centric period when the record is created during the roll process and the student has a student centric period associated with the term or a cycle designator in effect for the term.

## Grade Roll and Degree Records

The grade roll will create a degree record in academic history with a status of *SO* for sought, (a system-required value on STVDEGS), if no degree record already exists. The learner curriculum that is active for the term associated with the graded courses that are being rolled will become the sought outcome curriculum for the newly created degree record.

- If a degree record already exists with the status of *SO* for sought or *PN* for pending (*PN* is also a system-required value on STVDEGS), and the student's learner curriculum (program, degree, level, and college) for the term in which the courses are registered, graded, and to be rolled matches the existing curriculum on the degree record with the status of *SO* or *PN*, the courses will be rolled into that existing, matching degree record.
- If the program, degree, level, and college in the learner and outcome curriculum records match, but the campus or active field of study data in the term being rolled differ, a new degree record will be created that includes the changed or new campus and field of study information.
- If the program, degree, level, and college are the same, but the major is different, the major on the existing degree record is updated to reflect the change in major information.
- If a degree record exists with the status of *SO* or *PN*, and the student's learner curriculum for the term in which the registered and graded courses to be rolled does not match the existing, active outcome curriculum values of program, degree, level, and college, a new degree record with status of *SO* will be created with the new curriculum information from the term being rolled.
- If a degree record exists with the status that of *AW* for awarded, and additional courses are then graded and rolled, a new degree record with a status of *SO* will be created using the active learner curriculum, even if all curriculum information matches that of the awarded degree.

## Grade Roll and the Curriculum Roll Indicator

The Roll Indicator (SORLCUR\_ROLL\_IND) on SORLCUR (**Roll Learner** radio group on SOILCUR) is only applicable to the General Student (Learner) module. Therefore, the **Roll Learner** radio group on SGASTDN and SFAREGS should be used to set the value of the Roll Indicator and to designate which learner curriculum records are to be rolled to history (outcome).

When the curriculum is rolled, the outcome record is created (SHADEGR), and the learner curriculum inserted for the outcome. A new outcome is not created if a previous outcome exists that has not been awarded and has a curriculum record with the same level, degree, college, and program. In this case, the curriculum is rolled to the existing outcome.

The **Roll Learner** radio group choices on SOILCUR are *Yes*, *No*, or *Default*. The default value originates first from the setting of the **Primary (Indicator)** or the **Secondary (Indicator)** on SOACURR. If a curriculum has not been defined, the default value then originates from the **Create or Update Outcome Record with Primary Learner Curriculum** radio group or the **Create or Update Outcome Record with Secondary Learner Curricula** radio group on SOACTRL.

- Select *Yes* to roll the learner record to academic history (outcome).
- Select *No* to not roll the learner record.
- Select *Default* to use the curriculum rules defined on SOACURR (**Primary** or **Secondary** checkboxes) and SOACTRL (**Create or Update Outcome Record with Primary Learner Curriculum** radio group or **Create or Update Outcome Record with Secondary Learner Curricula** radio group).



### Note

All non-learner modules (Recruiting, Admissions, Academic History) will display a value of *No* in this field. ■

## Grade Roll and Section Dates

Section start and end dates are rolled to academic history when an enrollment is rolled, regardless of whether the section is a CEU section.

When information is rolled to academic history either online using the Class Roster Form (SFASLST) or the Class Attendance Roster Form (SFAALST) or in batch using the Grade Roll to Academic History (SHRROLL), the section start and end dates are rolled.



- If the schedule type of the section permits assignment of a CRN to a co-op activity, and the CRN is assigned to a co-op for the term, the start and end dates for the co-op are rolled.
- If no co-op exists or the section's type does not permit the assignment of a CRN to a co-op activity, then the section dates are rolled.

### Grade Roll and Components/Sub-components

The process will only roll components and sub-components when there is no value for the grade date. The grade update restrictions also apply to components and sub-components.

When a final grade is entered against an individual registration record, the grade date (SFRSTCR\_GRDE\_DATE) is not, as yet, updated. When SHRROLL is run in batch mode, those registration records containing a value in the **Final Grade** field (SFRSTCR\_GRDE\_CODE) and no value in the **(Grade) Date** are rolled to academic history. The existence of a date in this field prevents the batch grade roll process from performing any subsequent rolls to academic history. The presence of this date also prevents the final grade from being updated in either SFASLST or SFAALST.

The same grade update restriction is required for component and sub-component marks. Therefore, when the registration is rolled, the same date that is entered in the registration date field is also used to populate the roll date in the SHRMRKS, SHRCMRK, and SHRSMRK tables for the applicable student.

### Grade Roll and Open Learning Courses/Part-of-Term

The start from and to dates are used to select all registration records in a range. For traditional courses (which are assigned to a part-of-term), the part-of-term start date associated with the section is used to determine inclusion. For open learning courses, the start date of the original SFRAREG record for the student is used.

If you need to isolate a portion of a term for roll processing, enter either a valid term or a wildcard (%) to search all terms. The wildcard feature is only permitted if start from and to dates are also entered. In this instance, only registration records in a particular term matching the date range entered would be rolled.

Also, if a specific part-of-term is entered, records meeting the date requirements are rolled. A valid term must be entered in order to also have the associated part-of-term.

Term	Part-of-Term	Date Range	Results
Fall 2002			All graded registration records for the Fall 2002 term would be rolled.
Fall 2002	1		All graded registration records for the Fall 2002 term for sections assigned a part-of-term code of 1 would be rolled.
Fall 2002	%	01-SEP-2002 to 30-NOV-2002	All graded registration records with a registration start date between the date range (inclusive), for the Fall 2002 term, would be rolled.
%	1	01-SEP-2002 to 30-NOV-2002	Not permitted.
Fall 2002	1	01-SEP-2002 to 30-NOV-2002	All graded registration records for the Fall 2002 term for sections assigned a part-of-term code of 1 with a registration start date between the date range (inclusive) would be rolled.
%	%	01-SEP-2002 to 30-NOV-2002	All graded registration records with a registration start date between the date range (inclusive) would be rolled.

Open learning information is rolled from SFRAREG to SHRTCKN for the number of extensions processed for a registration record, the original start date from the first SFRAREG record, and the most recent expected completion date. The instructor assignment from the SFRAREG record is rolled and is displayed in the Instructor Information block on SHATCKN.

## How Degree Attributes Move from Catalog to Academic History

1. Degree attributes are entered in the Catalog module (SCADETL).
2. A new schedule record is created in the Class Schedule module, and the catalog attributes populate the schedule attributes (SSADETL).

 **Note**

This is the reason that degree attributes exist on the catalog record, so they can be defaulted into the schedule record. ■

3. A student registers for the section, and the section is graded and rolled to history.
4. For the first student that is rolled in the section, the schedule degree attributes are used to populate the history degree attributes (SHRATTC).
5. The History Course Section Attribute Table (SHRATTR), which is used in CAPP, is populated from SHRATTC.
6. Other students register for the section and have grades rolled. The contents of SHRATTC are used to populate the student's degree attributes.
7. You can view the rolled section degree attributes (SHRATTC) on SHADEGR and SHATCKN, although they are not updateable.
8. To customize the degree attributes on a student's record (SHRATTR), you can insert and/or delete data from the SHRATTR block.

Parameters	Name	Required?	Description	Values
	Term Code	Yes	Enter the term code representing the term for which grades are to be rolled.	Term Code Validation Form (STVTERM)
	Start From Date	No	Enter the registration start range from date for the records to be rolled.	
	Start To Date	No	Enter the registration start range to date for the records to be rolled.	

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	Part of Term Code	Yes	Enter the code representing the part of term for which grades are to be rolled. Multiple values allowed. Enter % for all parts-of-term.	Part of Term Code Validation Form (STVPTRM)
	Course Reference Number	Yes	Enter the CRN of the course(s) for which grades are to be rolled. Multiple values allowed. Enter % for all courses.	
	User ID	Yes	When grades are rolled into academic history, each entry for each student is associated with the user ID responsible for the roll. Enter that user ID.	
	Report Mode	Yes	Audit mode does not update the database (as Update mode does), and is useful for identifying errors which can then be corrected for a roll in Update mode which does update the database.  <b>Note:</b> When Audit mode is used, a list of errors can be included in the output. If errors occur when Update mode is used, only the records for students with errors may not be completed by the process. API errors are listed as <i>APIERR</i> , a record type on SOTPRNT.	A Audit U Update
	Print Selection	Yes	<i>All</i> will print all grades rolled in the Control Report, and <i>Error</i> will print only those grades which did not roll due to errors.  <b>Note:</b> An error will be generated if the substitute grade information is not correctly established on the database.	A All E Error
	Grade Term	No	Enter the term in which the course was graded.	Term Code Validation Form (STVTERM)
	Roll Long Section Title	Yes	Enter <i>Y</i> to roll the long section title from the syllabus or <i>N</i> to not roll the long section title. The default is <i>N</i> .	Y Roll long section title N Do not roll long section title

## Report Sample—Grade Roll to Academic History Report (SHRROLL)

*This sample shows the results in Update Mode.*

05-MAR-2010 12:18:30 PM 200830 Summer 200820	BANNER System Test Grade Roll To Academic History	PAGE 1 SHRROLL																																																
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">30002</th> <th style="text-align: left;">1</th> <th style="text-align: left;">ACCT 100</th> <th style="text-align: left;">Accounting 100</th> <th style="text-align: left;">Rolled to Academic History</th> <th style="text-align: left;">Degree</th> <th style="text-align: left;">Levl</th> <th style="text-align: left;">Coll</th> <th style="text-align: left;">Majr</th> <th style="text-align: left;">Seq</th> <th style="text-align: left;">Cmp</th> <th style="text-align: left;">Pgm</th> </tr> </thead> <tbody> <tr> <td>A00022059</td> <td></td> <td>Abrams, Amy</td> <td></td> <td></td> <td>AS</td> <td>UG</td> <td>BU</td> <td>ACCT</td> <td>1</td> <td></td> <td>ABA-ACCT</td> </tr> </tbody> </table>			30002	1	ACCT 100	Accounting 100	Rolled to Academic History	Degree	Levl	Coll	Majr	Seq	Cmp	Pgm	A00022059		Abrams, Amy			AS	UG	BU	ACCT	1		ABA-ACCT																								
30002	1	ACCT 100	Accounting 100	Rolled to Academic History	Degree	Levl	Coll	Majr	Seq	Cmp	Pgm																																							
A00022059		Abrams, Amy			AS	UG	BU	ACCT	1		ABA-ACCT																																							
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">30003</th> <th style="text-align: left;">1</th> <th style="text-align: left;">ANTH 100</th> <th style="text-align: left;">Anthropology 100</th> <th style="text-align: left;">Rolled to Academic History</th> <th style="text-align: left;">Degree</th> <th style="text-align: left;">Levl</th> <th style="text-align: left;">Coll</th> <th style="text-align: left;">Majr</th> <th style="text-align: left;">Seq</th> <th style="text-align: left;">Cmp</th> <th style="text-align: left;">Pgm</th> </tr> </thead> <tbody> <tr> <td>A00022057</td> <td></td> <td>Donner, Fred</td> <td></td> <td></td> <td>BA</td> <td>UG</td> <td>AS</td> <td>ANTH</td> <td>1</td> <td>M</td> <td>BA-ANTHRO</td> </tr> </tbody> </table>			30003	1	ANTH 100	Anthropology 100	Rolled to Academic History	Degree	Levl	Coll	Majr	Seq	Cmp	Pgm	A00022057		Donner, Fred			BA	UG	AS	ANTH	1	M	BA-ANTHRO																								
30003	1	ANTH 100	Anthropology 100	Rolled to Academic History	Degree	Levl	Coll	Majr	Seq	Cmp	Pgm																																							
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30005	1	ANTH 200	Anthropology 200	Rolled to Academic History	Degree	Levl	Coll	Majr	Seq	Cmp	Pgm																																							
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A00022063		Rogers, Tim			AS	UG	BU	ACCT	1		ABA-ACCT																																							
A00022065		Waters, Camill			AS	UG	BU	ACCT	1		ABA-ACCT																																							

05-MAR-2010 12:18:30 PM	BANNER System Test Grade Roll To Academic History	PAGE 2 SHRROLL
* * * REPORT CONTROL INFORMATION - SHRROLL - Release 8.4 * * *		
<p>Term: 200830          Start Range From Date:          Start Range To Date:          Part-of-Term Code : %          Course Reference Number : %          Current User: systest19          Report Mode: U          Print Selection: A          Grade Term: 200830          Roll Long Section Title: N</p> <p>RECORD COUNT: 5</p>		

## Calculate GPA Conversion Process (SHRCONV)

**Description** This process is used to calculate and store the campus GPAs by term and the level of the students. It should be run before any of the other GPA calculation processes are executed. Academic History tables will be locked in exclusive mode to prevent problems from occurring while the process is running. Be certain no users are accessing Academic History before running this job. Due to the calculation of GPAs for all students in Academic History, this job may run for several hours.

No parameters are used with this process. The process is always run in Update Mode, and the GPAs are updated.

## Report Sample—Calculate GPA Conversion Process (SHRCONV)

22-SEP-1999 11:35:17	Campus GPA Conversion Process	PAGE 1 SHRCONV
<u>ID</u>	<u>Name</u>	<u>Term</u>
208000001	Scott, Walter	198901
208000001	Scott, Walter	199001
208000001	Scott, Walter	199101
208000001	Scott, Walter	199201
208000001	Scott, Walter	199301
208000001	Scott, Walter	199401
208000002	Morgan, Denise	199001
208000002	Morgan, Denise	199002
208000002	Morgan, Denise	199101
208000002	Morgan, Denise	199201
208000002	Morgan, Denise	199202
208000002	Morgan, Denise	199301
208000003	Sanchez, Ronald	199001
208000003	Sanchez, Ronald	199201
208000003	Sanchez, Ronald	199301
208000004	Montgomery, Mary	199201
208000004	Montgomery, Mary	199301
208000005	Hogan, Jonathon	199001
208000005	Hogan, Jonathon	199101
208000005	Hogan, Jonathon	199301
208000006	White, Jeanne	199301
208000007	Phillips, Jerry	198001
208000007	Phillips, Jerry	198002
208000007	Phillips, Jerry	198901
208000007	Phillips, Jerry	199101
208000007	Phillips, Jerry	199301
208000008	Douglas, Richard	199101
208000008	Douglas, Richard	199102
208000008	Douglas, Richard	199201
208000008	Douglas, Richard	199301
208000009	Patterson, Dawn	199001
208000009	Patterson, Dawn	199301
222000005	Johnson, Michael	199101
222000005	Johnson, Michael	199301
208000041	Mead, Elizabeth	198902
208000041	Mead, Elizabeth	199301
208000012	Jones, James	198902
208000012	Jones, James	199301
208000013	McCloud, Jayne	198902

22-SEP-1999 11:35:17	Campus GPA Conversion Process	PAGE 8 SHRCONV
* * * REPORT CONTROL INFORMATION - SHRCONV - Release 4.1 * * *		
RPTNAME: SHRCONV		
Students/Term processed: 356		

## Calculate GPA Report (SHRCGPA)

**Description** This process is used to calculate the GPA for the selected term and group of students. You can use population selection or you can select all students for the term, students whose histories have been rolled, or students whose information has been fed to a collector file. The process also calculates a student's GPA by student centric period, level, and type (institutional, transfer credit, and overall) for terms that are part of a student centric period.

Parameters	Name	Required?	Description	Values
	Term	Yes	Enter the code representing the term for which the report is to be run.	Term Code Validation Form (STVTERM)
	Select All, Rolled, or Collector	Yes	Enter <i>A</i> to select all the students from the term, <i>R</i> to select only those students whose academic histories have been rolled, or <i>C</i> to select those students whose information has been fed to a collector file.	A All R Rolled C Collector
	Selection Identifier	No	Enter the code that identifies the population with which you wish to work. The selection identifier must be defined on the Population Selection Definition Rules Form (GLRSLCT). All or none of the population selection parameters must be entered.	Population Selection Inquiry Form (GLISLCT)
	Application Code	No	Enter the code that identifies the general area for which the selection identifier was defined. All or none of the population selection parameters must be entered.  The Population Selection Extract Inquiry Form (GLIEXTR) may be used to review the people who will be processed in the load from the selection identifier and application code entered.	Application Inquiry Form (GLIAPPL)
	Creator ID	No	Enter the user ID of the person who created the population rules. All or none of the population selection parameters must be entered.	



## Report Sample—Calculate GPA Process (SHRCGPA)

27-OCT-1992 15:01:24  
199401

Banner University  
Calculate GPA

PAGE 1  
SHRCGPA

\* \* \* REPORT CONTROL INFORMATION - SHRCGPA - Release 2.1.5 \* \* \*

SELECTION IDENTIFIER: SHRCGPA199401  
APPLICATION CODE: SHRCGPA  
CREATOR ID: SAISMNT  
TERM: 199401  
SELECT (A)ll OR (R)olled OR (C)ollector: A  
  
RECORD COUNT: 15

## GPA Recalculation Report (SHRGPAC)

**Description** This process is used to recalculate the GPA for all terms for each student. When terms have been recalculated, then all levels for each student are recalculated. Students may be selected for GPA recalculation using one of three methods:

- The user has previously created a population selection file.
- The user enters a term, and if no population selection file exists, and the user does not select individual students, all students enrolled in the term will be processed.
- The user will be prompted for individual student IDs.

The process also recalculates a student's GPA by student centric period, level, and type (institutional, transfer credit, and overall) for terms that are part of a student centric period.

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	Process Term	Yes	Enter the code representing the term for which the report is to be run.	Term Code Validation Form (STVTERM)
	Student ID	No	Enter the student IDs which are to be processed for recalculation.	
	Selection Identifier	No	Enter the code that identifies the population with which you wish to work. The selection identifier must be defined on the Population Selection Definition Rules Form (GLRSLCT). All or none of the population selection parameters must be entered.	Population Selection Inquiry Form (GLISLCT)
	Application Code	No	Enter the code that identifies the general area for which the selection identifier was defined. All or none of the population selection parameters must be entered.  The Population Selection Extract Inquiry Form (GLIEXTR) may be used to review the people who will be processed in the load from the selection identifier and application code entered.	Application Inquiry Form (GLIAPPL)

Parameters	Name	Required?	Description	Values
	Creator ID	No	Enter the user ID of the person who created the population rules. All or none of the population selection parameters must be entered.	
	Audit Trail Report Request	No	Enter Y to request the production of an audit trail report.	

### Report Sample—GPA Recalculation Report Process (SHRGPA)

12-MAR-2010 10:27:50 AM 200810		Ban Sys Tst Calculate GPA				PAGE 1 SHRGPA		
NAME	ID	LEVEL	TERM/PERIOD	CAMP	ATTEMPT/EARNED	PASSED/GPA-HRS	QUAL-PTS/GPA	
Kenton, Clarice	A00022070	TERM----	UG 200910	N/A	12.000	12.000	33.00000	
			UG 200860	N/A	12.000	12.000	2.750	
			UG 200830	N/A	12.000	12.000	36.00000	
			UG 200820	N/A	13.000	13.000	3.000	
			UG 200810	N/A	13.000	13.000	37.00000	
					13.000	13.000	2.846	
					13.000	13.000	34.00000	
					13.000	13.000	2.615	
					13.000	13.000	35.00000	
					13.000	13.000	2.692	
			LEVL----	UG N/A	N/A	63.000	63.000	175.00000
						63.000	63.000	2.777
			CAMP----	UG 200910	M	12.000	12.000	33.00000
						12.000	12.000	2.750
						12.000	12.000	36.00000
						12.000	12.000	3.000
						13.000	13.000	37.00000
						13.000	13.000	2.846
						13.000	13.000	34.00000
						13.000	13.000	2.615
						13.000	13.000	35.00000
						13.000	13.000	2.692
			LEVL---	UG N/A	M	63.000	63.000	175.00000
						63.000	63.000	2.777
	PERIOD-->	UG 2009A	N/A	12.000	12.000	33.00000		
				12.000	12.000	2.750		
				12.000	12.000	36.00000		
				12.000	12.000	3.000		
				13.000	13.000	37.00000		
				13.000	13.000	2.846		
				26.000	26.000	69.00000		
				26.000	26.000	2.653		

24-FEB-20010 12:40:04  
199810

BANNER University  
Calculate GPA

PAGE 2  
SHRGPAC

NAME	ID	LEVEL	TERM	CAMP	ATTEMPT/EARNED	PASSED/GPA-HRS	QUAL-PTS/GPA	
Nelson, Mary Ann	210009507	TERM---->	UG	199520	N/A	17.000	17.000	45.00
			UG	199510	N/A	17.000	17.000	2.65
			UG	199510	N/A	14.000	14.000	46.00
			UG	199510	N/A	14.000	14.000	3.29
		LEVL---->	UG	N/A	N/A	31.000	31.000	91.00
			UG	N/A	N/A	31.000	31.000	2.94
		CAMP---->	UG	199520	M	17.000	17.000	45.00
			UG	199510	M	17.000	17.000	2.65
			UG	199510	M	0.000	0.000	0.00
			UG	199510	M	0.000	0.000	0.00
Terry, Skip	210009508	LEVL--->	UG	N/A	M	17.000	17.000	45.00
			UG	N/A	M	17.000	17.000	2.65
		TERM---->	UG	200010	N/A	12.000	12.000	48.00
			UG	199520	N/A	12.000	12.000	4.00
			UG	199510	N/A	14.000	14.000	37.00
			UG	199510	N/A	14.000	14.000	2.64
			UG	199510	N/A	14.000	14.000	43.00
		LEVL---->	UG	N/A	N/A	14.000	14.000	3.07
			UG	N/A	N/A	40.000	40.000	128.00
			UG	N/A	N/A	40.000	40.000	3.20
Terry, Skip	210009508	CAMP---->	UG	200010	M	12.000	12.000	48.00
			UG	200010	M	12.000	12.000	4.00
			UG	199520	M	14.000	14.000	37.00
			UG	199520	M	14.000	14.000	2.64
			UG	199510	M	14.000	14.000	43.00
			UG	199510	M	14.000	14.000	3.07
		LEVL--->	UG	N/A	M	14.000	14.000	43.00
			UG	N/A	M	40.000	40.000	128.00
			UG	N/A	M	40.000	40.000	3.20
			UG	N/A	M	40.000	40.000	3.20

12-MAR-2010 10:27:50 AM  
200810

Ban Sys Tst  
Calculate GPA

PAGE 2  
SHRGPAC

\* \* \* REPORT CONTROL INFORMATION - SHRGPAC - Release 8.4 \* \* \*

SELECTION IDENTIFIER:  
APPLICATION CODE:  
CREATOR ID:  
TERM: 200810  
ID NUMBER: A00022070

STUDENTS PROCESSED: 1

## Calculate Academic Standing Report (SHRASTD)

**Description** This process is used to calculate the academic standing for the selected term and group of students. You should run this process after the Repeat/Equivalent Course Check Report (SHRRPTS) but before the Grade Mailer Report (SHRGRDE). Records are selected and processed for the term requested for students having an SHRGCOL record.

The academic standing process uses a student's "displayed" GPA rather than the "stored" GPA when determining their academic standing. For example, if a student's GPA is calculated to be 1.987821, that is the value that will be stored. However, if the institution's GPA display rules are set up to round the GPA to three digits, the displayed GPA would be 2.000, and that is the value the SHRASTD process will use to evaluate the student's academic standing.

When running the report to calculate either academic standing or Dean's List standing, only that status which has been selected to be calculated will be updated. If both academic standing and Dean's List standing are to be calculated, both will be updated. To update minimum/maximum hours, academic standing must also be updated. To calculate minimum/maximum registration hours, the Calculate Academic Standing parameter must also be set to *Y*. The students are selected for this report *only* if the record exists on the Grade Mailer Status/Error Correction Form (SHAGCOL).

The process also calculates academic standing by student centric period for students with an active student centric period for the term. The student is considered to have an active student centric period for the term when the **Student Centric Period** field on SHAINST (or the column in the SHRTTRM table) has a valid value. The Academic Difficulty Rules by Student Centric Period window on SHAACST is used to maintain academic standing hours and GPA rules by student centric period.

When academic standing is evaluated for the student for the final term of the student centric period, the new standing is based on the institutional hours and GPA from all the terms associated with the student centric period. When academic standing is evaluated for the student for an earlier term in the student centric period, the most recent, previous academic standing calculated before the student centric period will be assigned as the new standing.

For a student, for all terms prior to the final term in a student centric period, the academic standing is rolled forward from the student's most recent term that is prior to the start of the current student centric period. This permits registration restrictions and maximum hours calculations to remain in effect throughout the student centric period. When a student who has an active student centric period does not enroll in the final term of the student centric period, and academic standing is calculated for the final term, the student's standing is evaluated based on

the student centric period GPA totals, but the academic standing is stored in the highest or maximum existing term header record for the student centric period.



**Note**

When a student does not have an active student centric period assigned, the existing term-based rules from SHAACST are used for the evaluation of academic standing. ■

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	Term	Yes	Enter the code representing the term for which the report is to be run.	Term Code Validation Form (STVTERM)
	Update Academic Standing	Yes	Do you want the academic standing to be calculated/ updated?	Y Calculate academic standing N Do not calculate academic standing
	Update Dean's List Standing	Yes	Do you want the Dean's List standing calculated/ updated?	Y Calculate Dean's List standing N Do not calculate Dean's List standing
	Audit/Update Mode	Yes	A or audit mode will print a report of the calculated academic standings, without actually updating the database. U or update mode will update records with the new standing.	A Audit U Update
	Calculate Min/Max Registration Hrs	Yes	Enter Y to compare the hours for the new academic standing codes to existing future registration. Enter N when no checking is needed.	Y Compare hours N No checking
	Pre-registration Future Term	No	Enter the future term registration to be compared to the new academic standing minimum/maximum registration hours.	Term Code Validation Form (STVTERM)

Parameters	Name	Required?	Description	Values
	Min/Maximum Hours Update/Audit	No	<p>Enter <i>U</i> to update the future term to the new minimum/maximum hours. Enter <i>A</i> to print an audit report of the updated minimum/maximum hours, without actually updating the database.</p> <p>The Audit/Update Mode parameter must also be set to <i>U</i> for update, if this parameter is set to <i>U</i> for update.</p>	<p><i>U</i> Update future term</p> <p><i>A</i> Audit updated hours</p>
	Update 'USER' Source New Value	Yes	<p>Enter <i>Y</i> to override minimum/maximum hours, or <i>N</i> to not override minimum/maximum hours when the existing source for the hours from SFAMHRS is <i>USER</i>.</p>	<p><i>Y</i> Override minimum/maximum hours</p> <p><i>N</i> Do not override minimum/maximum hours for source <i>USER</i></p>
	Process by Student Period	Yes	<p>Enter <i>Y</i> to calculate the academic standing for student centric periods or <i>N</i> to not calculate the academic standing. The default is <i>N</i>.</p> <ul style="list-style-type: none"> <li>When this parameter is set to <i>Y</i>, the process considers students who are assigned to a cycle designator and student centric period using the rules for student centric period academic standing processing.</li> <li>When this parameter is set to <i>Y</i>, any students who are not assigned to a cycle designator for the term are processed using baseline term academic standing processing.</li> <li>When this parameter is set to <i>N</i>, only baseline term academic standing processing is performed.</li> </ul>	<p><i>Y</i> Calculate academic standing for student centric periods</p> <p><i>N</i> Do not calculate academic standing for student centric periods</p>
	SCPs to be processed	No	<p>Enter the student centric periods to be processed for academic standing. Values should be valid for the term entered in the Term parameter. When the Process by Student Period parameter is set to <i>Y</i>, this parameter must be entered.</p>	<p>Student Centric Period Term Control Form (SOASCPT).</p>

## Report Sample—Calculate Academic Standing Report (SHRASTD)

ID	NAME	Prev - New Academic Standing	Min/Max Hrs Prev	Min/Max Hrs New	Dean's List
05-MAR-2010 11:20:29 AM 200830					
Ban Sys Tst Calculate Academic Standing					
PAGE 1 SHRASTD					
A00022057	Adams, Laura	00 - 00 Good Standing			
A00022080	Bennett, Pete	GS - GS Good Standing	0.000 999999.999		
A00022058	Conroy, Lisa	GS - GS Good Standing	0.000 999999.999		
A00022060	Davises, Carol	GS - K1 SCP Probation1	0.000 999999.999		
A00022061	Eden, Stan	00 - 00 Good Standing	0.000 999999.999		
A00022062	George, Tessa	00 - GS Good Standing	0.000 999999.999		
A00022063	Horrance, Cliff	00 - 00 Good Standing	0.000 999999.999		
A00022105	Linden, Olive	00 - KS SCP Suspension	0.000 999999.999		
A00022106	Minisci, Alan	00 - GS Good Standing	0.000 999999.999		
A00022107	Pattens, Tod	GS - GS Good Standing	0.000 999999.999		
A00022108	Ryskell, John	K1 - GS Good Standing	0.000 999999.999		
A00022070	Siddons, Rod	GS - GS Good Standing	0.000 999999.999		
A00022094	Thompson, Kate	GS - GS Good Standing	0.000 999999.999		
A00022083	Verity, Shane	00 - GS Good Standing	0.000 999999.999		
A00022065	White, Sharon	00 - 00 Good Standing	0.000 999999.999		

```

05-MAR-2010 11:20:29 AM
200830
                                Ban Sys Tst
                                Calculate Academic Standing
                                PAGE 2
                                SHRASTD

* * * REPORT CONTROL INFORMATION - SHRASTD - Release 8.4 * * *

TERM: 200830
CALCULATE ACADEMIC STANDING?: Y
CALCULATE DEANS LIST?: N
UPDATE/AUDIT?: A
CALCULATE MINIMUM/MAXIMUM HOURS(Y/N)? N
PRE-REGISTRATION FUTURE TERM:
MINIMUM/MAXIMUM HOURS UPDATE/AUDIT(U/A):
UPDATE 'USER' SOURCE NEW VALUE(Y/N): N
CALCULATE STUDENT CENTRIC ACADEMIC STANDING?(Y/N): Y
STUDENT CENTRIC PERIODS PROCESSED: '2008C', '2008B'

RECORD COUNT: 15
    
```



## Repeat/Equivalent Course Check Report (SHRRPTS)

**Description** The Repeat/Multiple Course Rules Form (SHARPTR) is used to define rules on handling grades and credits if students should exceed repeat limits when taking courses. This process is run after the grade roll (SHRROLL) and before grade mailers (SHRGRDE) to check new courses rolled into history for repeats and/or equivalents. It will then look at the rules on SHARPTR to determine how they should be calculated into the student's record. Any course, including transfer courses, identified as a repeat or equivalent which should be excluded from the record's calculations of hours and GPA is accordingly flagged with an *E* (for excluded) on the transcript. The report will sort the output of students in alphabetical order by last name.

Parameters	Name	Required?	Description	Values
	Term Code	Yes	Enter the code representing the term for which repeat/equivalent checking is to be run.	Term Code Validation Form (STVTERM)
	Level Code	Yes	Enter the level for which you wish to run the report. Multiple values are allowed.	Level Code Validation Form (STVLEVL)
	Report or Update	Yes	Enter <i>R</i> to process the report in audit mode, or enter <i>U</i> to update the database with the results. <b>Note:</b> After running in update mode, the GPAs need to be recalculated using the Collector option in the Calculate GPA Report (SHRCGPA).	<i>R</i> Report results in audit mode <i>U</i> Report results in update mode and update the database
	Print Transfer Work	Yes	Enter <i>Y</i> to print transfer work on the report. Enter <i>N</i> to not print transfer work on the report.	<i>Y</i> Print transfer work <i>N</i> Do not print transfer work
	Application Code	No	Enter the code that identifies the general area for which the selection identifier was defined. All or none of the population selection parameters must be entered.  The Population Selection Extract Inquiry Form (GLIEXTR) may be used to review the people who will be processed in the load from the selection identifier and application code entered.	Application Inquiry Form (GLIAPPL)

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	Selection Identifier	No	Enter the code that identifies the population with which you wish to work. The selection identifier must be defined on the Population Selection Definition Rules Form (GLRSLCT). All or none of the population selection parameters must be entered.	Population Selection Inquiry Form (GLISLCT)
	Creator ID	No	Enter the user ID of the person who created the population rules. All or none of the population selection parameters must be entered.	
	User ID	No	Enter the user ID for the population selection. This is the ID of the user who selected the population of people. This may or may not be the same as the Creator ID. All or none of the population selection parameters must be entered.	
	Print Repeated Courses Only	Yes	<p>Enter <i>Y</i> to suppress printing of any courses that are not considered for repeat processing due to the repeat rules settings for the term being processed. Only repeated courses will be printed.</p> <p>Enter <i>N</i> to print all repeated courses, including those courses not considered as the result of the settings in the repeat rules for the term being processed. These courses will have associated informational messages.</p> <p>The default is <i>N</i>.</p>	<p><b>Y</b> Print repeated courses only</p> <p><b>N</b> Print all repeated courses and messages for non-repeated courses</p>

## Report Sample—Repeat/Equivalent Course Check Report (SHRRPTS)

ID	Name	Banner University Repeat/Equivalent Course Check										PAGE 1 SHRRPTS
05-AUG-2009 18:25:24 200910												
@00000970	Harry Anderson	Crse Repeat Count    Crse Repeat Credits										
	Term    CRN    Subj	Crse	Sec	Schd	Type	Grade	Level	Hours	Repeat Messages			
	200910    10187    PHED	101	1	L		F	UG	2.00	* Not Updated - Check Grade			
	200410    110    PHED	101	2	I		F	UG	2.00	* Not Updated - Check Grade			
	200410    112    PHED	101	1	L		F	UG	2.00	E MANUAL			
	200410    111    PHED	101	3	L		A	UG	2.00	* Not Considered - Diff Title			
@00000983	Edward Benjamin	Crse Repeat Count    Crse Repeat Credits										
	Term    CRN    Subj	Crse	Sec	Schd	Type	Grade	Level	Hours	Repeat Messages			
	200910    10195    ACCT	1102	1	L		A	UG	3.00				
	200510    10168    ACCT	1102	1	L		F	UG	3.00	* Not Updated - Check Grade			
	Transfer Work											
	200610    ACCT	1102				D	UG	3.00	* TRANSFER:Not Evaluated			
210009306	Corey Charles	Crse Repeat Count    Crse Repeat Credits										
	Term    CRN    Subj	Crse	Sec	Schd	Type	Grade	Level	Hours	Repeat Messages			
	200910    10017    ENGL	1201	1	L		C	UG	3.00	E SYSTEM			
	200410    SG016    ENGL	1201	6	L		A	UG	3.00	I SYSTEM			
@00001020	Edward Dogert	Crse Repeat Count    Crse Repeat Credits										
	Term    CRN    Subj	Crse	Sec	Schd	Type	Grade	Level	Hours	Repeat Messages			
	200910    10205    MA	112	2	L		C	UG	3.00	E SYSTEM			
	200610    10126    MA	112	1	L		C	UG	3.00	I SYSTEM			
	197811    SG001    MA	112	1	L		C	UG	3.00	I SYSTEM			
@00000978	Laura Drexler	Crse Repeat Count    Crse Repeat Credits										
	Term    CRN    Subj	Crse	Sec	Schd	Type	Grade	Level	Hours	Repeat Messages			
	200910    10192    POL	100	1	L		A	UG	3.00				
	200510    10166    HIST	100	1	I		F	UG	3.00	* Not Updated - Check Grade			
@00000976	Daniel Earp	Crse Repeat Count    Crse Repeat Credits										
	Term    CRN    Subj	Crse	Sec	Schd	Type	Grade	Level	Hours	Repeat Messages			
	200910    10192    POL	100	2	L		A	UG	3.00				
	200510    10165    HIST	100	1	L		F	UG	3.00	* Not Updated - Check Grade			
@00001024	Ed Hide	Crse Repeat Count    Crse Repeat Credits										
	Term    CRN    Subj	Crse	Sec	Schd	Type	Grade	Level	Hours	Repeat Messages			
	200910    10206    ACCT	2333	1	L		A	UG	3.00				
	200510    10174    ACCT	2333	1	L		F	UG	3.00	* Not Updated - Check Grade			

ID	Name	Crse Repeat Count	Crse Repeat Credits								
@00000967	Ed Hyde	0									
	Term	CRN	Subj	Crse	Sec	Schd	Type	Grade	Level	Hours	Repeat Messages
	200910	10091	ACCT	2310	1	L	A		UG	3.00	
	200510	10161	ACCT	2310	1	I	F		UG	3.00	* Not Updated - Check Grade
@00001017	Elizabeth Johnson	1	8.00								
	Term	CRN	Subj	Crse	Sec	Schd	Type	Grade	Level	Hours	Repeat Messages
	200910	10204	PHYS	101	1	I	C		UG	4.00	E SYSTEM
	200620	10086	PHYS	101	1	C	A		UG	4.00	I SYSTEM
	200510	10173	PHYS	101	1	C	D		UG	4.00	I SYSTEM
@00000968	Annie Mitchell										
	Term	CRN	Subj	Crse	Sec	Schd	Type	Grade	Level	Hours	Repeat Messages
	200910	10017	ENGL	1201	1	L	A		UG	3.00	
	200410	109	ENGL	1201	1	I	F		UG	3.00	* Not Updated - Check Grade
@00001021	Andrea Monfer	5									
	Term	CRN	Subj	Crse	Sec	Schd	Type	Grade	Level	Hours	Repeat Messages
	200910	10198	PHED	101	1	L	C		UG	2.00	I SYSTEM
	200410	110	PHED	101	1	L	C		UG	2.00	I SYSTEM
	200410	111	PHED	101	2	I	F		UG	2.00	* Not Considered - Diff Title
210009507	Mary Ann Nelson										
	Term	CRN	Subj	Crse	Sec	Schd	Type	Grade	Level	Hours	Repeat Messages
	200910	10013	BIOL	1205	1	L	A		UG	4.00	E SYSTEM
	200910	10014	BIOL	1205	2	B	B		UG	0.00	I SYSTEM
210009408	Janice Peters	0									
	Term	CRN	Subj	Crse	Sec	Schd	Type	Grade	Level	Hours	Repeat Messages
	200910	10028	FREN	1010	4	L	B		UG	3.00	E SYSTEM
	200510	10029	FREN	1010	4	L	B		UG	3.00	I SYSTEM
@00001019	Joseph Rainey	1	7.00								
	Term	CRN	Subj	Crse	Sec	Schd	Type	Grade	Level	Hours	Repeat Messages
	200910	10205	MA	112	1	L	C		UG	3.00	E SYSTEM
	200610	10126	MA	112	1	L	C		UG	3.00	E SYSTEM
	197811	SG001	MA	112	1		A		UG	3.00	I SYSTEM
	000000	SG001	MA	112	1		C		UG	3.00	I SYSTEM
210009208	Rose Renee-Marie Ranson	0									
	Term	CRN	Subj	Crse	Sec	Schd	Type	Grade	Level	Hours	Repeat Messages

ID	Name	Crse	Repeat	Count	Crse	Repeat	Credits				
210009208	Rose Renee-Marie Ranson	0									
200910	10011 ANTH 3040	3	L	A	UG	3.00				E SYSTEM	
200510	10012 ANTH 3040	3	L	C	UG	3.00				I SYSTEM	
@00000977	Christopher Slate										
200910	10192 POL 100	1	L	A	UG	3.00				Repeat Messages	
200510	10165 HIST 100	1	L	F	UG	3.00				* Not Updated - Check Grade	
@00000972	Jaclyn Smith										
200910	10191 POL 135	1	L	A	UG	3.00				Repeat Messages	
200510	10163 HIST 135	1	L	F	UG	3.00				* Not Updated - Check Grade	
@00000971	Naomi Smith										
200910	10188 MA 135	2	L	F	UG	3.00				Repeat Messages	
200910	10189 MA 210	1	L	C	UG	3.00				* Not Updated - Check Grade	
200620	10084 MA 135	1	L	C	UG	3.00				* Not Considered - Diff Schd Type	
@00000982	Anthony Stewart										
200910	10194 ACCT 2310	1	I	A	UG	3.00				Repeat Messages	
200510	10168 ACCT 1102	1	L	F	UG	3.00				* Not Updated - Check Grade	
@00000973	Betty Thomas										
200910	10191 POL 135	1	L	A	UG	3.00				Repeat Messages	
200510	10163 HIST 135	1	L	A	UG	3.00				E SYSTEM I SYSTEM	
210009405	Allan Thompson										
200910	10024 ECON 2110	1	L	B	UG	3.00				Repeat Messages	
200510	10025 ECON 2110	3	L	A	UG	3.00				E SYSTEM I SYSTEM	
@00000974	Jim Thorpe										
200910	10191 POL 135	1	L	A	UG	3.00				Repeat Messages	

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ID	Name	Crse	Repeat	Count	Crse	Repeat	Credits			
@00000974	Jim Thorpe									
200510	10164	HIST	135	1	I	F	UG	3.00	* Not Updated - Check Grade	
ID	Name	Crse	Repeat	Count	Crse	Repeat	Credits			
210009303	Walter Washington									
Term	CRN	Subj	Crse	Sec	Schd	Type	Grade	Level	Hours	Repeat Messages
200910	10013	BIOL	1205	2	L		A	UG	4.00	E SYSTEM
200910	10014	BIOL	1205	3	B		C	UG	0.00	I SYSTEM
200410	SG001	BIOL	1205	1	C		C	UG	4.00	* Not Considered - Diff Schd Type * Not Considered - Diff Title

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200910

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Repeat/Equivalent Course Check

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SHRRPTS

\* \* \* REPORT CONTROL INFORMATION - SHRRPTS - Release 8.2.1 \* \* \*

TERM: 200910  
LEVEL: UG  
REPORT OR UPDATE: R  
PRINT TRANSFER WORK: Y  
PRINT REPEATED COURSES ONLY: N  
APPLICATION:  
SELECTION ID:  
CREATOR ID:  
USER ID:  
COUNT: 23

## Grade Mailer Report (SHRGRDE)

**Description** This process produces grade mailers for students for whom grades have been entered either manually or through the Grade Roll Process (SHRROLL). The process should be run after the Grade Roll (SHRROLL), the Repeat Checking Process (SHRRPTS), the Calculate GPA Process (SHRCGPA), and after the Academic Standing Process (SHRASTD). Grade mailer status is maintained in the Term Header Block of the Term Course Maintenance Form (SHAINST). A grade mailer must be pending for persons selected via population selection in order for a grade mailer to be generated.

Four types of grade mailers exist:

- *Original* - produced as a result of a new institutional grade record created in academic history. Once grades are rolled, original grade mailers are produced.
- *Duplicate* - requested through the Term Header Block of the Term Course Maintenance Form (SHAINST). Will produce a duplicate grade mailer.
- *Mid-term* - produced by entering mid-term grades through the use of the Class Roster Form (SFASLST). (Mid-term grades are not rolled to academic history.)
- *Revised* - produced as a result of grade change through the use of the Course Detail Information Form (SCADETL) from the Term Course Maintenance Form (SHAINST).

Parameters	Name	Required?	Description	Values
	Term Code	Yes	Enter the term code which represents the term for which grade mailers are to be run. Single value only.	Term Code Validation Form (STVTERM)
	Grade Mailer Type	Yes	Enter the code representing the grade mailer(s) to be produced. Enter <i>O</i> for Original, <i>D</i> for Duplicate, <i>R</i> for Revised, or <i>%</i> for a combination of those three codes. Enter <i>M</i> for Midterm. The value <i>M</i> is not included in the <i>%</i> value. Single value only.	O Original D Duplicate R Revised % All three above: O, D, R M Midterm

Parameters	Name	Required?	Description	Values
	Print Academic Standing Y/N/O	Yes	Do you want academic standing to print on grade mailers? Enter <i>Y</i> to print the academic standing. Enter <i>N</i> to not print the academic standing. Enter <i>O</i> to print the override standing.	Y Print standing N Do not print standing O Print override standing
	Print Dean's List (Y/N)	Yes	Do you want Dean's List to print on grade mailers?	Y Print Dean's List N Do not print Dean's List
	Print Headings (Y/N)	No	Do you want headings to print to identify subject, course, section, title, etc.? If using pre-printed forms which already have columns appropriately identified, answer <i>N</i> .	Y Print headings N Do not print headings
	Address Selection Date	No	Which address, effective on this date, do you want to print on the grade mailer. Leave blank for today or enter in date format DD-MON-YYYY.	
	Address Type	Yes	Enter the address type to be printed on the grade mailer. Multiple requests are permitted and must be entered in priority sequence.  For example, <i>IMA 2PR</i> will first print the mailing address, and if none is found, will print the permanent address.	Address Type Code Validation Form (STVATYP)
	Level Code	Yes	Enter the level code representing the population for which grade mailers are to be run (single value only), or % may be entered for all.	Level Code Validation Form (STVLEVL)
	Campus Code	Yes	Enter the campus code representing the campus for which grade mailers are to be run (single value only) or % may be entered for all.	Campus Code Validation Form (STVCAMP)



Parameters	Name	Required?	Description	Values
	Campus Process Request	Yes	Enter a <i>Y</i> to indicate that a specific course campus will be used in processing the grade mailers. An <i>N</i> indicates that no special course campus processing is to be used.	Y Use specific campus N No special campus used
	Campus To Be Processed	Yes	Enter the course campus code representing the campus of the course for which grade mailers are to be run (single value only).  <b>Note:</b> This parameter is required if the Campus Processing Requested parameter is set to <i>Y</i> .	Campus Code Validation Form (STVCAMP).
	Print Transfer GPA (Y/N)	No	Enter <i>Y</i> to have the students' transfer GPAs printed on the grade mailers. Enter <i>N</i> to prevent students' transfer GPAs from printing on the grade mailers. If this value is null, the transfer GPA will not print on the grade mailers.	Y Print transfer GPA N Do not print transfer GPA
	Term Description Print Option	No	Enter a <i>Y</i> to indicate that the full term description is to be printed on the grade mailer following the level description. Enter <i>N</i> to if you do not wish the full term description to be printed on the grade mailer.	Y Print full term description N Do not print full term description
	Print Ungraded Sections	Yes	Enter <i>Y</i> to print the ungraded sections on the grade mailer.  <b>Note:</b> Ungraded sections will appear on the grade mailer after the list of graded courses.  <b>Note:</b> Only those courses with a course registration status that is gradable will print on the student's grade mailer.	Y Print ungraded sections N Do not print ungraded sections
	Ungraded Section Indicator	No	Enter a value of up to three characters to print in the grade field of the ungraded sections (i.e., "UNG" for ungraded courses). This is a free format field that is not validated against a validation form.	

Parameters	Name	Required?	Description	Values
	Selection Identifier	No	<p>Enter the code that identifies the population with which you wish to work. The selection identifier must be defined on the Population Selection Definition Rules Form (GLRSLCT). All or none of the population selection parameters must be entered.</p> <p><b>Note:</b> A person included in the population must meet all other grade mailer criteria in order to have a grade mailer produced. For example, if original grade mailers are requested and population selection is used, no mailer will be produced for people in the population who have no original grade mailer pending.</p>	Population Selection Inquiry Form (GLISLCT)
	Application Code	No	<p>Enter the code that identifies the general area for which the selection identifier was defined. All or none of the population selection parameters must be entered.</p> <p>The Population Selection Extract Inquiry Form (GLIEXTR) may be used to review the people who will be processed in the load from the selection identifier and application code entered.</p>	Application Inquiry Form (GLIAPPL)
	Creator ID	No	Enter the user ID of the person who created the population rules. All or none of the population selection parameters must be entered.	
	Print Expanded Fields (Y/N)	Yes	<p>Enter <i>Y</i> to print a modified grade mailer with a five position course number and quality points in format 9999.99.</p> <p>Enter <i>N</i> to print the standard grade mailer. This is the default for the parameter.</p> <p><b>Note:</b> If pre-printed forms are used, be sure to test mailers with expanded field data before using this option for production runs.</p>	<p>Y Print modified mailer</p> <p>N Print standard mailer</p>

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	Sort by Name (N) or ZIP Code (Z)	No	Enter <i>N</i> to sort the output by the student's last name. Enter <i>Z</i> to sort the output by the student's ZIP/Postal Code. The default is <i>Z</i> .  <b>Note:</b> Sorting by ZIP code sorts mailers first by nation description (if nation codes exist on the address), then by ZIP code in ascending order, and then alpha by last name order. Grade mailers with no address are grouped at the end, in alpha by last name order.	N Last name sort Z ZIP code sort
	Print Expanded Quality Pts/GPA	Yes	Enter <i>Y</i> to print quality points and GPA up to their maximum sizes. Enter <i>N</i> to print quality points as 999.99 and GPA as 9.99. The default is <i>N</i> .	Y Expanded maximum quality points N Regular quality points

## Report Sample—Grade Mailer Report (SHRGRDE)

*This sample shows the output in unexpanded format.*

<u>Subj</u>	<u>Crse</u>	<u>Sec</u>	<u>P/I</u>	<u>Cmp</u>	<u>Title</u>	<u>Grd</u>	<u>Creds</u>	<u>EarnHr</u>	<u>GPA</u>	<u>Hr</u>	<u>QualPt</u>		
ECON	2100	1	1	M	Problems of the Amer. Economy	A	3.000	3.000	3.000	12.00			
FREN	2020	1	1	M	Conversational French	A-	3.000	3.000	3.000	1.00			
PSYC	2100	1	1	M	Psychology of Motivation	B-	3.000	3.000	3.000	8.00			
STAT	2108	1	1	M	Intro. to Statistics II	B-	3.000	3.000	3.000	8.00			
THEA	2025	1	1	A	Improvistational Theatre	A	3.000	3.000	3.000	12.00			
Lisa A Von Zimmer							A00000176	200610	Total	15.00	15.00	51.00	3.40
2240E													
442 East Wonderrock													
Wonderrock Complex													
Apt 321													
Third Floor													
Scottsdale, AZ 85073													
							Cumulative	56.00	59.00	204.01	3.46		
<u>Major</u>					<u>Academic Standing</u>								
Economics					Good Standing								
Undergraduate UG													
Fall 2005													

\* \* \* REPORT CONTROL INFORMATION - SHRGRDE - Release 8.2 \* \* \*

SELECTION IDENTIFIER:  
APPLICATION CODE:  
CREATOR ID:  
TERM: 200610  
MAILER TYPE: 0  
PRINT ACADEMIC STANDING?: Y  
PRINT DEANS LIST?: Y  
PRINT HEADING?: Y  
ADDRESS SELECTION DATE: 24-FEB-2009  
ADDRESS TYPE LIST: 1MA  
STUDENT LEVEL CODE: %  
STUDENT CAMPUS CODE: %  
CAMPUS PROCESSING REQUESTED?: %  
CAMPUS TO BE PROCESSED: %  
PRINT TRANSFER GPA?: N  
PRINT FULL TERM DESCRIPTION: Y  
PRINT UNGRADED SECTIONS?: N  
VALUE TO PRINT FOR UNGRADED SECTIONS:  
PRINT EXPANDED COURSE NUMBERS?: N  
SORT BY: Z  
PRINT EXPANDED QUALITY POINTS & GPA?: N  
  
RECORD COUNT: 6

***This sample shows the output in expanded format.***

Subj	Crse	Sec	P/T	Cmp	Title	Grd	Creds	EarnHr	GPA Hr	QualPts
BIOL	1010	001	1	M	Biological Principles	B-	3.000	3.000	3.000	8.001
BIOL	1011	001	1	M	Biological Principles Lab	C+	1.000	1.000	1.000	2.333
CHSM	1000	002	1	M	Ancient,Medieval, Ren Thought	A-	3.000	3.000	3.000	11.001
ECON	1101	001	1	M	Principles of Microeconomics	A-	3.000	3.000	3.000	11.001
ENGL	101	001	1	M	English Composition	B+	4.000	4.000	4.000	13.332
FREN	1010	1	1	M	Introduction to French	B-	3.000	3.000	3.000	8.001
Mitchell Abercrombie 345722 1732 Maple Shade Lane Forest Apartments Unit 5 Apt A1 Paramus, NJ 09860						199510	Ehrs:	17.000	QPts:	53.669
							GPA-Hrs:	17.000	GPA:	3.1570
							*** T O T A L S for A00000937 ***			
						Cumulative	Ehrs:	83.000	QPts:	261.002
							GPA-Hrs:	83.000	GPA:	3.1446
Major Anthropology						Transfer	Ehrs:	15.000	QPts:	46.332
Academic Standing Good Standing							GPA-Hrs:	15.000	GPA:	3.0888
Undergraduate UG Fall 2005 (200610)						Overall	Ehrs:	98.000	QPts:	307.334
							GPA-Hrs:	98.000	GPA:	3.1361

\* \* \* REPORT CONTROL INFORMATION - SHRGRDE - Release 8.2 \* \* \*

SELECTION IDENTIFIER:  
 APPLICATION CODE:  
 CREATOR ID:  
 TERM: 200610  
 MAILER TYPE: 0  
 PRINT ACADEMIC STANDING?: Y  
 PRINT DEANS LIST?: Y  
 PRINT HEADING?: Y  
 ADDRESS SELECTION DATE: 24-FEB-2009  
 ADDRESS TYPE LIST: 1MA  
 STUDENT LEVEL CODE: %  
 STUDENT CAMPUS CODE: %  
 CAMPUS PROCESSING REQUESTED?: %  
 CAMPUS TO BE PROCESSED: %  
 PRINT TRANSFER GPA?: Y  
 PRINT FULL TERM DESCRIPTION: Y  
 PRINT UNGRADED SECTIONS?: N  
 VALUE TO PRINT FOR UNGRADED SECTIONS:  
 PRINT EXPANDED COURSE NUMBERS?: Y  
 SORT BY: Z  
 PRINT EXPANDED QUALITY POINTS & GPA?: Y

## Student Type Update Report (SHRTYPE)

**Description** This process updates the existing student type for each learner that is maintained on the General Student Form (SGASTDN) to the next student type, which is maintained on the Student Type Code Validation Form (STVSTYP). The process uses the rules on the Continuant Terms Rule Form (SOACTRM) to identify terms and student types which should be updated. For example, the next student type for a “new” student might be *Continuing*. An academic history record in the Term Course Maintenance Form (SHAINST) for user-specified terms will trigger the system to change the student type to the next status based on the fact that the student was enrolled.

This process also reviews all current and active curricula and processes the student type, if available, on the curriculum record (SORLCUR). It displays the learner curriculum sequence number for the learner curriculum that contains the status type that is selected by the update process. For example, if a student has a current and active curriculum for the processing term with a sequence number of 6 and a status type of A, and the SOACTRM rules determine that status type A moves to status type B for continuant term processing, then SHRTYPE is run with the Process Curriculum parameter set to Y, and SHRTYPE prints a learner curriculum sequence number of 6 in the column after the updated student type information. The process also copies the graduation application sequence number to the new curriculum record if the degree to which the curriculum was rolled has not been awarded.



### Note

This process should be run after the Grade Roll to Academic History (SHRROLL). ■

The process has an option to use student centric period rules to determine student type. This allows you to update student type based on a student’s enrollment in a student centric period, instead of enrollment by term. The student type in effect on the general student record (SBGSTDN) for the first term in the student centric period will be used for reporting for the duration of the student centric period.

Parameters	Name	Required?	Description	Values
	Rules Term	Yes	Enter the term code for which there must be academic history in order to be updated. This term should be the same as the key term on the Continuant Terms Rule Form (SOACTRM).	Term Code Validation Form (STVTERM)
	Update Term	Yes	Enter the term code for which the new student type should be effective.	Term Code Validation Form (STVTERM)

Parameters	Name	Required?	Description	Values
	Mode	Yes	A or audit mode will print a report of all students affected, their current student type, and what would be changed, without actually updating their database. <i>U</i> or update mode will update records with the next status.	A Audit U Update
	Process Curriculum	No	Enter <i>Y</i> to process the student type for the learner curriculum record. Enter <i>N</i> to process only the student type for the general student record (SGBSTDN).	Y Process student type for learner curriculum record N Process student type for general student record
	Process by Student Period	No	Enter <i>Y</i> to use student centric period rules when determining the student type or <i>N</i> to not use student centric period rules. The default is <i>N</i> .  See notes below.	Y Process student centric period rules N Do not process student centric period rules

- When this parameter is set to *Y* and the student has a cycle designator (general student record) or student centric period (academic history record) in effect for the update term, the SOACSCP rules are used to evaluate whether the student type should be updated to the next student type defined on STVSTYP.
- When this parameter is set to *Y* and the student does not have a cycle designator or student centric period in effect for the update term, the SOACTRM rules are used to evaluate whether the student type should be updated to the next student type defined on STVSTYP.
- When this parameter is set to *N*, the current SOACTRM rules are used, even if the student has a cycle designator or student centric period in effect for the update term.



## Report Sample—Student Type Update Report (SHRTYPE)

12-MAR-2010 10:32:14 AM 200910	Ban Sys Tst Student Type Update / AUDIT	PAGE 1 SHRTYPE
STUDENT NAME	ID	CURRENT STUDENT TYPE
Angel, Kelly	A00022057	N New First Time
Bonney, Bill	A00022058	N New First Time
Conner, Mike	A00022100	N New First Time
Davis, Thomas	121212012	N New First Time
Ennis, Edith	A44416001	N New First Time
Farmer, Alicia	333555778	N New First Time
Gardener, Louisa	A10000005	N New First Time
Kent, Clarice	A00022070	7 1ST Term First Year SCP
Lanewood, Linda	A00022083	7 1ST Term First Year SCP
Manly, Cherie	A94422003	N New First Time
Nopet, Roger	A16222099	N New First Time
Prestwick, Percy	A00022112	2 2nd Term First-Year
Ryan, Patrick	A00022114	7 1ST Term First Year SCP
Sherwin, Susan	A00022116	N New First Time
Tallon, Taylor	A20000004	N New First Time
		UPDATED STUDENT TYPE
		C Continuing
		C Continuing
		C Continuing
		C Continuing
		C Continuing
		C Continuing
		C Continuing
		C Continuing
		9 Continuing - SCP
		9 Continuing - SCP
		C Continuing
		C Continuing
		3 Continuing Student
		9 Continuing - SCP
		C Continuing
		C Continuing

12-MAR-2010 10:32:14 AM 200910	Ban Sys Tst Student Type Update / AUDIT	PAGE 2 SHRTYPE
* * * REPORT CONTROL INFORMATION - SHRTYPE - Release 8.4 * * *		
<p>RULES TERM: 200910          UPDATE TERM: 200910          AUDIT OR UPDATE: A          UPDATE CURRICULUM:          PROCESS BY STUDENT PERIOD: Y</p>		
STUDENTS UPDATED: 15		

## Transcript Population Creation Process (SHRTPOP)

**Description** This process is used to select a population of students for whom you wish to have the transcripts printed. Electronic transcripts can be sent in EDI or XML format.

When you use the population selection parameters, the record is only processed if the student in the population selection has an SHADEGR record that is effective for the term value entered in the Selection Term parameter. When you use the population selection parameters, the parameters for Student ID, Level(s), Advisor ID, Degree Code, Degree Status, Degree Graduation Date, College, and Major are bypassed.

Parameters	Name	Required?	Description	Values
	Purge Parameter	No	Enter <i>Y</i> if you want the population from the previous transcript purged if the selection file already exists. If you don't enter <i>Y</i> , and a population already exists, the run will be aborted.	
	Selection Term	No	Enter the code representing the term for which the report is to be run. Enter % to cause all students with any academic history to be selected. Students must be registered for the requested term and have some academic history (no specific term), or students must have academic history for the requested term. At least one of these conditions must exist for the student to be selected.	Term Code Validation Form (STVTERM)
	Student ID	No	Enter the ID(s) for the selected student(s) for whom you want the transcript to run, or enter % or a NULL value to select all the students.	
	Level(s)	No	Enter the level(s) for which you want to run the transcripts, or enter % or a NULL value to select all the levels.	Level Code Validation Form (STVLEVL)
	Advisor ID	No	Enter the ID(s) number of the advisor(s) to whom the transcript is to be restricted, or enter % or a NULL value if there are no restriction. Only those students assigned to the requested advisor(s) will be selected.	

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	Degree Code	No	Enter the degree code(s) for which the transcript is to run, enter % for all degree codes, or enter a NULL value to bypass the degree code restrictions, so that degrees are not even considered.	Degree Code Validation Form (STVDEGC)
	Degree Status	No	Enter the degree status(es) to which the transcript is to be restricted. Enter % to select all degree statuses, or enter a NULL value if there are no restrictions.	Degree Status Validation Form (STVDEGS)
	Degree Graduation Date	No	Enter the date after which the student must have graduated to receive a transcript.	
	College	No	Enter the college code(s) for the transcript, or enter % or a NULL value to select all the colleges.	College Code Validation Form (STVCOLL)
	Major	No	Enter the major code(s) selected for the transcript, or enter % or a NULL value to select all the majors.	Major, Minor, Concentration Code Validation Form (STVMAJR)
	Transcript Type	No	Enter the type of transcript requested. If null, all transcript types are selected for processing. Enter % or a null value to select a transcript displaying all data that may be printed on the Transcript Type Rules Form (SHATPRT).	Transcript Type Code Validation Form (STVTPRT)
	Billing Term	No	Enter the term during which the student's transcript fee is to be billed. If no term is entered, no transcript fee will be processed.	Term Code Validation Form (STVTERM)
	Billing Code	No	Enter the detail code associated with the transcript fee for which the student is to be billed. If no code is entered, no charge is made.	
	Billing Description	No	Enter a free-format description associated with the transcript fee.	
	Billing Amount	No	Enter the amount the student is to be billed for the transcript.	

Parameters	Name	Required?	Description	Values
	Issued to Institution Code	No	This parameter is required for EDI use. Enter the institution code for the institution where the transcript will be sent.  <b>Note:</b> These institutions should be designated as EDI Capable on STVSGBI.	Source/Background Institution Code Validation Form (STVSBGI)
	Send Electronic	No	Use this parameter if you have the ability to send an electronic transcript.  Enter <i>P</i> to select the PESC/XML transcript format, <i>E</i> to select the EDI TS130 format, or <i>N</i> or blank to select the paper transcript format.	P PESC/XML transcript E EDI TS130 transcript N Paper transcript
	Issued to Name	No	Enter the name of the person or department to whom the transcript was issued. When running through the Host, if a NULL value is entered, the system will proceed to the In-Progress Term parameter.	
	Issued Street 1	No	Enter the first line of the street address of the person or department to whom the transcript was issued.	
	Issued Street 2	No	Enter the second line of the street address of the person or department to whom the transcript was issued.	
	Issued Street 3	No	Enter the third line of the street address of the person or department to whom the transcript was issued.	
	Issued City	No	Enter the city of the issued address.	
	Issued State	No	Enter the state of the issued address.	State/Province Code Validation Form (STVSTAT)
	Issued Zip	No	Enter the ZIP code for the issued address.	
	Issued Country	No	Enter the country code for the country of the issued address.	Nation Code Validation Form (STVNATN)

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	In-Progress Term	No	Enter the cutoff term for future registration. Courses from history to selected term will be printed.	Term Code Validation Form (STVTERM)
	Selection Identifier	No	Enter the code that identifies the population with which you wish to work. The selection identifier must be defined on the Population Selection Definition Rules Form (GLRSLCT). All or none of the population selection parameters must be entered.	Population Selection Inquiry Form (GLISLCT)
	Application Code	No	Enter the code that identifies the general area for which the selection identifier was defined. All or none of the population selection parameters must be entered.  The Population Selection Extract Inquiry Form (GLIEXTR) may be used to review the people who will be processed in the load from the selection identifier and application code entered.	Application Inquiry Form (GLIAPPL)
	Creator ID	No	Enter the user ID of the person who created the population rules. All or none of the population selection parameters must be entered.	
	User ID	No	Enter the user ID for the population selection. This is the ID of the user who selected the population of people. This may or may not be the same as the Creator ID. All or none of the population selection parameters must be entered.	

## Report Sample—Transcript Population Creation Process (SHRTPOP)

*This sample is for XML transcripts.*

```
25-MAY-2006 12:35:08
SHRTPOP
BANNER University
TRANSCRIPTS
* * * REPORT CONTROL INFORMATION - SHRTPOP - Release 7.3 * * *

APPLICATION:
SELECTION ID:
CREATOR ID:
USERID:
SELECTION TERM: %
REQUESTED ID(S):
REQUESTED LEVEL(S):
REQUESTED ADVISOR(S):
%
REQUESTED DEGREE(S):
%
REQUESTED DEGREE GRADUATION DATE:
REQUESTED DEGREE STATUS(S):
%
REQUESTED COLLEGE(S):
REQUESTED DEGREE COLLEGE(S):
%
REQUESTED DEGREE MAJOR(S):
%
TRANSCRIPT TYPE: XML
BILLING TERM:
BILLING DETAIL CODE:
BILLING DESCRIPTION:
BILLING AMOUNT:
ISSUED TO INSTITUTION CODE: 2959
SEND VIA EDI(E) or PESC/XML(P): P
ISSUED TO NAME AND ADDRESS:
Villanova University
800 Lancaster Avenue
Villanova PA 19085
IN PROGRESS TERM:
RECORD COUNT: 600
```

***This sample is for EDI transcripts.***

25-MAY-2006 14:15:46  
SHRTPOP  
BANNER University  
TRANSCRIPTS  
\* \* \* REPORT CONTROL INFORMATION - SHRTPOP - Release 7.3 \* \* \*  
APPLICATION: STUDENT  
SELECTION ID: BYID  
CREATOR ID: EJETTO  
USERID: EJETTO  
SELECTION TERM: %  
REQUESTED ID(S):  
REQUESTED LEVEL(S):  
REQUESTED ADVISOR(S):  
%  
REQUESTED DEGREE(S):  
REQUESTED DEGREE GRADUATION DATE:  
REQUESTED DEGREE STATUS(S):  
%  
REQUESTED COLLEGE(S):  
REQUESTED DEGREE COLLEGE(S):  
%  
REQUESTED MAJOR(S):  
%  
TRANSCRIPT TYPE: EDI  
BILLING TERM:  
BILLING DETAIL CODE:  
BILLING DESCRIPTION:  
BILLING AMOUNT:  
ISSUED TO INSTITUTION CODE: 12504  
SEND VIA EDI(E) or PESC/XML(P): E  
ISSUED TO NAME AND ADDRESS:  
Bard College  
IN PROGRESS TERM:  
RECORD COUNT: 5

*This sample is for paper transcripts.*

01-JUN-2006 13:04:46  
SHRTPOP  
BANNER University  
TRANSCRIPTS  
\* \* \* REPORT CONTROL INFORMATION - SHRTPOP - Release 7.3 \* \* \*  
APPLICATION: STUDENT  
SELECTION ID: BYID  
CREATOR ID: EJETTO  
USERID: EJETTO  
SELECTION TERM: %  
REQUESTED ID(S):  
REQUESTED LEVEL(S):  
REQUESTED ADVISOR(S):  
%  
REQUESTED DEGREE(S):  
REQUESTED DEGREE GRADUATION DATE:  
REQUESTED DEGREE STATUS(S):  
%  
REQUESTED COLLEGE(S):  
REQUESTED DEGREE COLLEGE(S):  
%  
REQUESTED MAJOR(S):  
%  
TRANSCRIPT TYPE: LONG  
BILLING TERM:  
BILLING DETAIL CODE:  
BILLING DESCRIPTION:  
BILLING AMOUNT:  
ISSUED TO INSTITUTION CODE:  
SEND VIA EDI(E) or PESC/XML(P): Y  
ISSUED TO NAME AND ADDRESS:  
Shannon O'Reilly  
Villanova University  
800 Lancaster Avenue  
Villanova PA 19085



## Academic Transcript (SHTRRTC)

**Description** This process is run in order to produce the Banner paper transcript from the system. A transcript must have been requested through the use of the baseline Transcript Request Form (SHARQTC), Banner Student Self-Service transcript request processing, or a baseline transcript population for a transcript identified through the Transcript Population Creation Process (SHRTPOP), in order to be produced through this process.

SHARQTC sends the request to a collector file which is read by this process and then printed. Transcripts may be produced for an individual with a pending request, or for all requests which have been sent to the collector file. The type of information that displays on the transcript is controlled by the transcript type specified on the request. The Transcript Type Rules Form (SHATPRT) is used to define the options and create the rules associated with the transcript type.



### Note

The process checks the value in the `SHTTRAN_TYPE` field. A *Null* value indicates the paper transcript should be printed. Values of *E* (EDI) or *P* (PESC/XML) are ignored, and a transcript is not printed if those electronic values exist. ■

The transcript also displays course history information and GPA totals by term within student centric periods. All terms with a specific student centric period on the term header record (SHRTTRM) are grouped between a student centric header line and student centric GPA statistics section on the report output. This allows an institution to provide totals for both the student centric period and terms within the student centric period. This information is displayed when the **Student Centric Period Statistics** checkbox is selected on the Transcript Type Rules Form (SHATPRT).

Parameters	Name	Required?	Description	Values
	Transcript Population File	No	Enter <i>Y</i> if the population for which the transcript(s) are to be printed has previously been selected via the Transcript Population Process (SHRTPOP).	
	ID and [Sequence] as XXXXXXXXXXX000	No	Enter % or a NULL value to select all IDs and sequences. To select a specific ID, enter the nine character ID number (XXXXXXXXXX) for the student. Enter the three character sequence number (000) after the ID to select a specific transcript request. Multiple IDs may be entered.  <b>Note:</b> The sequence number is derived from the <b>Request (Number)</b> field on the Transcript Request Form (SHARQTC). When multiple requests exist for a transcript, you may select the specific one you want by entering that sequence number after the student's ID.	
	Transcript Type	No	Enter the type of transcript(s) requested. Enter % or a NULL value to select all transcript types.	Transcript Type Code Validation Form (STVTPRT)
	Transcript Printer	No	If a specific printer is requested, only those students requested via that printer will be printed. Enter % or a NULL value to select all printers.	
	Address Selection Date	No	Enter the date (format DD-MON-YYYY) for which you wish to retrieve an active address record of the student for whom the transcript is being printed.	
	Address Priority and Type	Yes	Enter the priority number and address type code (format 1MA) for the address selection.	
	Official Transcript Request	No	Enter <i>Y</i> if the transcript request is official, <i>N</i> or a NULL value if the request is considered unofficial.	

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	Campus Selection Indicator	No	Enter <i>Y</i> if only the courses associated with the campus selected are to be printed. An <i>N</i> will include all course campus codes on the transcript.	
	Campus Selected	Yes	(Required if Campus Selection Indicator is set to <i>Y</i> ) Enter the course campus code representing the campus of the courses which are to be included on the transcript.	Campus Code Validation Form (STVCAMP)
	Control Report	No	Enter <i>Y</i> to generate a control report, <i>N</i> or a NULL value to suppress printing of the control report.	
	Page Alignment	No	Enter <i>Y</i> to generate one page of alignment, <i>N</i> or a NULL value to suppress alignment.	
	Run in Sleep/Wake Mode	No	Enter <i>Y</i> to begin the sleep/wake cycling for this process and printer.	<i>Y</i> Use sleep/wake <i>N</i> Do not use sleep/wake
	Enter Sleep Interval	No	Enter the time (in seconds) this process is to pause before resuming execution.	
	Substitute In Progress Title	No	Enter the value that you would prefer to print on the transcript if the default title "IN PROGRESS WORK" is not desirable. A title of up to 30 alpha numeric characters may be entered.	

Parameters	Name	Required?	Description	Values
	Sort Order	Yes	<p>Enter the number that corresponds with the sort order for the transcript: 1 - College, 2 - Dept., 3 - Major, 4 - College, Dept., Major, 5 - Name, 6 - Degree, Major.</p> <p><b>Note:</b> Sort options 1, 2, 3, 4, and 6 sort the information based on the first primary curriculum record (minimum priority number).</p> <p><b>Note:</b> The alpha sort option cannot be used for last name, first name, and then middle name, if the diploma or legal names are selected to be printed on the transcript. The last name is not separated from the first name in these two instances.</p>	1 College 2 Dept. 3 Major 4 College, Dept., Major 5 Name 6 Degree, Major
	Process rqsts awaiting grades?	Yes	<p>Use this parameter to process requests that learners want held until end of term grades are rolled to academic history. Enter <i>Y</i> to process requests waiting for end of term grades. Enter <i>N</i> to process requests that are not waiting for end of term grades. The default is <i>N</i>.</p>	Y Process requests waiting for end of term grades N Process requests that are not waiting for end of term grades
	Process rqsts awaiting degrees?	Yes	<p>Use this parameter to process requests that learners want held until their degrees are posted to SHADEGR. Enter <i>Y</i> to process requests waiting for degrees to be posted. Enter <i>N</i> to process requests that are not waiting for degrees to be posted. The default is <i>N</i>.</p>	Y Process requests waiting for degrees to be posted N Process requests that are not waiting for degrees to be posted
	Web Self-Service Options	No	<p>Use this parameter to process requests that learners submitted via Banner Student Self-Service with Web self-service options selected.</p>	Web Self Service Options Validation Form (STVWSSO)

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	Web Payment Options	No	Use this parameter to process requests that learners submitted via Banner Student Self-Service with Web payment options selected.	Web Payment Options Validation Form (STVWPYO)
	Print Expanded Hours Formats	Yes	Enter <i>Y</i> to print the credit and/or points and GPA in the expanded format or <i>N</i> to not print using the expanded formats.	Y Print expanded formats N Do not print expanded formats

# Report Sample—Academic Transcript (SHRTRTC)

*This sample shows the output with student centric periods turned on.*

SSN: Student No: A00022070 Date of Birth: Date Issued: 26-FEB-2010  
 SCPY SCP Stats turned ON

Page: 1

Record of: Clark Kendrick  
 Current Name: Clark Kendrick  
 659 Eastbrook Ave.  
 Douglas Parks Bldg.  
 Metropolis, PA 77659

Issued To: Clark Kendrick  
 659 Eastbrook Ave.  
 Douglas Parks Bldg.  
 Metropolis, PA 77659

Course Level: Undergraduate 2  
 Student Type: 1ST Term First Year SCP  
 Only Admit: Fall 2007 (200810)

Current Program  
 Bachelor of Arts

Program : BA in Australian Studies  
 College : College of Arts & Sciences  
 Major : Australian Studies

SUBJ NO.	C	COURSE TITLE	CRED GRD	PTS R
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Institution Information continued:

Period: 2008C Jan-Apr  
 Term: Summer 200820  
 College of Arts & Sciences  
 Australian Studies  
 1ST Term First Year SCP  
 ANTH JM4 M Anthropology JM4 3.00 C 9.00  
 BOTN JM4 M Botany JM4 3.00 B 12.00  
 CHEM JM4 M Chemistry JM4 3.00 C 9.00  
 ECON JM4 M Economics JM4 4.00 A 20.00  
 Term: Ehrs: 13.00 GPA-Hrs: 13.00 Qpts: 50.00 GPA: 3.84  
 Period: Ehrs: 13.00 GPA-Hrs: 13.00 Qpts: 50.00 GPA: 3.84

INSTITUTION CREDIT:

Period: 2008A Sept-Dec  
 Term: Fall 2007 (200810)  
 College of Arts & Sciences  
 Australian Studies  
 1ST Term First Year SCP  
 ANTH JM2 M Antropology JM2 3.00 A 15.00  
 BOTN JM2 M Botany JM2 3.00 C 9.00  
 CHEM JM2 M Chemistry JM2 3.00 B 12.00  
 ECON JM2 M Economics JM2 4.00 C 12.00  
 Term: Ehrs: 13.00 GPA-Hrs: 13.00 Qpts: 48.00 GPA: 3.69

Period: 2008E May-Aug  
 Term: July Aug 200860  
 College of Arts & Sciences  
 Australian Studies  
 1ST Term First Year SCP  
 ANTH JM5 M Anthropology JM5 3.00 B 12.00  
 BOTN JM5 M Botany JM5 3.00 C 9.00  
 CHEM JM5 M Chemistry JM5 3.00 B 12.00  
 ECON JM5 M Economics JM5 3.00 A 15.00  
 Term: Ehrs: 12.00 GPA-Hrs: 12.00 Qpts: 48.00 GPA: 4.00  
 Period: Ehrs: 12.00 GPA-Hrs: 12.00 Qpts: 48.00 GPA: 4.00

Term: Spring 200820  
 College of Arts & Sciences  
 Australian Studies  
 1ST Term First Year SCP  
 ANTH JM3 M Anthropology JM3 3.00 D 6.00  
 BOTN JM3 M Botany JM3 3.00 B 12.00  
 CHEM JM3 M Chemistry JM3 3.00 C 9.00  
 ECON JM3 M Economics JM3 4.00 A 20.00  
 Term: Ehrs: 13.00 GPA-Hrs: 13.00 Qpts: 47.00 GPA: 3.61  
 Period: Ehrs: 26.00 GPA-Hrs: 26.00 Qpts: 95.00 GPA: 3.65

Period: 2009A Sept-Dec  
 Term: Fall 200910  
 College of Arts & Sciences  
 Australian Studies  
 1ST Term First Year SCP  
 BUS JM03 M Business JM03 3.00 C 9.00  
 CSI JM03 M Computer Science JM03 3.00 A 15.00  
 FREN JM03 M French JM03 3.00 A 15.00  
 \*\*\*\*\* CONTINUED ON PAGE 2 \*\*\*\*\*

\*\*\*\*\* CONTINUED ON NEXT COLUMN \*\*\*\*\*

SSN:

Student No: A00022070

Date of Birth:

Date Issued: 26-FEB-2010  
SCPY SCP Stats turned ON

Record of: Clark Kendrick  
Level: Undergraduate 2

Page: 2

SUBJ	NO.	C	COURSE TITLE	CRED	GRD	PTS	R
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Institution Information continued:

HIST	JM03	M	History JM03	3.00	D	6.00	
Term:	Ehrs:	12.00	GPA-Hrs:	12.00	QPts:	45.00	GPA: 3.75
Period:	Ehrs:	12.00	GPA-Hrs:	12.00	QPts:	45.00	GPA: 3.75

Spring 200920

IN PROGRESS WORK

BUS	JM04	M	Business JM04	3.00	IN PROGRESS		
CSI	JM04	M	Computer Science JM04	3.00	IN PROGRESS		
FREN	JM04	M	French JM04	3.00	IN PROGRESS		
HIST	JM04	M	History JM04	3.00	IN PROGRESS		

In Progress Credits 12.00

\*\*\*\*\* TRANSCRIPT TOTALS \*\*\*\*\*

	Earned Hrs	GPA Hrs	Points	GPA
TOTAL INSTITUTION	63.00	63.00	238.00	3.77

TOTAL TRANSFER	0.00	0.00	0.00	0.00
----------------	------	------	------	------

OVERALL	63.00	63.00	238.00	3.77
---------	-------	-------	--------	------

\*\*\*\*\* END OF TRANSCRIPT \*\*\*\*\*

26-FEB-2010 03:09:57 PM

Ban Sys Tst  
Academic Transcript

SHRTRTC

\* \* \* REPORT CONTROL INFORMATION - SHRTRTC - Release 8.4 \* \* \*

TRANSCRIPT POPULATION FILE USED: N  
REQUESTED ID(S):  
ID NUMBER: % SEQ NUMBER: ALL SEQUENCES REQUESTED FOR THIS ID  
TRANSCRIPT TYPE(S): SCPN  
SCPY  
TRANSCRIPT SELECTION PRINTER: %  
ADDRESS SELECTION DATE: 24-FEB-2010  
ADDRESS TYPE(S): 1MA  
OFFICIAL TRANSCRIPT PRINT: Y  
CAMPUS SELECTION REQUESTED? N  
CAMPUS SELECTED:  
CONTROL REPORT: Y  
ALIGN PAGE: N  
RUN IN SLEEP/WAKE MODE (Y/N): N  
SLEEP/WAKE INTERVAL: 60  
HEADING [IN PROGRESS WORK]: IN PROGRESS WORK  
SORT ORDER: 5  
HOLD FOR GRADES: N  
HOLD FOR DEGREE: N  
WEB SELF SERVICE OPTIONS:  
WEB PAYMENT OPTIONS:  
EXPANDED CREDIT DISPLAY: N  
REPORT LINELIMIT: 55  
  
RECORD COUNT: 1  
  
PRINTED ID(S):  
ID NUMBER: A00022070 SEQ NUMBER: 6



## Academic Transcript Request Purge (SHPTRTC)

**Description** This process must be run in order to purge the Banner transcript requests from the system. Transcript requests are defined as “official”, “unofficial”, or “both”. Within this criteria, several purge options are available. You can purge transcript requests by request date, level, or transcript type. A transcript must have been requested through the Transcript Request Form (SHARQTC) to be purged using this process.

Parameters	Name	Required?	Description	Values
	Report Term	No	Enter the term to be used in the heading of the report (has no effect on the purge).	
	Option	Yes	Enter 1 to purge by date, 2 to purge by level, or 3 to purge by transcript request type.	1 Purge by date 2 Purge by level 3 Purge by transcript request type
	Official Determination	Yes	Enter Y if only official transcripts are to be purged; N if only unofficial transcripts are to be purged; or enter % if both types of transcripts are to be purged.	Y Purge official transcripts N Purge unofficial transcripts % Both
	Purge Date	No	If option 1 was selected in the Option parameter, enter date prior to which data will be purged.	
	Purge Level	No	If option 2 was selected in the Option parameter, enter level from which data will be purged. Enter % to select all levels.	Level Code Validation Form (STVLEVL)
	Purge Transcript Type	No	If option 3 was selected in the Option parameter, enter transcript type for which data will be purged.	Transcript Type Code Validation Form (STVTPRT)
	EDI Transcript Purge Option	No	Enter Y to purge selected EDI transcripts by EDI transcript status. Enter N if no EDI transcripts are to be purged. Enter % to purge all selected EDI transcripts.	Y Purge by EDI transcript status N Do not purge EDI transcripts % Purge all selected EDI transcripts

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	EDI Transcript Status	No	This parameter is required if the EDI Transcript Purge Option parameter is set to <i>Y</i> . Enter the statuses of the EDI transcripts that are to be purged.	Electronic Status Code Validation Form (STVEDIS)
	Mode	Yes	<i>A</i> or audit mode will print a report of all transcript requests purged, without actually updating the database. <i>U</i> or update mode will update the database.	A Audit U Update

## Report Sample—Academic Transcript Request Purge (SHPTRTC)

		Banner University Academic Transcript Request Purge Audit Report Only	PAGE 1 SHPTRTC
14:49:39 199101			
@00-00-0097	Adams, Amanda A. REQUEST: 1 LEVEL: 01 REQUEST: 2 LEVEL: 01 REQUEST: 3 LEVEL: 01 REQUEST: 4 LEVEL: 01	REQUEST 30-MAY-1991 REQUEST 30-MAY-1991 REQUEST 13-JAN-1993 REQUEST 13-JAN-1993	DATE: OFFICIAL IND: TPRT CODE: INTA ISSUED TO: School of Business Management DATE: OFFICIAL IND: N TPRT CODE: INTA ISSUED TO: School of Business Management DATE: OFFICIAL IND: Y TPRT CODE: INTA ISSUED TO: College of Law DATE: OFFICIAL IND: Y TPRT CODE: INTA ISSUED TO: Amanda Adams
111-11-1112	Adams, Jackie Midd REQUEST: 1 LEVEL: AL REQUEST: 2 LEVEL: AL REQUEST: 3 LEVEL: AL REQUEST: 4 LEVEL: AL	REQUEST 06-NOV-1992 REQUEST 06-NOV-1992 REQUEST 06-NOV-1992 REQUEST 14-MAY-1993	DATE: OFFICIAL IND: Y TPRT CODE: INTA ISSUED TO: Advanced Planning Systems Corp DATE: OFFICIAL IND: Y TPRT CODE: INTA ISSUED TO: Advanced Planning Systems Corp DATE: OFFICIAL IND: Y TPRT CODE: INTA ISSUED TO: Advanced Planning Systems Corp DATE: OFFICIAL IND: Y TPRT CODE: ISSUED TO: Jackie Adams
@00-00-1157	Amerine, David REQUEST: 1 LEVEL: 01 REQUEST: 2 LEVEL: 01	REQUEST 10-FEB-1993 REQUEST 10-FEB-1993	DATE: OFFICIAL IND: Y TPRT CODE: INTA ISSUED TO: Drexel University DATE: OFFICIAL IND: Y TPRT CODE: INTA ISSUED TO: Drexel University
909-00-0001	Axelrod, Arnold Abernathy REQUEST: 1 LEVEL: 01 REQUEST: 2 LEVEL: 01 REQUEST: 3 LEVEL: 01 REQUEST: 4 LEVEL: 01	REQUEST 17-JUL-1992 REQUEST 20-JUL-1992 REQUEST 17-JUL-1992 REQUEST 17-JUL-1992	DATE: OFFICIAL IND: TPRT CODE: ISSUED TO: Arnold Axelrod DATE: OFFICIAL IND: TPRT CODE: ISSUED TO: Arnold Axelrod DATE: OFFICIAL IND: TPRT CODE: ISSUED TO: Arnold Axelrod DATE: OFFICIAL IND: TPRT CODE: ISSUED TO: Arnold Axelrod
213-45-0060	Babbitt, Janet B REQUEST: 1 LEVEL: 01 REQUEST: 2 LEVEL: 01 REQUEST: 3 LEVEL: 01	REQUEST 09-FEB-1992 REQUEST 11-FEB-1992 REQUEST 09-FEB-1992	DATE: OFFICIAL IND: Y TPRT CODE: EXTL ISSUED TO: College of Arts & Sciences DATE: OFFICIAL IND: TPRT CODE: ISSUED TO: University of Iowa DATE: OFFICIAL IND: Y TPRT CODE: EXTL ISSUED TO: College of Arts & Sciences

14:49:39  
199101

Banner University  
Academic Transcript Request Purge  
Audit Report Only

PAGE 7  
SHPTRTC

\* \* \* REPORT CONTROL INFORMATION - SHPTRTC - Release 2.1.5 \* \* \*

REPORT TERM: 199101  
PURGE OFFICIAL: %  
PURGE OPTION: 3  
PURGE DATE:  
PURGE TPRT TYPE(S):  
%  
PURGE LEVEL(S):  
EDI TRANSCRIPT PURGE OPTION: Y  
EDI TRANSCRIPT STATUS: 00  
05  
10  
15  
20  
RUN MODE: A

NUMBER OF POTENTIAL TRANSCRIPT REQUESTS DELETED: 207

## Degree Status Update Report (SHRDEGS)

**Description** This report updates the existing degree status code to a new user-defined degree status. Optionally, the student status maintained on the General Student Form (SGASTDN) may also be updated for a user-defined effective term. The process will push the field of study curriculum status to the new status based on values on STVSTST. This report may be run in audit or update mode.

<i>Parameters</i>	<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
	Selection Identifier	No	Enter the code that identifies the population with which you wish to work. The selection identifier must be defined on the Population Selection Definition Rules Form (GLRSLCT). All or none of the population selection parameters must be entered.	Population Selection Inquiry Form (GLISLCT)
	Application Code	No	Enter the code that identifies the general area for which the selection identifier was defined. All or none of the population selection parameters must be entered.  The Population Selection Extract Inquiry Form (GLIEXTR) may be used to review the people who will be processed in the load from the selection identifier and application code entered.	Application Inquiry Form (GLIAPPL)
	Creator ID	No	Enter the user ID of the person who created the population rules. All or none of the population selection parameters must be entered.	
	Report Term	Yes	Enter the code representing the term for which the report is to be run. This is the term that will be used in headers and student selection.	Term Code Validation Form (STVTERM)
	Audit or Update Mode	Yes	Enter <i>A</i> for audit mode to print a report of the degree statuses, without actually updating the database. Enter <i>U</i> (update) to update records with the new degree status. The default value is audit.	A Audit U Update

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	Current Degree Status Code	Yes	Enter the current degree status code to be used in the selection for the report.	Degree Status Code Validation Form (STVDEGS)
	New Degree Status Code	Yes	Enter the new degree status code to be applied to the selected degrees.	Degree Status Code Validation Form (STVDEGS)
	Graduation Term	No	Enter the graduation term to be used in the selection. Multiple values may be entered. If entered, only those students whose graduation term matches the user entered term will be selected for the update. If blank, all graduation terms are processed.	Term Code Validation Form (STVTERM)
	Graduation Year	No	Enter the year to be used in the selection. If blank, all years are processed.	Academic Year Validation Form (STVACYR)
	Graduation Status	No	Enter the graduation status to be used in the selection. If blank, all graduation statuses are processed.	Graduation Status Validation Form (STVGRST)
	Degree Code	No	Enter the degree code to be used in the selection. Multiple values may be entered. If blank, all degree codes are processed.	Degree Code Validation Form (STVDEGC)
	Campus	No	Enter the campus code to be used in the selection. If blank, all campus codes are processed.	Campus Code Validation Form (STVCAMP)
	Level	No	Enter the level code to be used in the selection. Multiple values may be entered. If blank, all levels are processed.	Level Code Validation Form (STVLEVL)

Parameters	Name	Required?	Description	Values
	New Student Status	No	Enter the student status for updating if the student record is to be updated. If blank, no update of student status occurs. If a value is entered, and this value differs from the selected student's student status in the General Student module, a new General Student record will be created with the new student status for the student status effective term.	Student Status Code Validation Form (STVSTST)
	Student Status Effective Term	No	Required, if new student status is not null. Enter the new effective term if the student status is to be updated.	Term Code Validation Form (STVTERM)

### Report Sample—Degree Status Update Report (SHRDEGS)

26-APR-2006 15:40:36 200410	BANNER System Test Degree Status Update Report							PAGE 1 SHRDEGS
AUDIT MODE - FROM: Sought TO: Pending; STUDENT TO: Inactive due to Graduation								
ID	NAME	DEGREE	CAMPUS	LEVEL	GRAD TERM	GRAD YEAR	GRAD STATUS	
CCGSTU014	Ashton, Benjamin	BA	M	UG	200620	2006	PG	
CCGSTU015	Atlas, Mark	BA	M	UG	200620	2006	PG	

26-APR-2006 15:40:36 200410	BANNER System Test Degree Status Update Report							PAGE 2 SHRDEGS
AUDIT MODE - FROM: Sought TO: Pending; STUDENT TO: Inactive due to Graduation								
* * * REPORT CONTROL INFORMATION - SHRDEGS - Release 7.3 * * *								
RPTNAME: SHRDEGS								
*** POPULATION SELECTION WAS NOT USED ***								
AUDIT OR UPDATE MODE : A								
CURRENT DEGREE STATUS: SO								
NEW DEGREE STATUS : PN								
GRADUATION TERM : 200620								
GRADUATION YEAR :								
GRADUATION STATUS: PG								
DEGREE CODE :								
DEGREE CAMPUS:								
DEGREE LEVEL : UG								
NEW STUDENT STATUS: IG								
STATUS EFFECTIVE TERM: 200710								
RECORD COUNT: 2								

## Commencement Report (SHRCOMM)

**Description** This report produces a list of students by degree award status code, their degrees, majors, and any institutional or departmental honors associated with the degree. It prints by student in last name alpha order. The report prints students within a certain date range as specified in the parameters, and a graduation date must exist in the **Graduation Date** field on the Degrees and Other Formal Awards Form (SHADEGR) in order to be included in the report.

Parameters	Name	Required?	Description	Values
	Degree Status Code Selection	Yes	Enter the degree status code which represents the population for which the report is to be generated. Enter a single value only, or enter % for all.	Degree Status Code Validation Form (STVDEGS)
	Graduation Begin Range	Yes	Enter the begin date for the date range for which the report is to be generated. Enter in format YYMM where Y=year and M=month. Enter month as 01 for January through 12 for December. The default value is 0000.	
	Graduation End Range	Yes	Enter the end date for the date range for which the report is to be generated. Enter in format YYMM where Y=year and M=month. Enter month as 01 for January through 12 for December. The default value is 9999.	
	Graduation Term Code Selection	No	Enter the graduation term code which represents the population for which the report is to be generated. Multiple values may be entered, or enter % for all.	Term Code Validation Form (STVTERM)
	Graduation Year Selection	No	Enter the graduation year for which the report is to be generated.	Academic Year Validation Form (STVACYR)



<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	Graduation Status Code	No	Enter the graduation status code which represents the population for which the report is to be generated. Multiple values may be entered, or enter % for all.	Graduation Status Validation Form (STVGRTS)
	Print Graduation Holds	No	Enter Y to print students with active graduation holds.	

## Report Sample—Commencement Report (SHRCOMM)

25-NOV-1992 11:31:12	Banner University Commencement Report			PAGE 1 SHRCOMM	
NAME	DEGREE	MAJOR	INST HONORS	DEPT HONORS	HOLD
Adams, Amanda	BS	Computer Science			
Adams, Andy	FELLOW	Political Science			
Adams, Chris	BS	Undeclared Major			
Adams, Jackie	BS	Engineering			
Adams, Mary	POBACT	Economics			
Axelrod, Arnold	BSME	Manufacturing Engineering Tech	Cum Laude Phi Beta Kappa	Drama Award Engineering Excellence	
Bogwall, Bernice	BSME	Mathematics			Y
Burns, Andrea	BS	Undeclared Major			
Burns, Brenda	BS	Computer Science			
Burns, Diane	BA/MA	History			Y
Caretta, Joseph	BS	Marketing			
Caretta, Joseph	BBA	Marketing			
Clark, Candace	BS	Computer Science			
Cook, Richard	BS	Math			
Cornwallis, Carter	BSME	Undeclared Major			
Correll, Nikome	BS	Economics			
Coyle, Patricia	BS	Business Administration			
D'Ambrosio, Denise	BSME	Engineering			
Douglas, Richard	MED	Education			
Erskine, Edward	BSME	Engineering			
Finlandia, Frieda	BSME	Engineering			
Gallagher, Michael	BA	English			
Garcia, Gloria	BSME	Engineering			
Grad, Hope	CERT3	Math			
Hogan, Jonathon	BS	Economics			
Humbert, Hubert	BSME	Engineering			
Ignatowski, Isadore	BSME	Engineering			
Jackson, Lloyd	BA	Anthropology	Cum Laude		
Jensen, Sven	BS	Behavioral Sciences			
Jewett, Jeremiah	BSME	Engineering			
Johnson, Mark	CERT1	English			
Johnson, Michael	BS	Economics			
Jones, David	BS	Business Administration			
Jones, James	BS	Anthropology			
Jones, Sarah	BS	Math			

25-NOV-1992 11:31:12

Banner University  
Commencement Report

PAGE 2  
SHRCOMM

NAME	DEGREE	MAJOR	INST HONORS	DEPT HONORS	HOLD
Kelly, Sharon	FELLOW	Foreign Languages			
Kelsey, Anna	FELLOW	Economics			
Kelsey, Bruce	000000	Undeclared Major			
Kestrel, Lisa	000000	Undeclared Major			
Mead, Elizabeth	BS	Engineering	Cum Laude	Drama Award	
Micker, George	BS	English			
Micket, John	BA	Engineering			
Mickey, Jack	BA	Journalism			
Miller, Rosemary	BS	Chemistry			
Montgomery, Mary	BS	Math			
Morgan, Denise	BS	Geology	Cum Laude	Drama Award	
Morgan, Denise	PHD	Elementary Education			
Nichols, Robyn	BA	Economics			
Onofrio, Joseph	BS	Business Administration			Y
Patterson, Dawn	MBA	Business Administration			
Retsler, Donald	BS	Biology			
Retsler, Donald	BS	Biology		Humanities Honors	
Ryan, Steve	BS	Economics			
Sanchez, Ronald	BA	Linguistics			
Scott, Richard	BA	Anthropology			
Scott, Walter	BS	English			
Smith, Bob	CERT	Art History			
Smith, Colleen	MA	Music			
Smith, Donna	MD	Biology			
Smith, Joyce	BS	Physics			
Smith, Lester	BA/MA	English Literature			
Smith, Lester	BA/MA	Linguistics			
Stevenson, Joanne	BA	Art			
Tyler, Elizabeth	BS	Undeclared Major			
Winston, Lisa	000000	Undeclared Major			
Winston, Lisa	BA	English			

25-NOV-1992 11:31:12

Banner University  
Commencement Report

PAGE 3  
SHRCOMM

\* \* \* REPORT CONTROL INFORMATION - SHRCOMM - Release 2.1.5 \* \* \*

DEGREE STATUS: %  
 GRADUATION BEGIN RANGE: 0000  
 GRADUATION END RANGE: 9999  
 GRADUATION TERM: %  
 GRADUATION YEAR: %  
 GRADUATION STATUS: %  
 PRINT GRADUATION HOLDS: Y

RECORD COUNT: 69

## Commencement Attendance Report (SHRCATT)

**Description** This report produces a list of attendees by ceremony type and term, as well as information on cap, gown, and hood ordering, pickup, and return.

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	Ceremony Type	Yes	Enter the ceremony type code which indicates the ceremony to be attended. Enter % for all ceremony types.	Ceremony Type Validation Form (STVCERT)
	Term	Yes	Enter the term in which the ceremony will occur. Enter % for all term codes.	Term Code Validation Form (STVTERM)
	Students, Non-Students, or All?	No	Enter <i>S</i> to print only students, <i>N</i> to print non-students, or leave null to print all students and non-students.	S Print students N Print non-students Null Print both
	Print Cap/Gown/Hood Detail?	No	Enter <i>Y</i> to print detail of cap, gown, and hood information for the attendees.	
	Print Cap/Gown/ Order Totals?	No	Enter <i>Y</i> to print totals of caps, gowns, and hoods ordered by the attendees.	
	List All With No Cap/Gown Information	No	Enter <i>Y</i> to list only those attendees with no cap, gown, or hood information available.	
	List All With No Pickup Date	No	Enter <i>Y</i> to list only those attendees who have not picked up their order for cap, gown, or hood.	
	List All With No Return Date	No	Enter <i>Y</i> to list only those attendees who have not returned their cap, gown, or hood.	

## Report Sample—Commencement Attendance Report (SHRCATT)

25-APR-1993 11:34:25 199301	Banner University Commencement Attendance Report ALL ATTENDEES (*=NON-STUDENT)	PAGE 9 SHRCATT
CEREMONY TYPE: SPRING      Spring Graduation      TERM: 199301      Fall 1992		
< - - - - - FIRST CHOICE - - - - - >      < - - - - - SECOND CHOICE - - - - - >		
EVENT      : A0009      DATE: 20-SEP-1987      TIME: 1200 PM	EVENT      : A0001      DATE: 01-OCT-1990      TIME: 1200 PM	
SITE        : 001              Downtown Site	SITE        :                      :	
BUILDING   : EAST              East Hall for Fine Arts      ROOM: 100	BUILDING   : EAST              East Hall for Fine Arts      ROOM: E3002	
DRESS CODE:		
-----		
ID	ATTENDEE NAME	HOLDS
909000004	D'Ambrosio, Denise D.	
208000041	Mead, Elizabeth	
201000019	Onofrio, Joseph Paul	Y
208000001	Scott, Walter	
201000017	Telly, Clifford	
NUMBER OF ATTENDEES: 5		

25-APR-1993 11:34:25 199301	Banner University Commencement Attendance Report ALL ATTENDEES (*=NON-STUDENT)	PAGE 10 SHRCATT
CEREMONY TYPE: SPRING      Spring Graduation      TERM: 199301      Fall 1992		
CAP TYPE	DESCRIPTION	SIZE      QTY
CAP	With tassle	L              1
GOWN TYPE	DESCRIPTION	SIZE      QTY
G1-BLK	Rented black robe	L              1
HOOD TYPE	DESCRIPTION	INSTITUTION      QTY
OWN	Bringing own cap/gown/hood	1

25-APR-1993 11:34:25

Banner University  
Commencement Attendance Report  
ALL ATTENDEES (\*=NON-STUDENT)

PAGE 17  
SHRCATT

\* \* \* REPORT CONTROL INFORMATION - SHRCATT - Release 2.1.5 \* \* \*

RPTNAME: SHRCATT

CEREMONY TYPE: %

TERM: %

PRINT STUDENTS OR NON-STUDENTS?

PRINT CAP AND GOWN INFORMATION?: Y

PRINT ORDER TOTALS? Y

PRINT ONLY PEOPLE WITHOUT CAP AND GOWN INFORMATION?: Y

PRINT ONLY PEOPLE WHO HAVE NOT PICKED UP THEIR ORDER?

PRINT ONLY PEOPLE WHO HAVE NOT RETURNED THEIR ORDER?

RECORD COUNT: 10

## Transfer Equivalency Catalog (SHRTECA)

**Description** This report provides a listing used to review the transfer courses entered for each institution.

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	Report Term	Yes	Enter the term code which represents the term for which the catalog is to be produced.	Term Code Validation Form (STVTERM)
	Process Term	Yes	Enter the effective term for which the course catalog is to be viewed. A term of 9999999 will produce all effective terms.	Term Code Validation Form (STVTERM)
	Institution to Process	No	Enter the institution code for which you want the transfer equivalency catalog created, or enter % to select all institutions in the database.	Source/Background Institution Code Validation Form (STVSBGI)
	Program Code	No	Enter the selected program code for which you want to review the transfer equivalency catalog, or enter % to select all program codes.	
	Level Code	No	Enter the level code for which you want to create the transfer equivalency catalog. Enter % for all levels.	Level Code Validation Form (STVLEVL)
	Active/Inactive Indicator	No	Enter <i>A</i> to select only active catalog transfer courses, <i>I</i> to select only inactive catalog transfer courses or % to select all courses, active and inactive.	A Active courses I Inactive courses % All courses
	Print Course Comments	No	Enter <i>Y</i> if you want the course comments printed in the Transfer Equivalency Catalog. Entering <i>N</i> will suppress the printing of the comments.	Y Print course comments N Do not print course comments

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	Print Equivalent Courses	No	Enter <i>Y</i> if you want the equivalent courses printed in the Transfer Equivalency Catalog. Entering <i>N</i> will suppress the printing of the equivalent courses.	Y Print equivalent courses N Do not print equivalent courses
	Print Equiv Course Comments	No	Enter <i>Y</i> if you want the comments for the equivalent courses printed in the Transfer Equivalency Catalog. Entering <i>N</i> will suppress the printing of the equivalent course comments.	Y Print equivalent course comments N Do not print equivalent course comments



## Report Sample—Transfer Equivalency Catalog (SHRTECA)

24-JUN-2003 14:29:21  
199510

BANNER University  
Transfer Equivalency Catalog

PAGE 1  
SHRTECA

82371 - Augustus College  
Deans Office  
Joseph Building, Main Floor  
2875 Peachtree Street  
Atlanta, GA 30397

Highest Degree Level - Doctor's Degree  
Acceptance Practice - No policy determined  
Calendar Type - No Calendar Type  
Authorization - Office of the Registrar  
Reported By - Bill Zimmer  
Comments - Consultant

PROGRAM - Default

LEVEL - 01 Undergraduate

EQU	GRP	P	SUBJ	COURSE	TITLE	EFF	BLTN	TRANSFER	LOW	HIGH	CONVERTED	MIN	STATUS	
Y			ACCT	1000	Introductory Accounting	199510		LOW			LOW	HIGH	GRD	AC-Active Cou
----- EQUIVALENCY -----														
			SUBJ	COURSE	TITLE						CREDITS			
			ACCT	105	Accounting Basics						3.500			
Y			BIOL	10011	Introduction to Biology	199510					0.000	0.000	AC-Active Cou	
----- EQUIVALENCY -----														
			SUBJ	COURSE	TITLE						CREDITS			
			BIOL	110	Basic Life Sciences						3.500			
Y			CHEM	10001	Introduction to Chemistry	199510					3.000	0.000	0.000	AC-Active Cou
----- EQUIVALENCY -----														
			SUBJ	COURSE	TITLE						CREDITS			
			CHEM	100	Chemistry for non-majors						3.000			
Y			CHEM	10005	Chemistry I	199510					3.000	0.000	0.000	AC-Active Cou
----- EQUIVALENCY -----														
			SUBJ	COURSE	TITLE						CREDITS			
			CHEM	110L	Chemistry I with lab						4.250			
		OR	CHEM	100	Chemistry for non-majors						3.000			
Y			HIST	100	U.S. Civil War	199510					0.000	0.000	AC-Active Cou	
----- EQUIVALENCY -----														
			SUBJ	COURSE	TITLE						CREDITS			
			HIST	101	U.S. 1850 - 1900						4.000			

24-JUN-2003 14:29:21  
199510

BANNER University  
Transfer Equivalency Catalog

PAGE 2  
SHRTECA

\* \* \* REPORT CONTROL INFORMATION - SHRTECA - Release 6.0 \* \* \*

TERM: 199510  
PROCESS TERM: 199510  
INSTITUTION CODE (% or Institution Code): 82371  
PROGRAM CODE: %  
LEVEL CODE: 01  
COURSE SELECTION: %  
PRINT COURSE COMMENTS: Y  
PRINT EQUIVALENT COURSES: Y  
PRINT EQUIV COURSE COMMENTS: Y  
  
RECORD COUNT: 5

## Transfer Equivalency Worksheet (SHRTAEQ)

**Description** This worksheet is used to review the Transfer Equivalency information for a student.

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	Report Term	Yes	Enter the term code which represents the term for which the report is to be run.	Term Code Validation Form (STVTERM)
	Selected Student ID Number	Yes	Enter a specific student ID(s) for which the worksheet is to be created, or enter % to run the worksheet for all students for the selected term.	
	Selected Transfer College	Yes	Enter the college(s) for which you want the transfer equivalencies worked out for the student(s), or enter % for all the colleges for the student(s).	
	Selection Identifier	No	Enter the code that identifies the population with which you wish to work. The selection identifier must be defined on the Population Selection Definition Rules Form (GLRSLCT). All or none of the population selection parameters must be entered.	Population Selection Inquiry Form (GLISLCT)
	Application Code	No	Enter the code that identifies the general area for which the selection identifier was defined. All or none of the population selection parameters must be entered.  The Population Selection Extract Inquiry Form (GLIEXTR) may be used to review the people who will be processed in the load from the selection identifier and application code entered.	Application Inquiry Form (GLIAPPL)
	Creator ID	No	Enter the user ID of the person who created the population rules. All or none of the population selection parameters must be entered.	

**Report Sample—Transfer Equivalency Worksheet (SHRTAEQ)**

24-JUN-2003 15:28:01 199810	BANNER University Transfer Equivalency Worksheet Johnson, Lynn W. A00001128		PAGE 1 SHRTAEQ			
Easton College UG Undergraduate UG						
ATTENDANCE PERIOD: 1 FA96 - SP97 ACCEPTANCE DATE: 24-JUN-2003 TRANSFER DEGREE AWARDED: NONE						
----- TRANSFER COURSES -----						
<u>LV</u>	<u>TERM</u>	<u>SUBJ</u> <u>CRSE</u>	<u>TITLE</u> <u>CR.HRS</u> <u>GROUP</u> <u>GRD</u> <u>D</u> <u>A</u> <u>LV</u> <u>SUBJ</u> <u>CRSE</u> <u>TITLE</u> <u>CR.HRS</u> <u>GRADE</u>			
UG 199810	BIOL	001	Introduction to Biology I 3.000 01 Y B Y UG BIOL 1010 Biological Principles 4.000 B			
UG 199810	BIOL	001A	Biology I lab 1.000 01 B- N UG			
UG 199810	ACCT	100	Accounting I 3.000 A Y UG MATH 100 College Algebra 3.000 A			
UG 199810	ECON	100	Basic Economics 3.000 B+ Y UG ECON 1101 Principles of Microeconom 3.000 B+			
UG 199810	SPAN	100	Spanish for Beginners 4.000 A- Y UG SPAN 102 Spanish I 3.000 A-			
			A- Y UG SPAN 102A Spanish I lab 1.000 A-			
UG 199810	THEA	101	Introduction to Theatre 3.000 A- N UG			
*****						
T R A N S F E R						
	ATT	PASS	EARN	GPA	QUALITY	
	HOURS	HOURS	HOURS	HOURS	POINTS	GPA
LEVEL: UG	17.000	17.000	17.000	17.000	59.335	3.490
I N S T I T U T I O N						
	ATT	PASS	EARN	GPA	QUALITY	
	HOURS	HOURS	HOURS	HOURS	POINTS	GPA
LEVEL: UG	14.000	14.000	14.000	14.000	48.667	3.476

24-JUN-2003 15:28:01 199810	BANNER University Transfer Equivalency Worksheet		PAGE 2 SHRTAEQ
* * * REPORT CONTROL INFORMATION - SHRTAEQ - Release 6.0 * * *			
SELECTION IDENTIFIER: APPLICATION CODE: CREATOR ID: TERM: 199810 SELECTED ID NUMBER(S): % SELECTED TRANSFER COLLEGE(S): 82376			
RECORD COUNT: 1			

## Transfer Articulation Purge (SHPTAEQ)

**Description** This process is used to purge the transfer articulation information for a student. The user may want to purge this information for those students who do not register or attend class.

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	Report Term	Yes	Enter the term code which represents the term from which the transfer articulation information is to be purged.	Term Code Validation Form (STVTERM)
	Purge ID	No	Enter an ID for which the purge is to be processed, or enter % or a Null value to select all students with no registration.	
	Purge Institution	No	Enter an institution within a selected population for which the purge is to be processed. Enter % or a Null value to select all institutions. Valid values should be selected from the Source or Background Institution Base Form (SOASBGI).	Source or Background Institution Base Form (SOASBGI)
	Run Mode	Yes	A or audit mode will print a report of all transfer articulation request information which will be purged, without actually updating the database. <i>U</i> or update mode will update the database.	A Audit U Update

## Report Sample—Transfer Articulation Purge (SHPTAEQ)

12:34:45 199101		Banner University Transfer Articulation Purge Audit Report Only					PAGE 1 SHPTAEQ	
201000023	Graham, John INSTITUTION CODE: 000004	LEVEL: 01	TERM: 199301	SUBJECT: ENG	COURSE: 001	CREDIT HOURS: 1.00		
				SUBJECT: ENG	COURSE: 002	CREDIT HOURS: 2.00		
				SUBJECT: MUSC	COURSE: 001	CREDIT HOURS: 5.00		
				SUBJECT: MUSC	COURSE: 001	CREDIT HOURS: 5.00		
211000024	Houbson, Leslie INSTITUTION CODE: 000003	LEVEL: 01	TERM: 199301	SUBJECT: BIOL	COURSE: 001	CREDIT HOURS: 3.00		
				SUBJECT: BIOL	COURSE: 001A	CREDIT HOURS: 1.00		
				SUBJECT: ANT	COURSE: 001	CREDIT HOURS: 3.00		
				SUBJECT: ANT	COURSE: 002	CREDIT HOURS: 3.00		
				SUBJECT: BIOL	COURSE: 071	CREDIT HOURS: 3.00		
201000022	Yancy, Lucy INSTITUTION CODE: 000003	LEVEL: 01	TERM: 199301	SUBJECT: ANT	COURSE: 002	CREDIT HOURS: 3.00		
				SUBJECT: ANT	COURSE: 001	CREDIT HOURS: 3.00		
			TERM: 199401	SUBJECT: ACC	COURSE: 001	CREDIT HOURS: 3.00		
				SUBJECT: ACC	COURSE: 002	CREDIT HOURS: 3.00		

12:34:45 199101		Banner University Transfer Articulation Purge Audit Report Only					PAGE 2 SHPTAEQ	
* * * REPORT CONTROL INFORMATION - SHPTAEQ - Release 2.1.5 * * *								
PURGE TERM: 199101								
PURGE ID(s):								
%								
PURGE INSTITUTIONS(s):								
%								
RUN MODE: A								
NUMBER OF POTENTIAL ARTICULATIONS DELETED: 3								

## IPEDS First Time Residency Report (SHRIRES)

**Description** This report is used to report all students who are first time students, by state, which is determined by the students' address type. Students are categorized based on the award category of their degree in their student record. First-time students (where student type matches requested type) who are registered in the requested term and whose general student level matches the requested level, will be reported by state, which is determined by the student's address type.

A population of students is selected using the following criteria:

1. Student validly registered for the term being processed.
2. Student has a general student record with an effective term that is less than or equal to the term being processed and which has a degree code that is valid on the Degree Code Validation Form (STVDEGC), and the category code on the STVDEGC matches the category code(s) you requested. The general student level must match your requested level code(s). Student must have a student type which matches your requested first-time freshman code(s) and cumulative credit hours which do not exceed the parameter limit you have set.

The Degree Award Category Code Validation Table (STVACAT) is used to classify degree codes (i.e., B.A. = Bachelor of Arts) into award categories. Required codes for the STVACAT Table are included in the table definitions and should be used. Use the parameter selection to specify which Degree Award Categories are to be used for the report.

The Degree Code Validation Form (STVDEGC) uses the Degree Award Category Code Validation Form (STVACAT) to identify the category that the degree code belongs to, such as Bachelor's, Master's, Doctoral.

Students are counted in the HS Grad/Year column if they have a high school graduation date on the High School Information Form (SOAHSCH) that falls within the user-specified parameter dates.

Transfer hours are used in the calculation of student classification. For example, if a student has 60 transfer credits and 20 institutional credits, then 80 credits will be used to determine their class standing.



### Note

The IPEDS File Generation Process Report (SHRIPDS) must be run prior to this report, as it produces the IPEDS Extract File used in this report. ■

## Web Upload

The Report Format parameter is used to create hardcopy output only, a comma-delimited file only, or both formats during the same run. This comma-delimited file format conforms to the NCES requirements for the creation of the Key Pair Value file.

The Report Format parameter is required. Enter 1 to produce hardcopy output. Enter 2 to produce output in a Web upload file format. Enter 3 to produce both formats. 3 is the default.



### Note

When running this report from job submission, the Web upload file name will be in the format `shrires_wu_#####.txt`, where `#####` is the run sequence number.

Prior to uploading this file to the website, you must convert it to a text (.txt file). ■

Parameters	Name	Required?	Description	Values
	Report Term	Yes	Enter the term code representing the term for which the report is to be run. For report heading only.	Term Code Validation Form (STVTERM)
	HS Graduation From Date	Yes	Enter the beginning date range for graduation for students who are to be counted in report. The system is looking for a high school graduation date on SOAHSCH, the High School Information Form. Any person who has a graduation date between the from and to dates will be counted in the HS Grad/Year column of the report.	
	HS Graduation To Date	Yes	Enter the end date range for graduation for students who are to be counted in report. The system is looking for a high school graduation date on SOAHSCH, the High School Information Form. Any person who has a graduation date between the from and to dates will be counted in the HS Grad/Year column of the report.	
	Address Selection Date	Yes	Which address, effective on this date, do you want to use for residency reporting? Leave blank for today or enter in date format DD-MON-YYYY.	



Parameters	Name	Required?	Description	Values
	Address Type	Yes	<p>Enter the address type to be used in determining the residency status of the student (the state code is what the system is looking for). Multiple requests are permitted and must be entered in priority sequence.</p> <p>For example, <i>IMA 2PR</i> will first print the mailing address, and if none is found, will print the permanent address.</p> <p>Enter each parameter then hit return for the next prompt. Returning with a null value will move you on to parameter 06. If a student doesn't have the specified address type(s), the state of residence will be reported as unknown.</p>	Address Type Code Validation Form (STVATYP)
	Report Format	Yes	Enter 1 to produce hardcopy output. Enter 2 to produce output in a Web upload file format. Enter 3 to produce both formats. 3 is the default.	1 Hardcopy output 2 Web upload file 3 Both

### Report Sample—IPEDS First Time Residency Report (SHRIRES)

20-MAR-2009 15:55:21 200810	BANNER University IpedS First Time Residency	PAGE 1 SHRIRES
	Residence at Admission	**First Time Freshman** Total HS Grad/Year
	Alaska	1 0
	Unknown	3 0
	Wyoming	1 0
	New York	51 0
	Washington	1 0
	Pennsylvania	2 0
	TOTAL	59 0

20-MAR-2009 15:55:21  
200810

BANNER University  
AUDIT TRAIL

PAGE 1  
SHRIRES

\* \* \* REPORT CONTROL INFORMATION - SHRIRES - Release 8.2 \* \* \*

REPORT TERM: 200710  
HIGH SCHOOL GRADUATION FROM DATE: 01-JUN-2007  
HIGH SCHOOL GRADUATION TO DATE: 30-AUG-2008  
ADDRESS SELECTION DATE: 05-SEP-2008  
ADDRESS TYPE LIST: 1MA 2PR  
REPORT FORMAT: 1-Hard Copy; 2-Web Upload File; 3-Both: 3

### ***Sample Text File Output***

UNITID=999111,SURVSECT=EF,PART=C,LINE=57,HS=1,COUNT=94  
UNITID=999111,SURVSECT=EF,PART=C,LINE=57,HS=2,COUNT=25  
UNITID=999111,SURVSECT=EF,PART=C,LINE=84,HS=1,COUNT=1  
UNITID=999111,SURVSECT=EF,PART=C,LINE=90,HS=1,COUNT=3  
UNITID=999111,SURVSECT=EF,PART=C,LINE=90,HS=2,COUNT=1

## IPEDS Total Activity Report (SHRIACT)

**Description** In SHRIACT, both credit hours attempted in a 12-month period and unduplicated headcount of students are generated in the grand totals for the report. All students with at least one course recorded for credit will be counted for the period specified by the parameters. This report looks at the information maintained in Academic History, not in Registration. Therefore, if a course has not yet been rolled to history, it will not be reported. For each course that falls within the period specified by the parameters, total credit hours and contact hours will be reported in the grand totals. If there is no enrollment in a course, the course will not be reported in the grand totals.

This report is used with student centric period processing. You can enter multiple values in the Effective Terms of Fall Cohort parameter and the Retention Terms of Fall Cohort parameter. This allows your institution to process multiple effective terms and multiple retention terms by student centric period.

Contact hours are calculated by adding the term contact hours together (lecture, lab, and other hours), as defined on the Basic Course Information Form (SCACRSE), and by multiplying that number by the number of students enrolled in the course.

$$\text{Contact Hours} = (\text{Lecture Hours} + \text{Lab Hours} + \text{Other Hours}) \times \text{number of students enrolled in course}$$

The unduplicated headcount is calculated by taking those students who have at least one degree credit course in their academic history record (SHACRSE). Students are reported according to their student level. If a student has more than one level during a year, the student is counted by the level he/she is in the last term of the report, based on the user-defined parameters.

Total activity reporting (SHRIACT) includes Part E - Retention Data of First Time Undergraduates from Fall to Fall, which requires that schools report the percentage number of full-time, first-time undergraduates who are retained from one fall term to the next. (Part-time percentage is determined separately.) Retention is counted as fall to fall only. This data is reported with the spring submission, and is no longer included with the 12-month enrollment data submitted in the fall (see below).

A person in the full-time cohort does not have to remain full-time to be counted as retained. For example, if Cohort A is enrolled in fall 2003 as full-time but is part-time in fall 2004, that student is counted as retained. Institutions are required to report the percent of students who are in a fall, full-time, first-time undergraduate cohort who have subsequently enrolled in the next fall term. Institutions must report the same data for the fall, part-time, first-time undergraduate cohort. Part E is also included in the Web Upload File, to report first-time fall cohorts who returned the following fall.

The NCES does not collect the First Year Retention data with the same submission as the 12-Month Enrollment Report or the Unduplicated Count and Instructional Activity Report, both of which are produced using SHRIACT. Since SHRIACT generates the required data for both reports, it is necessary to run SHRIACT in the fall and spring to produce the different data that is required.

Beginning with the Fall 2007 submissions, the Unduplicated Count and Instructional Activity data is collected in the Fall. To generate the report for the Fall, run SHRIACT with the parameters used for first-year retention data set to NULL, thus producing no retention data. These parameters are: Effective Term of Fall Cohort, Retention Term of Fall Cohort, Full-time Fall Cohort Code, and Part-time Fall Cohort Code.

The First Year Retention Rate will be collected in the Winter (optional) and Spring submissions beginning in 2008. The actual cohort values and number of exclusions will be reported, and the retention percentages will be calculated by the NCES system. To generate the report for the Winter and Spring, run SHRIACT with the first-year retention parameters populated with your institution's values to produce the first year retention data. These parameters are: Effective Term of Fall Cohort, Retention Term of Fall Cohort, Full-time Fall Cohort Code, and Part-time Fall Cohort Code.



#### Note

You need to include any level codes that were formerly used for First-Professional in the list of level codes for Graduate. ■

Multiple values can be entered in the Effective Terms of Fall Cohort parameter and the Retention Terms of Fall Cohort parameter. This allows your institution to process multiple effective terms and multiple retention terms by student centric period.

## Web Upload

The report produces a control page with the parameter values and the number of records processed, as well as a comma-delimited file for the Web upload. This comma-delimited file format conforms to the NCES requirements for the creation of the Key Pair Value file.



#### Note

When running this report from job submission, the Web upload file name will be in the format `shriact_wu_#####.txt`, where `#####` is the run sequence number.

Prior to uploading this file to the website, you must convert it to a text (.txt file). ■

The SHRIACT Temporary Table (SHRTACT) is used internally within SHRIACT to accumulate data for the Web upload file creation. When the process is completed, the contents of this table are deleted.

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	Start Date of Report Period	Yes	Enter the first day of the 12-month period covered by the report. Enter in date format, DD-MON-YYYY.	
	End Date of Report Period	Yes	Enter the last day of the 12-month period covered by the report. Enter in date format, DD-MON-YYYY.	
	Undergraduate Level Code	Yes	Enter the undergraduate level to be shown on the report. Multiple values may be entered.	Level Code Validation Form (STVLEVL)
	Graduate Level Code	No	Enter the graduate level to be shown on the report. Multiple values may be entered.	Level Code Validation Form (STVLEVL)
	No Longer Used (Professional Level Code)	<i>Inactive, do not use</i>	<i>Values entered in this parameter will not be processed.</i>	
	Effective Terms of Fall Cohort	No	Enter the cohort effective term for report Part G. Multiple term values can be entered to process multiple effective terms and multiple retention terms by student centric period.	Term Code Validation Form (STVTERM)
	Retention Terms of Fall Cohort	No	Enter the cohort retention term for report Part G. Multiple term values can be entered to process multiple effective terms and multiple retention terms by student centric period.	Term Code Validation Form (STVTERM)
	Full-time Fall Cohort Code	No	Enter the full-time, first-time, cohort code for report Part G.	Cohort Code Validation Form (STVCHRT)
	Part-time Fall Cohort Code	No	Enter the part-time, first-time, cohort code for report Part G.	Cohort Code Validation Form (STVCHRT)
	No Longer Used (Report Format)	<i>Inactive, do not use</i>	<i>Values entered in this parameter will not be processed.</i>	

## Report Sample—IPEDS Total Activity Report (SHRIACT)

### Sample of Hardcopy Output Control Page

12-MAR-2010 03:48:40 PM  
01-JAN-2010

BANNER University  
IpedS Total Activity Report

PAGE 1  
SHRIACT

\* \* \* REPORT CONTROL INFORMATION - SHRIACT - Release 8.4 \* \* \*

START DATE OF REPORT PERIOD: 01-JAN-2010  
END DATE OF REPORT PERIOD: 31-DEC-2021  
UNDERGRADUATE LEVELS: UG  
GRADUATE LEVELS: GR DR PR  
FALL COHORT EFFECTIVE TERM: 202011 202010  
FALL COHORT RETENTION TERM: 202111 202110  
FULL-TIME FALL COHORT CODE: SGRKNOWBA  
PART-TIME FALL COHORT CODE: SGRKNOWAS  
RECORD COUNT: 36

### Sample of Web Upload Text File

UNITID=121234,SURVSECT=EF,PART=A,SLEVEL=1,RACE=1,SEX=1,COUNT=2  
UNITID=121234,SURVSECT=EF,PART=A,SLEVEL=1,RACE=9,SEX=2,COUNT=2  
UNITID=121234,SURVSECT=EF,PART=A,SLEVEL=1,RACE=10,SEX=1,COUNT=1  
UNITID=121234,SURVSECT=EF,PART=A,SLEVEL=1,RACE=10,SEX=2,COUNT=1  
UNITID=121234,SURVSECT=EF,PART=A,SLEVEL=1,RACE=11,SEX=1,COUNT=2  
UNITID=121234,SURVSECT=EF,PART=A,SLEVEL=1,RACE=12,SEX=2,COUNT=1  
UNITID=121234,SURVSECT=EF,PART=A,SLEVEL=1,RACE=13,SEX=1,COUNT=1  
UNITID=121234,SURVSECT=EF,PART=A,SLEVEL=1,RACE=13,SEX=2,COUNT=1  
UNITID=121234,SURVSECT=EF,PART=A,SLEVEL=1,RACE=8,SEX=1,COUNT=6  
UNITID=121234,SURVSECT=EF,PART=A,SLEVEL=1,RACE=8,SEX=2,COUNT=4  
UNITID=121234,SURVSECT=EF,PART=A,SLEVEL=1,RACE=7,SEX=2,COUNT=1  
UNITID=121234,SURVSECT=EF,PART=A,SLEVEL=1,RACE=14,SEX=1,COUNT=1  
UNITID=121234,SURVSECT=EF,PART=A,SLEVEL=1,RACE=14,SEX=2,COUNT=3  
UNITID=121234,SURVSECT=EF,PART=A,SLEVEL=3,RACE=10,SEX=2,COUNT=1  
UNITID=121234,SURVSECT=EF,PART=B,REP\_YEAR=2,CREDHRSU=306.,CONTHRS=96.,CREDHRSG=4.  
UNITID=121234,SURVSECT=EF,PART=E,FT\_PY\_COHORT=9,FT\_EXCLUSIONS=0,FT\_CY\_COHORT=0,PT\_PY\_COHORT=3,PT\_EXCLUSIONS=0,PT\_CY\_COHORT=0

## IPEDS Completion Report (SHRICIP)

**Description** The SHRICIP report provides degree and award information on degrees conferred by the institution within the user-specified time frame. These degrees are broken down by degree level.

Only degrees with a degree status on the Degree Status Code Validation Form (STVDEGS) with an **Awarded Indicator** of A (for awarded) are reported are included in the Web upload file.

The following degree award categories are included:

- 24 Bachelor's Degree
- 41 Post-Baccalaureate Certificate
- 42 Master's Degree
- 43 Post-Master's Certificate
- 44 Doctoral Degree - Research Scholarship
- 45 Doctoral Degree - Professional Practice
- 46 Doctoral Degree - Doctoral Degree Other



### Note

All designated CIP Codes are included in the file. ■

The following degrees are excluded from SHRICIP:

- degrees and awards conferred by branches of your institution located in foreign countries
- honorary degrees and awards

### Web Upload

The report produces a control page with the parameter values and the number of records processed, as well as a comma-delimited file for the Web upload. This comma-delimited file format conforms to the NCES requirements for the creation of the Key Pair Value file.

The Web upload is processed as follows.

- For the first major (MAJORNUM1), the report reflects those students who have completed their studies toward a particular certificate or degree and have been denoted as awarded (SHRDGMR\_DEGS\_CODE = AW) in Academic History. (These translate to NCES Award Levels 1, 2, 3, 4, 5, 6, 7, 8, 9, 17, 18, 19.)

- For the second major (MAJORNUM2), file entries are created for students who have been awarded an Associate Degree, Bachelors Degree (or equivalent), Masters Degree, or Doctoral Degree. (These translate to NCES Award Levels 3, 5, 7, 17, 18, 19.) The second degree can be recognized by the secondary major in the curriculum record.



**Note**

When running this report from job submission, the Web upload file name will be in the format shricip\_wu\_#####.lis, where ##### is the run sequence number.

Prior to uploading this file to the website, you must convert it to a text (.txt file). ■

Parameters	Name	Required?	Description	Values
	Report Term	No	Enter the term code representing the term for which the report is to be run. Used in report heading only.	Term Code Validation Form (STVTERM)
	Degree From Date	Yes	Enter the beginning date range for the graduation date (maintained on SHADEGR, the Degrees and Other Formal Awards Form) for the population to be reported.	
	Degree To Date	Yes	Enter the end date range for the graduation date for the population to be reported.	
	Foreign Campus Code	Yes	Enter the campus code for the foreign campus to be used. Multiple values may be entered.	Campus Code Validation Form (STVCAMP)
	Break by 1st Two CIP Positions	Yes	Enter <i>Y</i> to cause a break on the report output followed by racial/ethnic breakdown on the first two CIP codes. Enter <i>N</i> to have the report output print in its normal format.	Y Break output with CIP code information, first two codes N Normal format
	Break by Entire CIP Code	No	Enter <i>Y</i> to cause a break on the report output followed by racial/ethnic breakdown on entire CIP codes. Enter <i>N</i> to have the report output print in its normal format.	Y Break output with CIP code information, entire codes N Normal format
	No Longer Used (Report Format)	<i>Inactive, do not use</i>	<i>Values entered in this parameter will not be processed.</i>	



## Report Sample—IPEDS Completion Report (SHRICIP)

### Sample of Hardcopy Output Control Page

01-SEP-2009 05:27:56 PM  
501520

BANNER System Test  
AUDIT TRAIL

PAGE 1  
SHRICIP

\* \* \* REPORT CONTROL INFORMATION - SHRICIP - Release 8.2.1 \* \* \*

TERM: 501520  
DEGREE FROM DATE: 01-JAN-5010  
DEGREE TO DATE: 30-JUN-5016  
FOREIGN CAMPUS:  
WAS BREAK ON 1st TWO POSITIONS OF CIP CODE REQUESTED:  
WAS BREAK ON ENTIRE CIP CODE REQUESTED:

### Sample of Web Upload Text File

```
UNITID=121234,SURVSECT=C01,MAJORNUM=1,CIPCODE=13.0000,AWLEVEL=5,RACE=1,SEX=1,COUNT=1  
UNITID=121234,SURVSECT=C01,MAJORNUM=1,CIPCODE=13.0000,AWLEVEL=5,RACE=8,SEX=1,COUNT=1  
UNITID=121234,SURVSECT=C01,MAJORNUM=1,CIPCODE=13.0000,AWLEVEL=8,RACE=8,SEX=1,COUNT=2  
UNITID=121234,SURVSECT=C01,MAJORNUM=1,CIPCODE=22.0101,AWLEVEL=19,RACE=1,SEX=1,COUNT=1  
UNITID=121234,SURVSECT=C01,MAJORNUM=1,CIPCODE=22.0101,AWLEVEL=19,RACE=14,SEX=1,COUNT=1  
UNITID=121234,SURVSECT=C01,MAJORNUM=1,CIPCODE=40.0000,AWLEVEL=5,RACE=12,SEX=1,COUNT=1  
UNITID=121234,SURVSECT=C01,MAJORNUM=1,CIPCODE=52.0000,AWLEVEL=5,RACE=9,SEX=2,COUNT=1  
UNITID=121234,SURVSECT=C01,MAJORNUM=1,CIPCODE=52.0000,AWLEVEL=7,RACE=12,SEX=1,COUNT=2  
UNITID=121234,SURVSECT=C01,MAJORNUM=1,CIPCODE=99.0000,AWLEVEL=5,RACE=1,SEX=1,COUNT=1  
UNITID=121234,SURVSECT=C01,MAJORNUM=1,CIPCODE=99.0000,AWLEVEL=5,RACE=8,SEX=1,COUNT=2  
UNITID=121234,SURVSECT=C01,MAJORNUM=1,CIPCODE=99.0000,AWLEVEL=5,RACE=14,SEX=1,COUNT=1  
UNITID=121234,SURVSECT=C01,MAJORNUM=1,CIPCODE=99.0000,AWLEVEL=8,RACE=8,SEX=1,COUNT=2  
UNITID=121234,SURVSECT=C01,MAJORNUM=1,CIPCODE=99.0000,AWLEVEL=19,RACE=8,SEX=1,COUNT=2
```

## IPEDS File Generation Process (SHRIPDS)

**Description** This extract process allows you to select the parameters used to run the IPEDS Summary by Age Report (SHRIAGE), the IPEDS Race/Ethnic Status Report (SHRIETH), and the IPEDS First Time Residency Report (SHRIRES). A file of individual and communal statistics is created which is used by SHRIAGE, SHRIETH, and SHRIRES. SHRIPDS, which creates a table, must be run prior to running any of these reports. A control report, which lists the parameters used, is also produced from this process.

These three reports retrieve data needed for the Fall Enrollment Report:

<b>Report</b>	<b>Part</b>	<b>Description</b>
SHRIETH	Parts A and D	Enrollment Summary by Racial/Ethnic Status
SHRIAGE	Part B	Enrollment Summary of Students by Age
SHRIRES	Part C	Enrollment Summary by First-Time Residency (Freshman)

A population of students is selected by SHRIPDS using the following criteria:

1. Student is validly registered for the term being processed.
2. Student has a general student record with an effective term that is less than or equal to the term being processed and which has a degree code that is valid on the Degree Code Validation Form (STVDEGC).

For each student retrieved, a record is created and inserted into the SHRIPDS file for later use by the associated reports.

IPEDS rules dictate that a student may only be counted once in the ethnicity section if he/she is a non-resident alien. A check is made to determine if this is the case, and if it is, the ethnicity is set to reflect this condition.

The student's sex indicator is captured. The student's age is calculated using his/her birthday and user-entered date (default today's date), and the appropriate age column is determined.

The process gathers first year, second year, third year, and fourth year statistics based either upon credit ranges or calculated student classification. Parameters allow entry of one or more student classification codes which, when using online job submission, are validated against the Class Code Validation Form (STVCLAS). When class code

values are entered in these parameters, the specified class codes determine which row a student will be reported in, in the IPEDS Web upload file. The credit hour parameters which have been used to control the first year, second year, etc., determination are still required. However, if values are entered in any class code parameters for a given year, the class code instead of the credit hour value is used to determine the row in which a student is reported.

A calculation is done to determine whether or not the student is full-time or part-time based on the following criteria:

Valid undergraduate registered hours for the process term are equal to or greater than the credit hours designated as full-time undergraduate (parameter for Full-Time Undergraduate Hours).

Graduate full-time or part-time hours are calculated the same way. Use the Graduate level parameters to count all student levels and categories that were formerly counted in First-Professional. First-Time First-Professionals must now use the student type code for First-Time Graduate.

Additionally, data is gathered and indicators set if the student is enrolled in all remedial courses, all foreign campuses, all off-campus, and/or all audit courses. All of a student's registered courses are examined for remedial attributes (those supplied via parameter).

The IPEDS reports work the same as other Banner reports. If run through job submission, editing of data with system table ties is done. If run interactively, no system table editing done.

## Campus Codes

The process looks at the student's individual registered courses when considering the parameters for Foreign Campus Code and Off-Campus Code. Schools won't necessarily build courses that are offered at a foreign campus, but the student might be assigned to a foreign campus.

Each user is allowed to decide for themselves which (if any) of their campus(es) meet the criteria, and enter them via this parameter. If all the courses in which a student is registered match the parameter supplied data, then an appropriate switch is set. This works the same way for the off-campus codes.

## Student Centric Periods

SHRIPDS processes information based on terms that are part of student centric periods. SHRIPDS is run by term using the Process Term parameter. When the Process by Student Period parameter is also used, the process checks the rules on SOASCPT to determine which student centric period includes the value entered in the Process Term parameter as the last term. All term codes that are part of the student centric period are considered, as is the order in which the terms fall within the student centric period.

After the student centric period and the associated terms have been identified, each student record that shows enrollment in any term in the student centric period is read for reporting.

- If the student is registered in all terms of the student centric period, the following occurs:
  - Enrollment hours are summed from all terms in the student centric period in which the student is enrolled, using the existing rules in base SHRIPDS processing.
  - Student centric period rules for time status are used and combine the enrollment hours for all the terms in the student centric period.
  - The general student record is used for the lowest term in the student centric period in which the student has registration. The process reports the student's class, type, level, and category.
  - Registration records for all terms in the student centric period are used to determine remedial courses, foreign campus courses, off-campus courses, audit grade mode courses, and audit registration status courses.
  - Academic standing status rules are used. If the student is new, the system assumes a standing of *00*. For continuing students, the system pulls the standing from the previous term's academic standing in the **End of Term Academic Standing** field in the Term Header block on SHAINST. (If there is no standing, the system assumes *00*.) If an override standing has been entered for the term on SGASTDN, the system will use the override standing.
- If the student is not registered in all terms of the student centric period, the student's registration records are reported for terms included in the student centric period using these rules:
  - The general student record is used for the lowest term in the student centric period in which the student has a registration record. This determines time status, student class, type, level, and category.
  - Student registration records are used for all terms of the student centric period. This determines remedial courses, foreign campus courses, off-campus courses, audit grade mode courses, and audit registration status courses. See the following example.

A student is registered in a term that falls within a student centric period.

- Student centric period 2009A is composed of terms 200910 and 200920.
- The student is not included in the student centric period, but is registered in two terms (terms 200910 and 200930), and term 200910 is included in student centric period 2009A.
- Registration is reported for term 200910, because term 200910 is included in student centric period 2009A.

- Registration in term 200930 is not reported, because term 200930 is not included in student centric period 2009A.

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	Purge IPEDS File Option	No	Enter <i>Y</i> to purge an existing IPEDS table. If you enter <i>N(o)</i> , and a table already exists, the process will terminate.	Y Purge table N Do not purge table
	Process Term	Yes	Enter the code representing the term for which the report is to be run.	Term Code Validation Form (STVTERM)
	Full-Time Undergraduate Hours	Yes	Enter the minimum number of credits required in order to be considered a full-time undergraduate student.	
	Full-Time Graduate Hours	Yes	Enter the minimum number of credit hours required in order to be considered a full-time graduate student.	
	No Longer Used (Full-Time Professional Hours)	<i>Inactive, do not use</i>	<i>Values entered in this parameter will not be processed.</i>	
	Freshman Credit Hour Limit	Yes	Enter the undergraduate credit hour limit for a student to be considered a freshman. Students must have a number of cumulative credit hours in academic history that is less than the maximum freshman credit hour limit entered in this parameter, in order to be considered a freshman.  <b>Note:</b> If a value is entered in the Freshman Class Codes parameter, the calculated class, rather than hours, is used to determine placement in IPEDS reports.	

Parameters	Name	Required?	Description	Values
	Second Year Credit Hour Limit	Yes	<p>Enter the undergraduate credit hour limit for a student to be considered a second year student. Students must have a number of cumulative credit hours in academic history that is less than the maximum second year credit hour limit entered in this parameter. They must also have a number of credits that is greater than or equal to the maximum freshman credit hour limit entered in the previous parameter, in order to be considered a second year student.</p> <p><b>Note:</b> If a value is entered in the Second Year Codes parameter, the calculated class, rather than hours, is used to determine placement in IPEDS reports.</p>	
	Third Year Credit Hour Limit	Yes	<p>Enter the undergraduate credit hour limit for a student to be considered a third year student. Students must have a number of cumulative credit hours in academic history that is less than the maximum third year credit hour limit entered in this parameter. They must also have a number of credits that is greater than or equal to the maximum second year credit hour limit entered in the previous parameter, in order to be considered a third year student. Students with cumulative credit hours greater than the maximum third year limit are counted as fourth year students.</p> <p><b>Note:</b> If a value is entered in the Third and/or Fourth Year Class Codes parameters, the calculated class, rather than hours, is used to determine placement in IPEDS reports.</p>	
	1st Time Freshman Student Type	Yes	Enter the student type codes representing first-time freshman students. Multiple values may be entered.	Student Type Code Validation Form (STVSTYP)

<b>Parameters</b>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	Unclassified Student Type	Yes	Enter the student type codes representing unclassified students. Multiple values may be entered.	Student Type Code Validation Form (STVSTYP)
	1st Time Transfer Student Type	Yes	Enter the student type codes representing first-time transfer students. Multiple values may be entered.	Student Type Code Validation Form (STVSTYP)
	1st Time Graduate Student Type	Yes	Enter the student type codes representing first-time graduate students. Multiple values may be entered.	Student Type Code Validation Form (STVSTYP)
	No Longer Used (1st Time Professional Student Type)	<i>Inactive, do not use</i>	<i>Values entered in this parameter will not be processed.</i>	
	Undergraduate Level Code	Yes	Enter the level code representing undergraduate students. Multiple values may be entered.	Level Code Validation Form (STVLEVL)
	Graduate Level Code	Yes	Enter the level code representing graduate level students. Multiple values may be entered.	Level Code Validation Form (STVLEVL)
	No Longer Used (Professional Level Code)	<i>Inactive, do not use</i>	<i>Values entered in this parameter will not be processed.</i>	
	Undergraduate Category	Yes	Enter the degree award category code representing undergraduate degrees. Multiple values may be entered.	Degree Award Category Code Validation Form (STVACAT)
	Graduate Category	Yes	Enter the degree award category code representing graduate level degrees. Multiple values may be entered.	Degree Award Category Code Validation Form (STVACAT)
	No Longer Used (1st Professional Category)	<i>Inactive, do not use</i>	<i>Values entered in this parameter will not be processed.</i>	

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	Birth Date	No	Enter a date which will be used to determine the age of a person relative to the date the report is being processed. The system date is the default.	
	Remedial Course Attributes	No	Enter the valid course attribute code that indicate which course sections are remedial. Multiple values may be entered.	Attribute Validation Form (STVATTR)
	Foreign Campus Code	No	Enter a valid campus code to select students who are taking courses on foreign campuses. Multiple values may be entered. Students taking all of their courses at a foreign campus are excluded.	Campus Code Validation Form (STVCAMP)
	Off Campus Code	No	Enter a campus code to select students who are enrolled exclusively in off-campus or extension centers. Multiple values may be entered.	Campus Code Validation Form (STVCAMP)
	Audit Grade Mode	No	Enter the grading mode which identifies an audit-only registration. Multiple values may be entered.	Grading Mode Code Validation Form (STVGMOD)
	Audit Registration Status	No	Enter the course registration status code which applies to the course being taken. Multiple values may be entered.  <b>Note:</b> Students taking all audit courses are excluded from the four reports.	Course Registration Status Code Validation Form (STVRSTS)
	Freshman Class Code	No	Enter a class code which represents first year class standing. Multiple values may be entered. If entered, class standing, rather than the freshman year credit hour limit, will be used to determine first year students.	Class Code Validation Form (STVCLAS)



<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	Second Year Class Code	No	Enter a class code which represents second year class standing. Multiple values may be entered. If entered, class standing, rather than the second year credit hour limit, will be used to determine second year students.	Class Code Validation Form (STVCLAS)
	Third Year Class Code	No	Enter a class code which represents third year class standing. Multiple values may be entered. If entered, class standing, rather than the third year credit hour limit, will be used to determine third year students.	Class Code Validation Form (STVCLAS)
	Fourth Year Class Code	No	Enter a class code which represents fourth year class standing. Multiple values may be entered. If entered, class standing, rather than the fourth year credit hour limit, will be used to determine fourth year students.	Class Code Validation Form (STVCLAS)
	Process by Student Period	No	Enter <i>Y</i> to process by a student centric period or <i>N</i> to not process by a student centric period. The default is <i>N</i> .	Y Use student centric period N Do not use student centric period

## Report Sample—IPEDS File Generation Process (SHRIPDS)

12-MAR-2010 02:28:29 PM  
202011

Ban Sys Tst  
AUDIT TRAIL

PAGE 1  
SHRIPDS

\* \* \* REPORT CONTROL INFORMATION - SHRIPDS - Release 8.4 \* \* \*

SHRIPDS TABLE PURGED: Y  
TERM: 202011  
FULL-TIME UNDERGRADUATE CREDIT HOURS: 12  
FULL-TIME GRADUATE CREDIT HOURS: 6  
FRESHMAN CREDIT HOUR LIMIT: 30  
SECOND YEAR CREDIT HOUR LIMIT: 60  
ENTER THIRD YEAR CREDIT HOUR LIMIT: 90  
FIRST TIME FRESHMAN STUDENT TYPE CODES: N  
UNCLASSIFIED UNDERGRADUATE STUDENT TYPE CODES: C  
FIRST TIME TRANSFER STUDENT TYPE CODES: T  
FIRST TIME GRADUATE STUDENT TYPE CODES: G  
UNDERGRADUATE LEVEL CODES: UG  
GRADUATE LEVEL CODES: DR GR PR  
UNDERGRADUATE CATEGORY: 24  
GRADUATE CATEGORY: 32 41 42 43 44 45 46 47  
BIRTH DATE: 26-AUG-2009  
REMEDIAL SECTION ATTRIBUTES: REMD  
FOREIGN CAMPUS: N  
OFF CAMPUS: 0  
AUDIT GRADE MODE: A  
AUDIT REGISTRATION STATUS: AU  
FRESHMAN CLASS TYPES:  
SECOND YEAR CLASS TYPES:  
THIRD YEAR CLASS TYPES:  
FOURTH YEAR CLASS TYPES:  
PROCESS BY STUDENT CENTRIC PERIOD: Y  
RECORD COUNT: 22

## IPEDS Summary by Age Report (SHRIAGE)

**Description** This report generates student counts by age, gender, and full-time/part-time status according to CIP Code. It also creates Part B of the EF Survey Section.

The output provides a breakdown of registered students by CIP Code within the Department of Education age categories. The CIP Code associated with the student is derived from the student's major code (STVMAJR) from SORLCUR and SORLFOS. The information on this report coincides with the data on the Enrollment Summary by Racial/Ethnic Status (SHRIETH). The information is broken down as follows:

Undergraduate Degree Seeking	Rows	01–06	of SHRIETH for full-time students
All Other Credit Undergraduates	Row	07	of SHRIETH for full-time students
Graduate Students	Rows	11–13	of SHRIETH for full-time students



### Note

The IPEDS File Generation Process Report (SHRIPDS) must be run prior to this report, as it produces the IPEDS Extract File used in this report. ■

### Web Upload

Use the Report Format parameter to create hardcopy output only, a comma-delimited file only, or both formats during the same run. This comma-delimited file format conforms to the NCES requirements for the creation of the Key Pair Value file. The Report Format parameter is required. Enter 1 to produce hardcopy output. Enter 2 to produce output in a Web upload file format. Enter 3 to produce both formats. 3 is the default.



### Note

When running this report from job submission, the Web upload file name will be in the format shriage\_wu\_#####.txt, where ##### is the run sequence number.

Prior to uploading this file to the website, you must convert it to a text (.txt file). ■

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	Term Code	Yes	Enter the code representing the term for which the report is to be run.	Term Code Validation Form (STVTERM)
	CIP Codes	Yes	Enter the CIP codes for which you wish to run the report; enter % for all CIP codes. Multiple values may be entered.	CIPC Code Validation Form (STVCIPC)
	Grand Total Only	No	Enter <i>Y</i> to print just the grand total pages; enter <i>N</i> to print all the detail pages.	Y Print total pages N Print detail pages
	Report Format	Yes	Enter <i>1</i> to produce hardcopy output. Enter <i>2</i> to produce output in a Web upload file format. Enter <i>3</i> to produce both formats. <i>3</i> is the default.	1 Hardcopy output 2 Web upload file 3 Both

## Report Sample—IPEDS Summary by Age Report (SHRIAGE)

### Sample of Hardcopy Output

27-MAR-2009 08:11:00 AM 200810		SUNGARDHE University IPEDS - ENROLLMENT SUMMARY OF STUDENTS BY AGE										PAGE 1 SHRIAGE		
LINE	AGE FULL TIME	DEGREE SEEKING						GRADUATE STUDENTS			GRAND TOTAL ALL STUDENTS			
		M	F	U	ALL M	OTHER F	CREDIT U	M	F	U	M	F	U	
01	Under 18	1	1	1	0	0	0	1	1	1	2	2	2	
02	18 - 19	1	2	0	0	0	0	1	1	1	2	3	1	
03	20 - 21	1	1	1	0	0	0	1	1	1	2	2	2	
04	22 - 24	1	1	1	0	0	0	1	2	0	2	3	1	
05	25 - 29	1	1	1	0	0	0	1	1	1	2	2	2	
06	30 - 34	1	1	1	0	0	0	1	1	1	2	2	2	
07	35 - 39	1	1	1	0	0	0	1	1	1	2	2	2	
08	40 - 49	1	1	1	0	0	0	1	1	1	2	2	2	
09	50 - 64	1	1	1	0	0	0	1	1	1	2	2	2	
10	65 and over	1	1	1	0	0	0	1	1	1	2	2	2	
11	Age unknown	0	0	0	0	0	0	0	0	0	0	0	0	
12	TOTAL FULL-TIME Students (Sum of lines 1 through 11)	10	11	9	0	0	0	10	11	9	20	22	18	

27-MAR-2009 08:11:00 AM 200810		SUNGARDHE University IPEDS - ENROLLMENT SUMMARY OF STUDENTS BY AGE										PAGE 2 SHRIAGE		
LINE	AGE PART TIME	DEGREE SEEKING						GRADUATE STUDENTS			GRAND TOTAL ALL STUDENTS			
		M	F	U	ALL M	OTHER F	CREDIT U	M	F	U	M	F	U	
13	Under 18	1	1	0	0	0	0	1	1	1	2	2	1	
14	18 - 19	1	1	1	0	0	0	1	1	1	2	2	2	
15	20 - 21	1	1	1	0	0	0	1	1	1	2	2	2	
16	22 - 24	1	1	1	0	0	0	1	1	1	2	2	2	
17	25 - 29	1	1	1	0	0	0	1	1	1	2	2	2	
18	30 - 34	1	1	1	0	0	0	1	1	1	2	2	2	
19	35 - 39	1	1	1	0	0	0	1	1	1	2	2	2	
20	40 - 49	1	1	1	0	0	0	1	1	1	2	2	2	
21	50 - 64	1	1	0	0	0	0	2	1	1	3	2	1	
22	65 and over	1	1	1	0	0	0	1	1	1	2	2	2	
23	Age unknown	0	0	0	0	0	0	0	0	0	0	0	0	
24	TOTAL PART-TIME Students (Sum of lines 13 through 23)	10	10	8	0	0	0	11	10	10	21	20	18	
25	TOTAL ALL STUDENTS (SUM OF LINES 12 AND 24)	20	21	17	0	0	0	21	21	19	41	42	36	

27-MAR-2009 08:11:00 AM  
200810

SUNGARDHE University  
AUDIT TRAIL

PAGE 3  
SHRIAGE

\* \* \* REPORT CONTROL INFORMATION - SHRIAGE - Release 8.2 \* \* \*

REPORT TERM: 200810  
SELECTED CIP CODES: %  
GRAND TOTAL ONLY: Y  
REPORT FORMAT: 1-Hard Copy; 2-Web Upload File; 3-Both: 3



**Sample Excerpt from Web Upload Text File (cont.)**

```
UNITID=123456,SURVSECT=EF,PART=B,LINE=16,SLEVEL=3,SEX=1,COUNT=1
UNITID=123456,SURVSECT=EF,PART=B,LINE=16,SLEVEL=3,SEX=2,COUNT=1
UNITID=123456,SURVSECT=EF,PART=B,LINE=17,SLEVEL=1,SEX=1,COUNT=1
UNITID=123456,SURVSECT=EF,PART=B,LINE=17,SLEVEL=1,SEX=2,COUNT=1
UNITID=123456,SURVSECT=EF,PART=B,LINE=17,SLEVEL=3,SEX=1,COUNT=1
UNITID=123456,SURVSECT=EF,PART=B,LINE=17,SLEVEL=3,SEX=2,COUNT=1
UNITID=123456,SURVSECT=EF,PART=B,LINE=18,SLEVEL=1,SEX=1,COUNT=1
UNITID=123456,SURVSECT=EF,PART=B,LINE=18,SLEVEL=1,SEX=2,COUNT=1
UNITID=123456,SURVSECT=EF,PART=B,LINE=18,SLEVEL=3,SEX=1,COUNT=1
UNITID=123456,SURVSECT=EF,PART=B,LINE=18,SLEVEL=3,SEX=2,COUNT=1
UNITID=123456,SURVSECT=EF,PART=B,LINE=19,SLEVEL=1,SEX=1,COUNT=1
UNITID=123456,SURVSECT=EF,PART=B,LINE=19,SLEVEL=1,SEX=2,COUNT=1
UNITID=123456,SURVSECT=EF,PART=B,LINE=19,SLEVEL=3,SEX=1,COUNT=1
UNITID=123456,SURVSECT=EF,PART=B,LINE=19,SLEVEL=3,SEX=2,COUNT=1
UNITID=123456,SURVSECT=EF,PART=B,LINE=20,SLEVEL=1,SEX=1,COUNT=1
UNITID=123456,SURVSECT=EF,PART=B,LINE=20,SLEVEL=1,SEX=2,COUNT=1
UNITID=123456,SURVSECT=EF,PART=B,LINE=20,SLEVEL=3,SEX=1,COUNT=1
UNITID=123456,SURVSECT=EF,PART=B,LINE=20,SLEVEL=3,SEX=2,COUNT=1
UNITID=123456,SURVSECT=EF,PART=B,LINE=21,SLEVEL=1,SEX=1,COUNT=1
UNITID=123456,SURVSECT=EF,PART=B,LINE=21,SLEVEL=1,SEX=2,COUNT=1
UNITID=123456,SURVSECT=EF,PART=B,LINE=21,SLEVEL=3,SEX=1,COUNT=2
UNITID=123456,SURVSECT=EF,PART=B,LINE=21,SLEVEL=3,SEX=2,COUNT=1
UNITID=123456,SURVSECT=EF,PART=B,LINE=22,SLEVEL=1,SEX=1,COUNT=1
UNITID=123456,SURVSECT=EF,PART=B,LINE=22,SLEVEL=1,SEX=2,COUNT=1
UNITID=123456,SURVSECT=EF,PART=B,LINE=22,SLEVEL=3,SEX=1,COUNT=1
UNITID=123456,SURVSECT=EF,PART=B,LINE=22,SLEVEL=3,SEX=2,COUNT=1
```



## IPEDS Race/Ethnic Status Report (SHRIETH)

**Description** This report generates the racial/ethnic breakdown of the selected students and may be used to complete Part A of the Enrollment Summary Report. Statistical information is generated on the race/ethnic background of students by CIP code. The text file reports statistics only on the CIP codes specified and provides data for Part A of the EF Survey Section and Part D, for the total number of students enrolled.

Undergraduate students are classified by student type, degree category, and level. For example, if a first time undergraduate freshman has a degree category of Masters of Business then he will be counted in the Undergraduates Enrolled for Credit because his degree category does not meet the parameter specified undergraduate degree categories.

For the Ethnic Status Report, students must be registered in the requested term. Subject areas for the students are determined by the CIPC code on the CIPC Code Validation Form (STVCIPC) for each student's major, which is in the student's learner curriculum record. These major codes are defined on the Major, Minor, Concentration Code Validation Form (STVMAJR).

The ethnic category for a student is determined by the **New Ethnicity Code** value maintained on the General Person Form (SPAPERS). The SPBPERS\_ETHN\_CDE value is used to track ethnicity for hispanic, non-hispanic, or non-resident alien ethnicities. Race categories are defined on the Race Rules Form (GORRACE) using the **Regulatory Race (Code)** value that is associated with the **Institution Race (Code)** value. The GORRACE\_RRAC\_CODE value is used to report race categories.

If a student is a non-resident alien, then only the alien status is counted, and race is disregarded. The non-resident alien status is determined by the current visa type established on the International Information Form (GOAINTL), where the current visa type code on the Visa Type Code Validation Form (STVVVTYP) has the **Non-Resident (Indicator)** checked (set to Y), and where the visa **Start Date** and **End Date** values from GOAINTL are current as of the creation of the IPEDS data.

The Degree Award Category Code Validation Table (STVACAT) is used to classify degree codes (i.e., B.A. = Bachelor of Arts) into award categories. Required codes for the STVACAT Table are included in the table definitions and should be used.

Students are categorized by the user-specified parameter selections.

**For example:**

- Full-time versus part-time hours for undergraduates and graduates is a parameter selection.
- Undergraduate and graduate degree categories are user selected. Unlimited categories are available. Graduate categories should include those categories formerly used for First-Professional, as well as all Doctoral categories.
- First-Time students are determined by user-selected student types for undergraduates and graduates. Unlimited student types are available.
- Level codes for undergraduates and graduates are user specific. Unlimited level codes are available.
- The credit hour range for a first year student is user-defined.
- You may specify the student types used for unclassified students.

The Degree Code Validation Form (STVDEGC) uses the Degree Award Category Code Validation Form (STVACAT) to identify the category that the degree code belongs to, such as Bachelor's, Master's, Doctoral.

### **Student Type Classification**

Students are classified by type as follows by the Student Type Validation Form (STVSTYP).

- *First-Time Freshmen* are students classified as freshman when their category matches the user-entered category, and their level matches a freshman, user-entered, undergraduate level.
- *Other First Year* students are classified as transfer-in, degree or certificate-seeking undergraduates.
- *Sophomores* are classified as students who have more than the maximum number of freshman hours and less than the maximum number of hours designated for a sophomore via the parameter selection of second year credit hours.
- Students whose earned credit hours are greater than or equal to the user-specified freshman credit hours and less than the user-specified sophomore credit hours are counted as sophomores.
- *Juniors* are classified as students who have more than the maximum number of sophomore hours and less than the maximum number of hours designated for a junior via the parameter selection of third year credit hours.

- *Seniors* are classified as students who have more than the maximum number of hours designated for a third year student.
- *Unclassified* students are students that have a student type equal to the parameter selected as unclassified student type.

Transfer hours are used in the calculation of student classification. For example, if a student has 60 transfer credits and 20 institutional credits, then 80 credits will be used to determine their class standing.

Those students who have dropped or withdrawn from all of their classes will not be included in the file. The process examines the **Count in Enrollment** box on the Course Registration Status Code Validation Form (STVRSTS). If all of the course statuses are flagged as “Do not count in enrollment” (**Count in Enrollment** is unchecked), then the student is not included in the file.

The totals for full-time degree/certificate-seeking undergraduate students and part-time degree/certificate-seeking undergraduates are reflected in the counts.

Part D is used to generate a new record for the number of students enrolled. Only one record is required.



#### Note

The IPEDS File Generation Process (SHRIPDS) must be run prior to this report, as it produces the IPEDS Extract File used in this report. ■

## Web Upload

The report produces a control page with the parameter values and the number of records processed, as well as a comma-delimited file for the Web upload. This comma-delimited file format conforms to the NCES requirements for the creation of the Key Pair Value file.



#### Note

When running this report from job submission, the Web upload file name will be in the format `shrieth_wu_#####.txt`, where `#####` is the run sequence number.

Prior to uploading this file to the website, you must convert it to a text (.txt file). ■

Parameters	Name	Required?	Description	Values
	Term Code	Yes	Enter the code representing the term for which the report is to be run.	Term Code Validation Form (STVTERM)
	CIP Codes	Yes	Enter the CIP codes for which you wish to run the report; enter % for all CIP codes. Multiple values may be entered.	CIPC Code Validation Form (STVCIPC)
	No Longer Used (Grand Total Only)	<i>Inactive, do not use</i>	<i>Values entered in this parameter will not be processed.</i>	
	No Longer Used (Report Format)	<i>Inactive, do not use</i>	<i>Values entered in this parameter will not be processed.</i>	

### Report Sample—IPEDS Race/Ethnic Status Report (SHRIETH)

#### Sample of Hardcopy Output Control Page

28-AUG-2009 08:09:50 AM 501610	SUNGARDHE University***** AUDIT TRAIL	PAGE 1 SHRIETH
* * * REPORT CONTROL INFORMATION - SHRIETH - Release 8.2.1 * * *		
REPORT TERM: 501610 SELECTED CIP CODES: %		



# Graduation Rate Survey Report (SHRIGRS)

**Description** This report collects data on the numbers of undergraduate students entering an institution as full-time, first-time, degree/certificate seeking students. The GRS requires institutions to collect and generate data on a particular cohort code. The GRS applies only to those institutions that are eligible for Federal student financial assistance and enroll full-time, first-time, degree/certificate seeking undergraduate students. Reporting is by race/ethnicity and gender, length of time to completion, number still persisting, and number transferred to other institutions. The report requires an institution to take a snapshot of these students for a particular year (cohort) and then again after 150% of normal time has elapsed.

Beginning with the Spring 2008 submissions, the NCES has eliminated Sections V and VI that collected data on students who received athletically related student aid. (The related parameters are no longer used and should not be populated.) Institutions are no longer required to report this data to IPEDS, but are still required to disclose this data, as specified in the Student Assistance General Provision Regulations (34 CFR 668) which implemented the Student Right-to-Know Act. An item has been added for the URL which can be used to report this disclosure.



## Note

Although the GRS is part of the IPEDS reports, you do not have to run the IPEDS File Generation Process (SHRIPDS) prior to running the Graduation Rate Survey Report (SHRIGRS).

The GRS is published in four versions:

Version	Institution
GRS1	4-year institutions
GRS2	2-year public institutions
GRS2A	2-year private institutions
GRS3	less than 2-year institutions

Please refer to the “IPEDS Report Procedures” section of this chapter for detailed setup instructions for this report. You need to set up cohort codes, cohort reason codes, and withdrawal reason codes and associate students with a

cohort code for an effective term. You also need to track students who have withdrawn from the institution due to transfer or study-related job and students who are in good academic standing.



#### Note

This IPEDS report is standalone. You do *not* need to run the IPEDS File Generation Process (SHRIPDS) before running SHRIGRS. ■

### Student Centric Periods

The following parameters can be used with student centric periods.

- Start Term parameter - Enter the minimum start term of the student centric period to be processed.
- End Term parameter - Enter the maximum end term of the student centric period to be processed.
- Enrollment Terms parameter - The maximum enrollment term is used to select students to be reported for the student centric period. Students enrolled in any terms up to the maximum enrollment term will be reported.

### Web Upload

The report produces a control page with the parameter values and the number of records processed, as well as a comma-delimited file for the Web upload. This comma-delimited file format conforms to the NCES requirements for the creation of the Key Pair Value file.



#### Note

When running this report from job submission, the Web upload file name will be in the format `shrigrs_wu_#####.txt`, where `#####` is the run sequence number.

Prior to uploading this file to the website, you must convert it to a text (.txt file). ■

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	GRS Version Number - 1, 2, 2A, or 3	Yes	Enter the version number representing the type of institution for which the graduation rate survey is to be run. Pick one of the four values in the next column.	1 4 year 2 2 year public 2A 2 year private 3 less than 2 years
	Cohort Type - F or Y	Yes	Enter the Cohort Type, <i>F</i> for a Fall Cohort or <i>Y</i> for a Full Year Cohort, for the cohort you wish to include in the report. Use the Fall Cohort if your institution is standard term-based. Use the Full Year Cohort if your institution is not predominantly term-based.	F Fall Cohort Y Full Year Cohort
	Start Term	Yes	Enter the starting term for the cohort you wish to include in the report.  For student centric periods, enter the minimum start term of the student centric period to be processed.	Term Code Validation Form (STVTERM)
	End Term	Yes	Enter the ending term to be used for the Cohort Type chosen in the Cohort Type parameter. For the Full Year Cohort, use the end term for the first full year of the Full Year Cohort. For the Fall Cohort, use the term that is the same as the Start Term.  For student centric periods, enter the maximum start term of the student centric period to be processed.	Term Code Validation Form (STVTERM)
	Enrollment Term	Yes	Enter the term in which the student must be enrolled to be counted as a persister.  The maximum enrollment term is used to select students to be reported for the student centric period. Students enrolled in any terms up to the maximum enrollment term will be reported.	Term Code Validation Form (STVTERM)



<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	Full-time Cohort Code	Yes	Enter the cohort code(s) to be processed for those specified with a matching start term for Fall cohorts. For the Full Year cohort, cohorts with a start term that is between the Start and End terms for the first full year will be processed. A wildcard (%) will process all cohort codes with a matching start term for the Fall cohort and a start term that is between the Start and End terms for the first full year, and includes cohorts with a <b>Print Indicator</b> which is checked (set to Y) on STVCHRT.	Cohort Code Validation Form (STVCHRT)
	Excl Code -- Disabled/ Deceased	Yes	Enter the code used to indicate cohort exclusion for death or disability in IPEDS reporting. Multiple codes may be entered.	Cohort Reason Code Validation Form (STVCREA)
	Exclusion Code -- Armed Forces	Yes	Enter the code used to indicate cohort exclusion for armed forces service in IPEDS reporting. Multiple codes may be entered.	Cohort Reason Code Validation Form (STVCREA)
	Excl Code -- Foreign Service	Yes	Enter the code used to indicate cohort exclusion for foreign aid services in IPEDS reporting. Multiple codes may be entered.	Cohort Reason Code Validation Form (STVCREA)
	Excl Code -- Church Mission	Yes	Enter the code used to indicate cohort exclusion for church missions service in IPEDS reporting. Multiple codes may be entered.	Cohort Reason Code Validation Form (STVCREA)
	Part-time Cohort Code	No	Enter the cohort codes for part-time students for Section IV. Multiple codes may be entered. This parameter is only used to GRS2 schools.	Cohort Code Validation Form (STVCHRT)
	Offer Athletic Aid? (Y or N)	<i>Inactive, do not use</i>	<i>Values entered in this parameter will not be processed.</i>	
	Sport Code -- FOOTBALL	<i>Inactive, do not use</i>	<i>Values entered in this parameter will not be processed.</i>	

<b>Parameters</b>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	Sport Code -- BASKETBALL	<i>Inactive, do not use</i>	<i>Values entered in this parameter will not be processed.</i>	
	Sport Code -- BASEBALL	<i>Inactive, do not use</i>	<i>Values entered in this parameter will not be processed.</i>	
	Sport Code -- XCOUNTRY/TRACK	<i>Inactive, do not use</i>	<i>Values entered in this parameter will not be processed.</i>	
	Fall Term for Sport Sec. V	<i>Inactive, do not use</i>	<i>Values entered in this parameter will not be processed.</i>	
	End Term for Sport Sec. V	<i>Inactive, do not use</i>	<i>Values entered in this parameter will not be processed.</i>	
	Undergraduate Level for Sec. V	<i>Inactive, do not use</i>	<i>Values entered in this parameter will not be processed.</i>	
	Full-time Hours for Sports	<i>Inactive, do not use</i>	<i>Values entered in this parameter will not be processed.</i>	
	Transfer Out Code - <2 yr Inst	No	Enter the reason code the student is transferring out to a school of less than two years. Multiple codes may be entered.	Withdrawal Reason Code Validation Form (STVWRSN)
	Transfer Out Code - 2 yr Inst	No	Enter the reason code the student is transferring out to a two year school. Multiple codes may be entered.	Withdrawal Reason Code Validation Form (STVWRSN)
	Transfer Out Code - 4 yr Inst	No	Enter the reason code the student is transferring out to a four year school. Multiple codes may be entered.	Withdrawal Reason Code Validation Form (STVWRSN)
	Left for job in their field	No	Enter the reason code the student is transferring out to a job in their field. Multiple codes may be entered.	Withdrawal Reason Code Validation Form (STVWRSN)

<i>Parameters</i>	<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
	Code - Good Academic Standing	No	Enter the code used to indicate a good academic standing. Multiple codes may be entered. This parameter is only used for GRS2 and GRS2A schools.	Academic Standing Code Validation Form (STVASTD)
	No Longer Used (Print Details?)	<i>Inactive, do not use</i>	<i>Values entered in this parameter will not be processed.</i>	
	No Longer Used (Report Format)	<i>Inactive, do not use</i>	<i>Values entered in this parameter will not be processed.</i>	

## Report Sample—IPEDS Graduation Rate Survey Report (SHRIGRS)

### Sample of Hardcopy Output Control Page

04-SEP-2009 10:33:00 AM

BANNER System Test  
Graduation Rate Survey

PAGE 1  
SHRIGRS

\* \* \* REPORT CONTROL INFORMATION - SHRIGRS - Release 8.2.1 \* \* \*

RPTNAME: SHRIGRS  
GRS VERSION: 1  
COHORT TYPE: FALL COHORT  
START TERM: 501010  
END TERM: 501320  
ENROLLMENT TERM: 501010  
FULL-TIME COHORT CODE(S): CCFFFTUG  
EXCLUSION CODE(S)-DISABLED: DD  
EXCLUSION CODE(S)-ARMED FORCES: MILT  
EXCLUSION CODE(S)-FOREIGN SERV: PCOR  
EXCLUSION CODE(S)-CHURCH MISS: RM  
PART-TIME COHORT CODE(S): CCPFPTUG  
TRANSFER OUT CODE(S) < 2YR INST:  
TRANSFER OUT CODE(S) - 2YR INST:  
TRANSFER OUT CODE(S) - 4YR INST:  
REASON CODE(S) FOR JOB IN STUDENT FIELD:  
IN ACADEMIC GOOD STANDING CODE(S):

### Sample of Web Upload Text File

```
UNITID=121234,SURVSECT=GR1,PART=B,SECTION=1,LINE=1,RACE=1,SEX=1,COUNT=4
UNITID=121234,SURVSECT=GR1,PART=B,SECTION=1,LINE=1,RACE=1,SEX=2,COUNT=2
UNITID=121234,SURVSECT=GR1,PART=B,SECTION=1,LINE=1,RACE=9,SEX=1,COUNT=2
UNITID=121234,SURVSECT=GR1,PART=B,SECTION=1,LINE=1,RACE=9,SEX=2,COUNT=2
UNITID=121234,SURVSECT=GR1,PART=B,SECTION=1,LINE=1,RACE=10,SEX=1,COUNT=2
UNITID=121234,SURVSECT=GR1,PART=B,SECTION=1,LINE=1,RACE=10,SEX=2,COUNT=1
UNITID=121234,SURVSECT=GR1,PART=B,SECTION=1,LINE=1,RACE=11,SEX=1,COUNT=2
UNITID=121234,SURVSECT=GR1,PART=B,SECTION=1,LINE=1,RACE=11,SEX=2,COUNT=1
UNITID=121234,SURVSECT=GR1,PART=B,SECTION=1,LINE=1,RACE=12,SEX=1,COUNT=1
UNITID=121234,SURVSECT=GR1,PART=B,SECTION=1,LINE=1,RACE=12,SEX=2,COUNT=2
UNITID=121234,SURVSECT=GR1,PART=B,SECTION=1,LINE=1,RACE=13,SEX=1,COUNT=2
UNITID=121234,SURVSECT=GR1,PART=B,SECTION=1,LINE=1,RACE=13,SEX=2,COUNT=1
UNITID=121234,SURVSECT=GR1,PART=B,SECTION=1,LINE=1,RACE=8,SEX=1,COUNT=6
UNITID=121234,SURVSECT=GR1,PART=B,SECTION=1,LINE=1,RACE=8,SEX=2,COUNT=6
UNITID=121234,SURVSECT=GR1,PART=B,SECTION=1,LINE=1,RACE=7,SEX=2,COUNT=2
UNITID=121234,SURVSECT=GR1,PART=B,SECTION=1,LINE=1,RACE=7,SEX=3,COUNT=2
UNITID=121234,SURVSECT=GR1,PART=B,SECTION=1,LINE=1,RACE=14,SEX=1,COUNT=1
UNITID=121234,SURVSECT=GR1,PART=B,SECTION=1,LINE=1,RACE=14,SEX=2,COUNT=3
UNITID=121234,SURVSECT=GR1,PART=B,SECTION=1,LINE=2,RACE=1,SEX=1,COUNT=4
UNITID=121234,SURVSECT=GR1,PART=B,SECTION=1,LINE=2,RACE=1,SEX=2,COUNT=2
UNITID=121234,SURVSECT=GR1,PART=B,SECTION=1,LINE=2,RACE=9,SEX=1,COUNT=2
UNITID=121234,SURVSECT=GR1,PART=B,SECTION=1,LINE=2,RACE=9,SEX=2,COUNT=2
UNITID=121234,SURVSECT=GR1,PART=B,SECTION=1,LINE=2,RACE=10,SEX=1,COUNT=2
UNITID=121234,SURVSECT=GR1,PART=B,SECTION=1,LINE=2,RACE=10,SEX=2,COUNT=1
UNITID=121234,SURVSECT=GR1,PART=B,SECTION=1,LINE=2,RACE=11,SEX=1,COUNT=2
UNITID=121234,SURVSECT=GR1,PART=B,SECTION=1,LINE=2,RACE=11,SEX=2,COUNT=1
UNITID=121234,SURVSECT=GR1,PART=B,SECTION=1,LINE=2,RACE=12,SEX=1,COUNT=1
UNITID=121234,SURVSECT=GR1,PART=B,SECTION=1,LINE=2,RACE=12,SEX=2,COUNT=2
UNITID=121234,SURVSECT=GR1,PART=B,SECTION=1,LINE=2,RACE=13,SEX=1,COUNT=2
UNITID=121234,SURVSECT=GR1,PART=B,SECTION=1,LINE=2,RACE=13,SEX=2,COUNT=1
UNITID=121234,SURVSECT=GR1,PART=B,SECTION=1,LINE=2,RACE=8,SEX=1,COUNT=6
UNITID=121234,SURVSECT=GR1,PART=B,SECTION=1,LINE=2,RACE=8,SEX=2,COUNT=6
UNITID=121234,SURVSECT=GR1,PART=B,SECTION=1,LINE=2,RACE=7,SEX=2,COUNT=2
UNITID=121234,SURVSECT=GR1,PART=B,SECTION=1,LINE=2,RACE=7,SEX=3,COUNT=2
UNITID=121234,SURVSECT=GR1,PART=B,SECTION=1,LINE=2,RACE=14,SEX=1,COUNT=1
UNITID=121234,SURVSECT=GR1,PART=B,SECTION=1,LINE=2,RACE=14,SEX=2,COUNT=3
UNITID=121234,SURVSECT=GR1,PART=B,SECTION=2,LINE=18A,LINE150=A,RACE=1,SEX=1,COUNT=2
UNITID=121234,SURVSECT=GR1,PART=B,SECTION=2,LINE=18A,LINE150=A,RACE=9,SEX=2,COUNT=1
UNITID=121234,SURVSECT=GR1,PART=B,SECTION=2,LINE=18A,LINE150=A,RACE=12,SEX=1,COUNT=1
UNITID=121234,SURVSECT=GR1,PART=B,SECTION=2,LINE=18A,LINE150=A,RACE=8,SEX=1,COUNT=3
UNITID=121234,SURVSECT=GR1,PART=B,SECTION=2,LINE=18A,LINE150=A,RACE=14,SEX=1,COUNT=1
UNITID=121234,SURVSECT=GR1,PART=B,SECTION=2,LINE=19,RACE=12,SEX=1,COUNT=1
UNITID=121234,SURVSECT=GR1,PART=B,SECTION=2,LINE=19,RACE=8,SEX=1,COUNT=1
UNITID=121234,SURVSECT=GR1,PART=B,SECTION=2,LINE=20,RACE=1,SEX=1,COUNT=1
UNITID=121234,SURVSECT=GR1,PART=B,SECTION=2,LINE=20,RACE=9,SEX=2,COUNT=1
UNITID=121234,SURVSECT=GR1,PART=B,SECTION=2,LINE=20,RACE=8,SEX=1,COUNT=1
UNITID=121234,SURVSECT=GR1,PART=B,SECTION=2,LINE=20,RACE=14,SEX=1,COUNT=1
```

## Electronic Data Interchange Reconciliation (SHREDIR)

**Description** The Electronic Data Interchange Reconciliation (SHREDIR) reconciles the disposition file returned from EDI.Smart with the transcript requests in the Transcript Request Collector Table (SHTTRAN). The disposition file will contain a record for each transcript generated by the Electronic Data Interchange Extract (SHREDIY), from the Transcript Request Form (SHARQTC), and sent to EDI.Smart.

Each record contains the request number, status of the transcript request in the EDI.Smart process, and the date the status was applied. The Electronic Data Interchange Reconciliation (SHREDIR) reads the disposition records and attempts to match each one to a request in the Transcript Request Collector Table (SHTTRAN). To accomplish this matching, SHREDIR will use the request number assigned and stored by SHREDIY, on SHTTRAN and passed to EDI.Smart via the control file, when the transcript was generated. If a match is found, SHREDIR will update the SHTTRAN record with the status and status date. The user can then view the status, status date, and status description on the Transcript Request Form (SHARQTC), for the student. If no match is found, an error will be printed on the report showing the student ID, sequence number, recipient/SBGI ID, request number, status, and status description, along with the error message.

Parameters	Name	Required?	Description	Values
	Mode	Yes	Enter <i>A</i> for Audit mode, to create a report of reconciliation records and/or errors with no database changes. Enter <i>U</i> for Update, to create a report of reconciliation records and/or errors with status code and status date updated to the database.	A Audit U Update
	Print Errors Only	No	Enter <i>Y</i> to create a report of only those records that cannot be reconciled. Enter <i>N</i> to create a report of all records in the Disposition file and their status. The default value is <i>N</i> .	Y Report unreconciled records N Report all records
	Reconciliation File	Yes	Enter the path and file name for the disposition file. For example, /u02/s7s80/jobsub/d.txt.	
	Signal File	Yes	Enter the path and file name for the signal file. For example, /u02/s7s80/jobsub/l.txt.	

## Report Sample—Electronic Data Interchange Reconciliation (SHREDIR)

08-APR-1993 10:06:18	Banner University Reconciliation of Electronic Transcripts TRANSCRIPT RECONCILIATION REPORT				SHREDIR Page: 1
Student ID	Sequence Number	Recipient ID	EDI Request Number	Status Date	EDI SMART Status
207000001	24	001155	00000507	05-MAY-1993	99 Transcript Canceled
207000001	25	001137	00000507	04-MAY-1993	53 Waiting for acknowledgment(s) (communications successful)
207000001	30	001137	00000507	04-MAY-1993	53 Waiting for acknowledgment(s) (communications successful)
207000001	26	001137	00000507	04-MAY-1993	53 Waiting for acknowledgment(s) (communications successful)
207000001	31	001137	00000508	04-MAY-1993	50 Generation completed without errors
207000001	27	001137	00000508	04-MAY-1993	50 Generation completed without errors
207000001	22	001137	00000509	04-MAY-1993	50 Generation completed without errors
207000001	23	001137	00000509	04-MAY-1993	50 Generation completed without errors
207000001		000011	00000509	05-MAY-1993	50 Generation completed without errors
	***	No matching transcript request found for student, recipient and request number.			
208000004		001137	00000493	04-MAY-1993	53 Waiting for acknowledgment(s) (communications successful)
	***	No matching transcript request found for student, recipient and request number.			
601000018		001137	00000494	04-MAY-1993	50 Generation completed without errors.
	***	No matching transcript request found for student, recipient and request number.			
800000011		001137	00000514	04-MAY-1993	50 Generation completed without errors.
	***	No matching transcript request found for student, recipient and request number.			
844898788	2	001137	00000514	04-JUN-1993	53 Waiting for acknowledgment(s) (communications successful)
844898788	1	001137	00000515	04-JUN-1993	55 Acknowledgment(s) received - no errors reported
000771111		000011		06-MAY-1993	55 Acknowledgment(s) received - no errors reported
	***	No matching transcript request found for student, recipient and request number.			
000772222		000011		06-MAY-1993	53 Waiting for acknowledgment(s) (communications successful)
	***	No matching transcript request found for student, recipient and request number.			
010203040		000011		06-MAY-1993	00 Transcript request record created
	***	No matching transcript request found for student, recipient and request number.			
073460919		000011	00000017	06-MAY-1993	ZZ Error reported, waiting for recovery
	***	No matching transcript request found for student, recipient and request number.			
14 reconciliation records were processed.					

08-APR-1993 10:06:18	Banner University Reconciliation of Electronic Transcripts				SHREDIR Page: 2
* * * REPORT CONTROL INFORMATION - SHREDIR - Release 2.1.5 * * *					
UPDATE/AUDIT MODE: A					
PRINT ERRORS ONLY: N					
REPORT LINE LIMIT: 55					

## Electronic Data Interchange Institutions (SHREDII)

**Description** The Electronic Data Interchange Institutions (SHREDII) updates the Source/Background Institution Code Validation Form (STVSBGI) with institution information.

Obtain a file from the host containing the FICE code, institution name, and EDI capable flag. SHREDII will read this file and attempt to match the FICE code to the source/background institution code if the institution FICE code is null. If a match is found, SHREDII will update the EDI capable flag and activity date. If no match is found, and the user requested *Y* for input parameter Add New Institutions, SHREDII will add the institution using the FICE code as the source/background institution code, institution name, EDI capable flag, activity date, and *C* (College) as the source/background institution type. If no match is found and the user requested *N* for input parameter Add New Institutions, SHREDII will print the institution information and a *Not Found* message on the report.

Parameters	Name	Required?	Description	Values
	Mode	Yes	Enter <i>A</i> for Audit mode to create a report of EDI capable institution records and/or errors with no database changes. Enter <i>U</i> for Update to create a report of EDI capable institution records and/or errors and update information to the database.	<i>A</i> Audit <i>U</i> Update
	Add New Institutions	No	Enter <i>Y</i> to add institutions that do not currently exist in Source/Background Institution Code Validation Form (STVSBGI) using the FICE code as the Source/Background Institution Code. Enter <i>N</i> to ignore institutions that do not exist in STVSBGI and print a message. The default value is <i>N</i> .	<i>Y</i> Add institutions not on STVSBGI <i>N</i> Ignore institutions not on STVSBGI
	Print Only Not Found	No	Enter <i>Y</i> to create a report of only those institutions that were not found in Source/Background Institution Code Validation Form (STVSBGI). Enter <i>N</i> to create a report of all institutions found in the EDI Capable Institution file. The default value is <i>N</i> .	<i>Y</i> Report institutions not on STVSBGI <i>N</i> Report institutions in EDI file



## Report Sample—Electronic Data Interchange Institutions (SHREDII)

10-JUN-1993 09:06:21

Banner University  
EDI Capable Institutions  
EDI CAPABLE INSTITUTION REPORT

SHREDII  
Page: 1

SBGI Code	FICE Code	Institution Name	EDI Capable	Message
001155	001155	San Jose State University	Y	
004480	004480	DeAnza College	Y	New Institution Added
001199	001199	Foothill College	Y	New Institution Added
001138	001138	West Valley College	Y	New Institution Added
002632	002632	Seton Hall University	Y	New Institution Added

5 EDI Capable Institution records were processed.

10-JUN-1993 09:06:21

Banner University  
EDI Capable Institutions

SHREDII  
Page: 2

\* \* \* REPORT CONTROL INFORMATION - SHREDII - Release 2.1.5 \* \* \*

UPDATE/AUDIT MODE: U  
ADD NEW INSTITUTIONS: Y  
PRINT ONLY NOT FOUND: N  
REPORT LINE LIMIT: 55

# Electronic Transcript Upload Purge Process (SHRETRP)

**Description** This process is used to purge electronic transcript data in EDI or PESC/XML format. This would be done after electronic transcripts have been processed to their final step (usually transfer articulation) in the Banner Student System. Also, storage of a large number of records may negatively impact online processing. EDI.Smart users should keep in mind that EDI.Smart includes archiving capability, so that if any future questions might arise about a previously received, articulated, and purged transcript, the original data would still be available through EDI.Smart. XML transcript data is purged from the appropriate tables (SHREPTD/SHRIPTD) based on the SHBHEAD\_DCMT\_SEQNO value for the XML import and export log tables.



## Note

An electronic transcript will not be for purged unless a routing status code exists for the transcript that has the **Archive Status Indicator** set to Y on the Electronic Document Status Code Validation Form (STVDSTS). ■

The report control information will optionally include two sections as follows:

*Section One:* Transcripts to be purged, or actually purged, depending on Run Mode, and if Suppress Report Detail is No.

*Section Two:* Transcripts with no Archive status, but are older than or equal to the Transcript Received Purge Date, if Print Transcripts Not Eligible for Purge is Yes.



## Note

If the transcript record has been matched to an existing person in Banner, the ID and name information will be printed as they exist in Banner (information from the SPRIDEN record). It is possible that a transcript that has not been matched to a existing person in Banner may be updated with an archive routing status. In this case, the ID and name information will be printed as they were received in the electronic transcript (SHBHEAD and SHRIDEN). ■

In addition, the report control information will provide summary totals of the number of transcripts by sending institution code, as well as an overall total for both transcripts to be purged or actually purged, and transcripts not eligible to be purged. Totals will be printed even if report detail printing is not selected.

Parameters	Name	Required?	Description	Values
	Sending Inst Code to Purge	Yes	Enter the code for the sending institution to be purged, or enter % for all. Multiple codes may be entered to purge groups of institutions.	Source/Background Institution Code Validation Form (STVSBGI)
	Transcript Recd Purge Date	Yes	Enter the received date for the transcript to be purged. Transcripts marked with a received date on SHAEDIS that is less than or equal to the date entered for the parameter will be purged.	
	Report Sorting Order	Yes	<p>Enter <i>N</i> for Name order, to list output alphabetically by last, first, middle initial of student name. This is the default order.</p> <p>Enter <i>S</i> for Sending institution order to list output alphabetically by sending institution code, and student name within each sending institution.</p> <p>Enter <i>I</i> for ID order, to list output in ID order. A page break will occur for each new sending institution when ID order is selected.</p> <p>Output for Name or ID order will be continuous; page breaks occur with line limit feed to the next page of output.</p>	<p>N Name order</p> <p>S Sending institution order</p> <p>I ID order</p>
	Suppress Report Detail	Yes	Enter <i>Y</i> to have summary statistics only included in the report control output. Enter <i>N</i> to print report detail. <i>N</i> is the default.	<p>Y Print summary</p> <p>N Print detail</p>

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	Print (Transcripts) Not Eligible for Purge	Yes	<p>This controls optional printing of the Transcripts Without Archive Status For Purge Date section of the report output.</p> <p>Enter <i>N</i> to suppress the printing of this section. This is the default for this parameter.</p> <p>Enter <i>Y</i> to list transcripts that exist with a Received Date less than or equal to the Transcript Received Purge Date specified, but do not have an Archive routing status.</p>	<p>Y Print transcripts not eligible for purge</p> <p>N Don't print transcripts not eligible for purge</p>
	Run Mode - Audit or Update	Yes	<p>Enter <i>A</i> to Audit or list the transcripts to be purged. This is the default value for this parameter,</p> <p>Enter <i>U</i> to Update the database by performing the purge and listing the transcripts that were purged, depending on the options selected for the two preceding parameters.</p>	<p>A Audit</p> <p>U Update</p>

## Report Sample—Electronic Transcript Upload Purge (SHRETRP)

*This sample shows the report detail output.*

16-APR-1998 07:25:35	BAN2 SEED DATABASE		PAGE 1
	EDI Transcript Upload Purge		SHRETRP
	Transcripts to be Purged		
ID	Name	Inst	
Code Institution Name	Trans Date		
-----	-----	-----	-----
662339911	Sargent, Jean	001118 Bakersfield College	20-APR-1998

16-APR-1998 07:25:35	BAN2 SEED DATABASE		PAGE 2
	EDI Transcript Upload Purge		SHRETRP
	Transcripts Without Archive Status For Purge Date		
ID	Name	Inst Code Institution Name	Trans Date
-----	-----	-----	-----
728339912	Baldwin, Bruce R	001118 Bakersfield College	20-APR-1998
555291182	Cochran, Andy S	001118 Bakersfield College	20-APR-1998
233198812	Gratton, James T	001118 Bakersfield College	20-APR-1998
223910288	Lechler, Alex P	001118 Bakersfield College	20-APR-1998
771009222	Thornby, Sharon	001118 Bakersfield College	20-APR-1998
229881125	Williams, Ellen	001118 Bakersfield College	20-APR-1998

\* \* \* REPORT CONTROL INFORMATION - SHRETRP - Release 3.1 \* \* \*

RPTNAME: SHRETRP  
SENDING INSTITUTION CODE(S) TO PURGE: 000003 001118  
PURGE DATE: 01-JUN-98  
REPORT SORTING ORDER: N (Name)  
SUPPRESS REPORT DETAIL: N (No)  
PRINT TRANSCRIPTS NOT ELIGIBLE FOR PURGE: Y (Yes)  
RUN MODE: A (Audit)

## Summary Statistics for Electronic Transcripts to be Purged:

Inst Code	Institution Name	Number to be Purged
001118	Bakersfield College	1
Total to be Purged:		1

## Summary Statistics for Electronic Transcripts Not Eligible for Purge:

Inst Code	Institution Name	Number Not Eligible
001118	Bakersfield College	6
Total Not Eligible:		6
Grand Total for Report:		7

## Upload of EDI Transcript (SHREDIP)

**Description** This process is used to load transcript data into interim Oracle tables in Banner, after the FLAT130 file produced by EDI.Smart has been uploaded to the host where Banner resides.

Parameters	Name	Required?	Description	Values
	Data File	Yes	Enter the data file name with the complete path included.	
	Test Flag	Yes	Enter <i>Y</i> to use a test flag or <i>N</i> to not use a test flag.	Y Use test flag N Do not use test flag
	Upload Student RAP Segments	Yes	Enter <i>Y</i> to upload Student RAP segments or <i>N</i> to not upload Student RAP segments.	Y Upload Student RAP segments N Do not upload Student RAP segments
	Upload Course RAP Segments	Yes	Enter <i>Y</i> to upload Course RAP segments or <i>N</i> to not upload Course RAP segments.	Y Upload Course RAP segments N Do not upload Course RAP segments



### Note

There is no output produced by this process. ■

## Electronic Data Interchange Extract (SHREDIY)

**Description** The Electronic Data Interchange Extract (SHREDIY) must be run in order to produce Banner transcripts to be sent via EDI.Smart. A transcript must have been requested through the use of the Transcript Request Form (SHARQTC) or the Transcript Population Creation Process (SHRTPOP) in order to be produced through this process.

SHREDIY reads the requests from the collector file and generates the flat file entries for the transcripts along with control and log file entries. Only transcript requests with a send type of *E*, for EDI, will be processed. Transcripts may be produced for an individual with a pending request, or all requests which have been sent to the collector file. The Academic Transcript (SHRTRTC) must be run to produce Banner paper transcripts for those institutions who are not capable of receiving EDI transcripts. The Transcript Request Form (SHARQTC) will not allow an EDI transcript request to be made for an institution that is not EDI capable.

When each transcript is generated, SHREDIY will update the EDI sent date and assign each transcript request a request number on the Transcript Request Collector Table (SHTRTRAN). The request number is a sequential number stored in the Sequence Number Base table (SOBSEQN) and updated by SHREDIY. The request number is sent to EDI.Smart in the control record for the generated transcript.

Parameters	Name	Required?	Description	Values
	Transcript Population File	No	Enter <i>Y</i> if the population for which the transcript(s) are to be generated has previously been selected via the Transcript Population Creation Process (SHRTPOP).	
	ID and [Sequence if Desired]	No	Enter % or a NULL value to select all IDs and sequences.	
	Transcript Type	No	Enter the type of transcript requested.	Transcript Type Code Validation Form (STVTPRT)
	Address Selection Date	No	Enter the date (format DD-MON-YYYY) for which you wish to retrieve an active address record of the student for whom the transcript is being generated.	
	Address Priority and Type	Yes	Enter the priority number and address type code (format 1MA) for the address selection.	



<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	Campus Selection Indicator	No	Enter <i>Y</i> to select courses to be included on the transcript, which are associated with the campus codes entered. An <i>N</i> will include all course campus codes on the transcript. The default value is <i>N</i> .	Y Include courses associated with campus codes entered N Include all course campus codes
	Campus Selection	Yes	(Required if Campus Selection Indicator is set to <i>Y</i> ) Enter the course campus code representing the campus of the courses which are to be included on the transcript.	Campus Code Validation Form (STVCAMP)
	GPA Format	No	Enter <i>R</i> to print rounded GPAs or <i>T</i> to print truncated GPAs. The default value is <i>R</i> .	R Round GPAs T Truncate GPA
	Process Rqsts Awaiting Grades	Yes	Use this parameter to process requests that learners want held until end of term grades have been rolled to academic history.  Enter <i>Y</i> to process requests waiting for end of term grades or <i>N</i> to process requests that are not waiting for end of term grades. The default value is <i>N</i> .	Y Process requests - waiting for grades N Process requests - not waiting for grades
	Process Rqsts Awaiting Degrees	Yes	Use this parameter to process requests that learners want held until their degrees have been posted to SHADEGR.  Enter <i>Y</i> to process requests waiting for degrees to be posted or <i>N</i> to process requests that are not waiting for degrees to be posted. The default value is <i>N</i> .	Y Process requests - waiting for degrees N Process requests - not waiting for degrees

## Report Sample—Electronic Data Interchange Extract (SHREDIY)

28-MAR-2009 04:12:10

SUNGARDHE University  
Electronic Transcripts  
\* \* \* REPORT CONTROL INFORMATION -- Release 8.2 \* \* \*

SHREDIY  
Page 1

TRANSCRIPT POPULATION FILE USED : N  
REQUEST ID(S):  
ID NUMBER: 000000088  
SEQUENCE NUMBER: 601  
TRANSCRIPT TYPE(S): %  
ADDRESS SELECTION DATE: 28-MAR-2009  
ADDRESS TYPE(S):  
CAMPUS SELECTION REQUESTED? IMA  
CAMPUS SELECTED: N  
GPA FORMAT: R  
HOLD FOR GRADES: N  
HOLD FOR DEGREE: N  
REPORT LINE LIMIT: 55

ONLY OFFICIAL TRANSCRIPTS WILL BE SENT VIA EDI

## Degree Verification Process (SHRDEGV)

**Description** This process is used to collect data relating to the degrees a student has completed at an institution and supply the information to the Clearinghouse. The initial transmission from an institution to the Clearinghouse for degree verification requests all degree records. After this first transmission, records are submitted on a term-by-term basis.

SHRDEGV reports up to four majors and four minors with associated CIP codes. The curriculum information is pulled from the concurrent curricula tables in place of the backfill tables.

- The **Birth Date** field on SPAPERS is used by this report and must have a valid value.
- The **SSN/SIN/TIN** field on SPAPERS is not required. Degrees may be reported to the Clearinghouse without SSNs. If no SSN value exists, the requested wording *NO SSN* is printed and is padded with spaces (to nine characters) in the field, prior to being printed on the report.
- The **Graduation Date** field in the Graduation Information on SHADEGR is used by this report and must have a valid value. The program information is also required.
- The degree information is created when grades are rolled to history from SGASTDN. Make sure the **Create or Update Degree with Primary Curriculum** field on SOACTRL is set to *Yes*, as well as the **Create or Update Degree with Secondary Curriculum** field, if that is applicable.

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	Processing Term	Yes	Enter the code for the degree awarded term, or enter % to select all terms. The initial transmission from an institution to the Clearinghouse for degree verification requests all degree records. After the first transmission, records are submitted on a term-by-term basis.  This must match the value in the <b>Graduation Term</b> field in the Graduation Information on SHADEGR for the graduation term.	Term Code Validation Form (STVERM)
	Degree Status Code	Yes	Enter the code for the status of the awarded degree. This must match the value in the <b>Outcome Status</b> field in the Outcome Information on SHADEGR. Multiple values may be entered in this parameter.	Degree Status Code Validation Form (STVDEGS)

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	Degree Period	Yes	Enter the description of the period when the degree was awarded (i.e., Spring, 2001). This is a free format description of up to 15 characters.	
	Run Mode	Yes	Enter the mode in which you wish to run the report. Enter <i>1</i> to produce a report of missing or invalid data and the error encountered during processing. Enter <i>2</i> to produce a report of students who have been processed. Enter <i>3</i> to produce a delimited extract file to be transmitted to the Clearinghouse using EDI.	1 Missing/invalid data 2 Students processed 3 EDI file
	Sort Order	No	Enter the order in which the process should sort the data. Enter <i>1</i> for sorting by Last Name. Enter <i>2</i> for sorting by Level/Last Name. Enter <i>3</i> for sorting by Degree/Last Name. The default sort order is by Last Name.	1 Last Name 2 Level/Last Name 3 Degree/Last Name
	Hold Codes to be Excluded	No	Enter the hold codes used to exclude students from being reported to the Clearinghouse. Hold codes must be active on SOAHOLD for the student for the dates that encompass the term.	Hold Type Code Validation Form (STVHLDD)

## Report Sample—Degree Verification Process (SHRDEGV)

*This sample is for Run Mode 1, Missing or Invalid Data.*

05-OCT-2009 200910	SUNGARD NSC Degree Extract Program	PAGE 1 SHRDEGV
Error Report		
ID NUMBER 211009506	STUDENT NAME Abbe, Anthony A	MISSING DATA SSN, Birth Date

05-OCT-2009 200910	SUNGARD NSC Degree Extract Program	PAGE 2 SHRDEGV
* * * REPORT CONTROL INFORMATION - SHRDEGV - Release 8.3 * * *		
TERM: 200910		
DEGREE INCLUDE STATUS: AW		
DEGREE PERIOD: Fall 200910		
RUN MODE: 1		
SORT ORDER: 1		
HOLD EXCLUDE STATUS:		
COUNT: 1		

***This sample is for Run Mode 2, Students who have been processed.***

05-OCT-2009 SUNGARD PAGE 1  
200910 NSC Degree Extract Program SHRDEGV

Selected Students

ID NUMBER	STUDENT NAME
211009506	Abbe, Anthony A

05-OCT-2009 SUNGARD PAGE 2  
200910 NSC Degree Extract Program SHRDEGV

\* \* \* REPORT CONTROL INFORMATION - SHRDEGV - Release 8.3 \* \* \*

TERM: 200910

DEGREE INCLUDE STATUS: AW

DEGREE PERIOD: Fall 200910

RUN MODE: 2

SORT ORDER: 1

HOLD EXCLUDE STATUS: AR BZ CH

COUNT: 1

***This sample is for the Run Mode 3, that produces the EDI Extract file.***

DH1\$SCTXML\$00\$SUNGARD\$\$D\$20091005\$501410\$This is a proprietary and copyright protected layout of the National Student Clearinghouse and must only be used in conjunction with the Clearinghouse Degree Verify process.\$  
DD1\$123000006\$Test 1\$\$NSC\$\$\$19661209\$\$B\$Bachelor of Arts\$College of Arts & Sciences\$\$2009121\$\$Ipeds Undeclared\$International Business\$Engi-  
neering\$Biological and Medical Sc.\$\$Ipeds Economics\$Summary page-total enrollment\$IPEDS History\$Physical Scienc-  
es\$\$\$\$\$990000\$520000\$140000\$260000\$\$990000\$990000\$990000\$400000\$\$\$\$\$\$N\$\$\$\$\$  
DT1\$3

## Progress Evaluation Process (SHRPREV)

**Description** This process is used to determine progress evaluation and combined academic standing codes and print a report of the results. It will also calculate each student's maximum registration hours allowed based upon their combined academic standing code. The process can be run in update or audit mode.

Prior to running this process, make sure valid codes have been set up on STVPREV and STVCAST, and that valid rules have been set up on SHAACST (for the SHRCAST, SHRPREV, and SHRPRGE blocks). The Calculate Academic Standing Report (SHRASTD) should be run at least once in update mode for the term code being processed before SHRPREV is run. This is to make certain that student academic standing codes have been assigned.

Parameters	Name	Required?	Description	Values
	Term Code	Yes	Enter the term code for the term to be processed.	Term Code Validation Form (STVTERM)
	Determine Progress Evaluation	Yes	Enter <i>Y</i> to determine the progress evaluation, or enter <i>N</i> to exclude this information.	Y Progress evaluation N No progress evaluation
	Determine Combined Academic Standing	Yes	Enter <i>Y</i> to determine the combined academic standing, or enter <i>N</i> to exclude this information.	Y Combined academic standing N No combined academic standing
	Update/Audit Mode	Yes	Enter <i>A</i> to run the report in audit mode, or enter <i>U</i> to update the database. The default is <i>A</i> .	A Audit U Update
	Calculate Max Reg. Hours	Yes	Enter <i>Y</i> to compare the new combined academic standing code's hours to future existing registrations, or enter <i>N</i> to not check this information.	Y Compare code hours N No comparison

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	Pre-registration Future Terms	No	<p>Enter the term code for the future term to be used in the comparison of future term registration to the new combined academic standing code's registration hours.</p> <p>This parameter may only be used when the Calculate Max Reg. Hours parameter is set to <i>Y</i>.</p>	Term Code Validation Form (STVTERM)
	Maximum Hours Update/Audit	No	<p>Enter <i>U</i> to update future terms to new maximum hours, or enter <i>A</i> to audit this information. The default is <i>A</i>.</p> <p>This parameter may only be set to <i>U</i> when the Calculate Max Reg. Hours parameter is set to <i>Y</i>.</p>	<p><b>U</b> Update maximum hours</p> <p><b>A</b> Audit maximum hours</p>
	Student ID	No	<p>Enter a specific student ID or enter % for all.</p> <p>This parameter should not be used if the following population selection parameters are used.</p>	
	Selection Identifier	No	<p>Enter the code that identifies the population with which you wish to work. The selection identifier must be defined on the Population Selection Definition Rules Form (GLRSLCT). All or none of the population selection parameters must be entered.</p>	Population Selection Inquiry Form (GLISLCT)
	Application Code	No	<p>Enter the code that identifies the general area for which the selection identifier was defined. All or none of the population selection parameters must be entered.</p> <p>The Population Selection Extract Inquiry Form (GLIEXTR) may be used to review the people who will be processed in the load from the selection identifier and application code entered.</p>	Application Inquiry Form (GLIAPPL)



<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	Creator ID	No	Enter the user ID of the person who created the population rules. All or none of the population selection parameters must be entered.	
	User ID	No	Enter the user ID for the population selection. This is the ID of the user who selected the population of people. This may or may not be the same as the Creator ID. All or none of the population selection parameters must be entered.	
	Print Detail	Yes	Enter <i>Y</i> to print detail lines, or enter <i>N</i> to only print error messages and total pages. The default is <i>N</i> .	Y Print detail N Print error messages

## Report Sample—Progress Evaluation Calculation Process (SHRPREV)

27-AUG-2001 05:40 PM 199820	Banner University				PAGE: 1
		* * Calculate Progress Evaluation / Combined Academic Standing * *			SHRPREV 5.3
ID	NAME	TYPE CODE	CODE PREV - NEW	DESCRIPTION	CREDITS PREV - NEW
523233939	Bader, Jamie L	Academic Standing	GS	Good Standing	0.00 99.00
		Progress Evaluation	GP - GP	Good Progress	
		Combined Academic Standing	GS - GS	Good Standing	
802009502	Bascom, Henry S	Academic Standing	GS	Good Standing	0.00 99.00
		Progress Evaluation	GP - GP	Good Progress	
		Combined Academic Standing	GS - GS	Good Standing	
410009307	Charles, Corey	Academic Standing	GS	Good Standing	0.00 99.00
		Progress Evaluation	GP - GP	Good Progress	
		Combined Academic Standing	GS - GS	Good Standing	
0000@2112	Christiana, Julie	Academic Standing	GS	Good Standing	0.00 99.00
		Progress Evaluation	GP - GP	Good Progress	
		Combined Academic Standing	GS - GS	Good Standing	
@00003263	Curry, Tim W	Academic Standing	P1	Academic Probation 1 term	99.00 12.00
		Progress Evaluation	GP - GP	Good Progress	
		Combined Academic Standing	GS - AP	Academic Probation only	
0000@2108	Davidson, Mark D	Academic Standing	00	Good Standing	0.00 99.00
		Progress Evaluation	GP - GP	Good Progress	
		Combined Academic Standing	GS - GS	Good Standing	
@00002063	Davis, Josh	Academic Standing	GS	Good Standing	0.00 99.00
		Progress Evaluation	GP - GP	Good Progress	
		Combined Academic Standing	GS - GS	Good Standing	
221640188	Delaware, Barbara	Academic Standing	GS	Good Standing	0.00 99.00
		Progress Evaluation	GP - GP	Good Progress	
		Combined Academic Standing	GS - GS	Good Standing	
201580003	Evans, Thomas	Academic Standing	P1	Academic Probation 1 term	99.00 12.00
		Progress Evaluation	GP - GP	Good Progress	
		Combined Academic Standing	GS - AP	Academic Probation only	
201580002	Evans, Wade	Academic Standing	GS	Good Standing	99.00 99.00
		Progress Evaluation	GP - GP	Good Progress	
		Combined Academic Standing	GS - GS	Good Standing	
061608074	Fox, Jennifer	Academic Standing	GS	Good Standing	0.00 99.00
		Progress Evaluation	GP - GP	Good Progress	
		Combined Academic Standing	GS - GS	Good Standing	

27-AUG-2001 05:40 PM  
199820

Banner University  
\* \* Calculate Progress Evaluation / Combined Academic Standing \* \*

PAGE: 3  
SHRPREV 5.3

ID	NAME	TYPE CODE	CODE PREV - NEW	DESCRIPTION	CREDITS PREV - NEW
522925844	Gratteau, Lynnette M	Academic Standing	GS	Good Standing	0.00 99.00
		Progress Evaluation	GP - GP	Good Progress	
		Combined Academic Standing	GS - GS	Good Standing	
0000@2481	Nurse, Jean F	Academic Standing	00	Good Standing	0.00 15.00
		Progress Evaluation	GP - P1	Probation - 1st Term	
		Combined Academic Standing	GS - PP	Progress Probation only	
A00002148	Strosahl, Sean	Academic Standing	GS	Good Standing	0.00 99.00
		Progress Evaluation	GP - GP	Good Progress	
		Combined Academic Standing	GS - GS	Good Standing	
@00002969	Zimmer, Peter A	Academic Standing	GS	Good Standing	99.00 99.00
		Progress Evaluation	GP - GP	Good Progress	
		Combined Academic Standing	GS - GS	Good Standing	

27-AUG-2001 05:40 PM  
SHRPREV 5.3

Banner University  
Progress Evaluation  
\* \* Calculate Progress Evaluation / Combined Academic Standing \* \*  
Parameters have been entered via Job Submission.

PAGE: 4

Parameter Name	Value
Parameter Seq No:	753224
Term Code:	199820
Determine Progress Evaluation:	Y
Determine Comb. Acad. Standing:	Y
Update/Audit Mode:	A
Calculate MAX Reg. Hours:	Y
Pre-registration future terms:	199910
Maximum Hours Update/Audit:	A
Student ID:	ALL Students Selected
Application Code:	NONE
Selection Identifier:	NONE
Creator ID:	NONE
User ID:	NONE
Print Detail:	Y

## PESC/XML Transcript Export Process (SHRPESE)

**Description** This Java process is used to create electronic transcripts in XML format by producing a .xml file that can be read by the receiving institution. It also produces .lis and .log file entries. It uses the file transfer protocol information on SOASBGA to send the transcript to an institution. The process reads XML transcript requests from the collector records and extracts those with a transcript type of *P* (*PESC/XML*) from the **Electronic** field on STVSBGI and a transcript type of *XML* on SHATPRT.

To use this process, a transcript must have been requested through SHARQTC or SHRTPOP (using population selection), or online using self-service. SHRPESE reads the requests from the collector file and generates the XML for the transcripts along with control and log file entries. Only official transcript requests with a send type of *P* will be processed. Transcripts may be produced for an individual with a pending request or for all requests which have been sent to the collector file. When each transcript is generated, SHRPESE will update the **Status** and **Status Date** fields in the Electronic Transcript Status information on SHARQTC. If no errors have occurred, the **Run Date** value will also be populated.

Parameters	Name	Required?	Description	Values
	Transcript Population File?	Yes	Enter <i>Y</i> if the transcript population was previously selected using SHRTPOP or <i>N</i> if no transcript population file exists. The default is <i>N</i> .	Y Transcript population exists N Transcript population does not exist
	ID and Seq No as XXXXXXXXXXX000	No	Enter the ID number as the first nine characters (XXXXXXXXXX) and the sequence number as the last three characters (000). Enter % or leave the parameter value blank to select all IDs and sequence numbers. The default is %.	
	Transcript Type	Yes	Enter the transcript type. Multiple values are allowed. The default is % for all types.	Transcript Type Code Validation Form (STVTPRT)
	Address Selection Date	No	Enter the date used to select the appropriate address in format DD-MON-YYYY.	
	Address Priority and Type	Yes	Enter the address priority followed by the address type, such as 1MA for a first priority mailing address.	

<i>Parameters</i>	<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
	Campus Selection Identifier	No	Enter <i>Y</i> to select a campus or <i>N</i> to not select a campus. The default is <i>N</i> .	Y Select campus N Do not select campus
	Campus Selected	No	If you entered <i>Y</i> in the Campus Selection Identifier parameter, enter the campus code for the campus to be processed.	Campus Code Validation Form (STVCAMP)
	GPA Format	No	Select the GPA format for the transcript. Enter <i>R</i> for the rounded GPA format or <i>T</i> for the truncated GPA format. The default is <i>R</i> .	R Rounded GPA T Truncated GPA
	Run in Sleep/Wake Mode	Yes	Enter <i>Y</i> to run the process in sleep/wake mode or <i>N</i> to not use this option. The default is <i>N</i> .	Y Run in sleep/wake mode N Do not use sleep/wake
	Sleep/Wake Interval	Yes	Enter the time in seconds for the sleep/wake interval. Valid values are 0 - 99999. The default is 60.	
	XML Document Process Code	Yes	Enter <i>TEST</i> to run create output for a test environment or <i>PRODUCTION</i> to create output for a production environment. The default is <i>TEST</i> .	TEST Test environment PRODUCTION Production environment
	Self-Reported Test Source	Yes	Enter the value for self-reported test scores. The default is <i>STDN</i> .	Admission Test Score Source Code Validation Form (STVTSRC)
	Domestic Address Nation Code	Yes	Enter the nation code for the domestic address. Multiple values are allowed. The default is <i>US</i> .  <b>Note:</b> The nation code description is printed on the report. So while <i>157</i> is the nation code, <i>US</i> is the nation code description that is used for the default.	Nation Code Validation Form (STVNATN)
	Email Type Hierarchy	Yes	Enter the email type to be used (such as <i>ICAMP</i> for first priority campus email) if no preferred email address exists. Multiple values are allowed.	E-mail Address Type Validation Form (GTVEMAL)

## Report Sample—PESC/XML Transcript Export Process (SHRPESE)

*This sample shows the report output.*

March 28, 2009 12:25:55 PM		BANNER University PESC/XML Export Process		SHRPESE Page 1
Student ID	SBGI Code	Seq No	Message	
-----	-----	-----	-----	
Helena	4947	1	Transcript Successfully Sent. File is: /export/home/dlindblo/jobsub/pescxmlexport_134605_1.xml	

March 28, 2009 12:25:55 PM		BANNER University PESC/XML Export Process		SHRPESE Page 2
CONTROL SUMMARY				
-----				
PROGRAM NAME:	SHRPESE			
PROGRAM VERSION:	8.2			
Parameter Description	Parameter Value			
-----	-----			
TRANSCRIPT POPULATION FILE USED:	N			
REQUEST ID(S):				
ID NUMBER:	%			
TRANSCRIPT TYPE(S):	XML			
ADDRESS SELECTION DATE:	28-MAR-2009			
ADDRESS TYPE(S):	1MA 2PR			
CAMPUS SELECTION REQUESTED?	N			
CAMPUS SELECTED:				
GPA FORMAT (R)ound (T)runcate:	R			
SLEEP WAKE INDICATOR:	N			
SLEEP WAKE INTERVAL:	60			
DOCUMENT PROCESS CODE (TEST or PRODUCTION)	PRODUCTION			
SELF-REPORTED TEST CODE(S):	STDN			
DOMESTIC ADDRESS NATION CODE(S):	US			
EMAIL TYPE(S):	1HOME			
ONLY OFFICIAL TRANSCRIPTS WILL BE SENT ELECTRONICALLY				
TRANSCRIPT POPULATION RECORDS READ	0			
COLLECTOR RECORDS READ	1			
Connected.				

***This sample shows the log file with debugging turned on.***

```

2009-03-28 15:47:52,957 DEBUG [main] - Batch resources initialized
2009-03-28 15:47:52,984 DEBUG [main] - Enabling Banner batch privileges for job SHRPESE
2009-03-28 15:47:53,180 DEBUG [main] - Retrieving Jobsub parameters for job number 21557
2009-03-28 15:47:53,195 DEBUG [main] - Dumping job parameters
2009-03-28 15:47:53,196 DEBUG [main] - 10 = 60
2009-03-28 15:47:53,197 DEBUG [main] - 09 = N
2009-03-28 15:47:53,197 DEBUG [main] - 08 = R
2009-03-28 15:47:53,206 DEBUG [main] - 07 = null
2009-03-28 15:47:53,206 DEBUG [main] - 06 = N
2009-03-28 15:47:53,207 DEBUG [main] - 05 = 1MA
2009-03-28 15:47:53,207 DEBUG [main] - 04 = 25-APR-2006
2009-03-28 15:47:53,207 DEBUG [main] - 14 = 1SCHL
2009-03-28 15:47:53,208 DEBUG [main] - 03 = XML
2009-03-28 15:47:53,208 DEBUG [main] - 13 = 157
2009-03-28 15:47:53,208 DEBUG [main] - 02 = %
2009-03-28 15:47:53,209 DEBUG [main] - 12 = STDN
2009-03-28 15:47:53,209 DEBUG [main] - 01 = N
2009-03-28 15:47:53,210 DEBUG [main] - 11 = TEST
2009-03-28 15:47:53,217 INFO [main] - PESXMLExportProcessor.processJob() 7.3
2009-03-28 15:47:53,254 DEBUG [main] - Database/Session Info
2009-03-28 15:47:53,255 DEBUG [main] - HOST=maldevs7
2009-03-28 15:47:53,255 DEBUG [main] - DB_NAME=s7s70
2009-03-28 15:47:53,256 DEBUG [main] - DB_DOMAIN=null
2009-03-28 15:47:53,256 DEBUG [main] - OS_USER=jobs7s70
2009-03-28 15:47:53,256 DEBUG [main] - CURRENT_USER=SYSTEST23
2009-03-28 15:47:53,257 DEBUG [main] - SESSION_USER=SYSTEST23
2009-03-28 15:47:53,420 DEBUG [main] - getting inst title
2009-03-28 15:47:53,422 DEBUG [main] - assigning string to title variable
2009-03-28 15:47:53,486 DEBUG [main] - after put parms in collector table oracle sessionid=1078817
2009-03-28 15:47:53,487 DEBUG [main] - sleep/wake=N
2009-03-28 15:47:53,526 DEBUG [main] - in loop doneSleepWake=true
2009-03-28 15:47:53,538 DEBUG [main] - before calling shkpex.f_select_academic_batch
2009-03-28 15:47:53,644 DEBUG [main] - looping through academic record batch ADDED host_name=ediserver.reg.utexas.edu
2009-03-28 15:47:53,645 DEBUG [main] - looping through batch records batchCnt=1 hostname=ediserver.reg.utexas.edu
2009-03-28 15:47:53,698 DEBUG [main] - looping through collector ResultSet pidm=820 row=1
2009-03-28 15:47:57,335 DEBUG [main] - PESXMLExportProcessor before build transcript pidm=820 seq_no=24 user_id=IAS_PUBLIC
tprt_code=XML term_code=200610 levl_code=AL sbgi_code=2959 request_source=SHTRAN id=Helena
lastname=Greystone firstname=Helena
docid = SCTXML2006-04-28T15:47:57.38
2009-03-28 15:47:57,463 DEBUG [main] - PersonData before call to procedure pidm=820 seq_no=24 user_id=IAS_PUBLIC term_code=200610
2009-03-28 15:47:58,121 DEBUG [main] - levl_code=AL sbgi_code=2959 request_source=SHTRAN
2009-03-28 15:47:58,247 DEBUG [main] - Person element BannerID=Helena
2009-03-28 15:47:58,290 DEBUG [main] - addr_print flag=Y
2009-03-28 15:47:58,291 DEBUG [main] - city=Seattle
2009-03-28 15:47:58,291 DEBUG [main] - area citycode=null
2009-03-28 15:47:58,294 DEBUG [main] - phone number=null
2009-03-28 15:47:58,294 DEBUG [main] - phone ext=null
2009-03-28 15:47:58,390 DEBUG [main] - looping through levels currLevel=GR levelCount=1
2009-03-28 15:47:58,418 DEBUG [main] - academic summary for summaryType=0 currLevel=GR
2009-03-28 15:47:59,033 DEBUG [main] - transfer work DOES NOT exist
2009-03-28 15:47:59,034 DEBUG [main] - academic summary for summaryType=I currLevel=GR
2009-03-28 15:47:59,076 DEBUG [main] - before reading terms for level=GR
2009-03-28 15:47:59,091 DEBUG [main] - getting in progress session pidm==820 inprog_term=null level=GR camp_sel_ind=N camp_code=null

```

**The sample shows the log file with debugging turned on, continued.**

```
2009-03-28 15:47:59,092 DEBUG [main] - looping through levels currLevel=UG levelCount=2
2009-03-28 15:47:59,101 DEBUG [main] - looping through degrees curr seq=1 majors=ANTH null null null
2009-03-28 15:47:59,514 DEBUG [main] - creating academic award
2009-03-28 15:47:59,569 DEBUG [main] - after honors errorFlag=false
2009-03-28 15:47:59,573 DEBUG [main] - award program Major number =1
2009-03-28 15:47:59,654 DEBUG [main] - before getting summary for award
2009-03-28 15:47:59,966 DEBUG [main] - looping through degrees curr seq=2 majors=BUSI CF null null
2009-03-28 15:47:59,980 DEBUG [main] - creating academic award
2009-03-28 15:47:59,983 DEBUG [main] - after honors errorFlag=false
2009-03-28 15:47:59,984 DEBUG [main] - award program Major number =1
2009-03-28 15:47:59,991 DEBUG [main] - award program Major number =2
2009-03-28 15:48:00,049 DEBUG [main] - before getting summary for award
2009-03-28 15:48:00,063 DEBUG [main] - academic summary for summaryType=0 currLevel=UG
2009-03-28 15:48:00,098 DEBUG [main] - transfer work DOES NOT exist
2009-03-28 15:48:00,099 DEBUG [main] - academic summary for summaryType=I currLevel=UG
2009-03-28 15:48:00,113 DEBUG [main] - before reading terms for level=UG
2009-03-28 15:48:00,116 DEBUG [main] - looping through terms current term=200110 for level=UG
2009-03-28 15:48:00,246 DEBUG [main] - AcademicSession/SenderOnly StudentLevel=null
2009-03-28 15:48:00,416 DEBUG [main] - looping through inst courses current CRN=10067 seqno=1
2009-03-28 15:48:00,760 DEBUG [main] - looping through inst courses current CRN=10069 seqno=2
2009-03-28 15:48:00,789 DEBUG [main] - looping through inst courses current CRN=10068 seqno=3
2009-03-28 15:48:00,813 DEBUG [main] - looping through inst courses current CRN=10070 seqno=4
2009-03-28 15:48:00,838 DEBUG [main] - looping through inst courses current CRN=10071 seqno=5
2009-03-28 15:48:00,916 DEBUG [main] - looping through terms current term=200220 for level=UG
2009-03-28 15:48:00,934 DEBUG [main] - AcademicSession/SenderOnly StudentLevel=null
2009-03-28 15:48:00,976 DEBUG [main] - looping through inst courses current CRN=26 seqno=1
2009-03-28 15:48:01,039 DEBUG [main] - looping through inst courses current CRN=29 seqno=2
2009-03-28 15:48:01,065 DEBUG [main] - looping through inst courses current CRN=28 seqno=3
2009-03-28 15:48:01,099 DEBUG [main] - looping through inst courses current CRN=31 seqno=4
2009-03-28 15:48:01,129 DEBUG [main] - looping through inst courses current CRN=33 seqno=5
2009-03-28 15:48:01,179 DEBUG [main] - looping through terms current term=200341 for level=UG
2009-03-28 15:48:01,193 DEBUG [main] - AcademicSession/SenderOnly StudentLevel=CollegeSophomore
2009-03-28 15:48:01,252 DEBUG [main] - looping through inst courses current CRN=10001 seqno=1
2009-03-28 15:48:01,295 DEBUG [main] - looping through terms current term=200520 for level=UG
2009-03-28 15:48:01,307 DEBUG [main] - AcademicSession/SenderOnly StudentLevel=CollegeSophomore
2009-03-28 15:48:01,346 DEBUG [main] - looping through inst courses current CRN=20006 seqno=1
2009-03-28 15:48:01,405 DEBUG [main] - looping through inst courses current CRN=20007 seqno=2
2009-03-28 15:48:01,458 DEBUG [main] - getting in progress session pidm=820 inprog_term=null level=UG camp_sel_ind=N camp_code=null
2009-03-28 15:48:02,136 DEBUG [main] - after reviewing requests transcriptCnt=1
2009-03-28 15:48:02,137 DEBUG [main] - have transcripts. Writing xml file. transcriptCnt=1 filename=/u01/s7s70/jobsub/systest23/pscxmllexport_21557_1.xml
2009-03-28 15:48:03,348 DEBUG [main] - encryptAndFtp usePGP=N
2009-03-28 15:48:03,355 DEBUG [main] - Sending file /u01/s7s70/jobsub/systest23/pscxmllexport_21557_1.xml to ediserver.reg.utexas.edu using user Fscxml
Send complete
2009-03-28 15:48:04,218 DEBUG [main] - getting inst title
2009-03-28 15:48:04,218 DEBUG [main] - assigning string to title variable
2009-03-28 15:48:04,366 DEBUG [main] - getting inst title
2009-03-28 15:48:04,366 DEBUG [main] - assigning string to title variable
2009-03-28 15:48:04,379 DEBUG [main] - SHRPESE completed processing - Memory usage 11MB
*** SHRPESE completed successfully ***
2009-03-28 15:48:04,379 DEBUG [main] - Skipping JobSub.removeJobParameters
Connected.
```

**This sample shows the log file with debugging turned off.**

```
2009-03-28 03:47:53,687 INFO [main] - PESXMLExportProcessor.processJob() 8.2
Send complete
*** SHRPESE completed successfully ***
Connected.
```



***The sample shows the XML file.***

```
<?xml version="1.0" encoding="UTF-8" ?>
- <urn:AcademicRecordBatch xmlns:core="urn:org:pesccore:CoreMain:v1.0.1a" xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
  xmlns:AcRec="urn:org:pesccore:AcademicRecord:v1.0.0" xmlns:ColTrn="urn:org:pesccore:CollegeTranscript:v1.0.0"
  xmlns:urn="urn:org:pesccore:message:AcademicRecordBatch:v1.0.0">
- <ColTrn:CollegeTranscript>
- <TransmissionData>
  <DocumentID>SCTXML2009-03-28T15:47:57.38</DocumentID>
  <CreatedDateTime>2009-03-28T15:47:57.38</CreatedDateTime>
  <DocumentTypeCode>RequestedRecord</DocumentTypeCode>
  <TransmissionType>Original</TransmissionType>
- <Source>
- <Organization>
  <FICE>SCTXML</FICE>
  <OrganizationName>BANNER System Test</OrganizationName>
- <Contacts>
- <Address>
  <AddressLine>Systems & Computer Technology</AddressLine>
  <AddressLine>Four Country View Road</AddressLine>
  <AddressLine>Great Valley Corporate Center</AddressLine>
  <City>Malvern</City>
  <StateProvinceCode>PA</StateProvinceCode>
  <PostalCode>19355</PostalCode>
  </Address>
- <Phone>
  <AreaCityCode>215</AreaCityCode>
  <PhoneNumber>6475930</PhoneNumber>
  </Phone>
  </Contacts>
  </Organization>
  </Source>
- <Destination>
- <Organization>
  <FICE>002959</FICE>
  <OrganizationName>Villanova University</OrganizationName>
- <Contacts>
- <Address>
  <AddressLine>800 Lancaster Avenue</AddressLine>
  <City>Villanova</City>
  <StateProvinceCode>PA</StateProvinceCode>
  <PostalCode>19085</PostalCode>
  <AttentionLine>Villanova University</AttentionLine>
```

***The sample shows the XML file, continued.***

```
</Address>
</Contacts>
</Organization>
</Destination>
<DocumentProcessCode>TEST</DocumentProcessCode>
<DocumentOfficialCode>Official</DocumentOfficialCode>
<DocumentCompleteCode>Complete</DocumentCompleteCode>
</TransmissionData>
- <Student>
- <Person>
  <SchoolAssignedPersonID>Helena</SchoolAssignedPersonID>
- <Name>
  <FirstName>Helena</FirstName>
  <LastName>Greystone</LastName>
  <CompositeName>Greystone,Helena</CompositeName>
</Name>
- <Contacts>
- <Address>
  <AddressLine>123 Sesame Street</AddressLine>
  <City>Seattle</City>
  <StateProvinceCode>WA</StateProvinceCode>
  <PostalCode>98199</PostalCode>
</Address>
- <Email>
  <EmailAddress>Helena@hamilton.edu</EmailAddress>
</Email>
</Contacts>
- <Gender>
  <GenderCode>Female</GenderCode>
</Gender>
- <Deceased>
  <DeceasedIndicator>>false</DeceasedIndicator>
</Deceased>
</Person>
- <AcademicRecord>
- <AcademicSummary>
  <AcademicSummaryType>All</AcademicSummaryType>
  <AcademicSummaryLevel>Graduate</AcademicSummaryLevel>
- <AcademicProgram>
  <ProgramCIPCode>410111</ProgramCIPCode>
  <AcademicProgramType>Major</AcademicProgramType>
  <AcademicProgramName>Art</AcademicProgramName>
```

*The sample shows the XML file, continued.*

```
</AcademicProgram>
</AcademicSummary>
</AcademicRecord>
- <AcademicRecord>
- <AcademicSummary>
  <AcademicSummaryType>SenderOnly</AcademicSummaryType>
  <AcademicSummaryLevel>Graduate</AcademicSummaryLevel>
</AcademicSummary>
</AcademicRecord>
- <AcademicRecord>
- <AcademicAward>
  <AcademicAwardLevel>2.4</AcademicAwardLevel>
  <AcademicAwardTitle>Bachelor of Arts</AcademicAwardTitle>
  <AcademicCompletionIndicator>>false</AcademicCompletionIndicator>
- <AcademicAwardProgram>
  <ProgramCIPCode>450201</ProgramCIPCode>
  <AcademicProgramType>Major</AcademicProgramType>
  <AcademicProgramName>Anthropology & Sociology</AcademicProgramName>
</AcademicAwardProgram>
- <AcademicAwardProgram>
  <ProgramCIPCode>410111</ProgramCIPCode>
  <AcademicProgramType>Minor</AcademicProgramType>
  <AcademicProgramName>Art History</AcademicProgramName>
</AcademicAwardProgram>
- <AcademicSummary>
  <AcademicSummaryType>DegreeApplicable</AcademicSummaryType>
  <AcademicSummaryLevel>LowerDivision</AcademicSummaryLevel>
- <GPA>
  <CreditHoursAttempted>6</CreditHoursAttempted>
  <CreditHoursEarned>6</CreditHoursEarned>
  <GradePointAverage>4</GradePointAverage>
  <TotalQualityPoints>24</TotalQualityPoints>
  <CreditHoursforGPA>6</CreditHoursforGPA>
</GPA>
</AcademicSummary>
</AcademicAward>
- <AcademicAward>
  <AcademicAwardLevel>2.4</AcademicAwardLevel>
  <AcademicAwardTitle>Bachelor of Arts</AcademicAwardTitle>
  <AcademicCompletionIndicator>>false</AcademicCompletionIndicator>
```

*The sample shows the XML file, continued.*

```
- <AcademicAwardProgram>
  <ProgramCIPCode>060101</ProgramCIPCode>
  <AcademicProgramType>Major</AcademicProgramType>
  <AcademicProgramName>Business Administration</AcademicProgramName>
</AcademicAwardProgram>
- <AcademicSummary>
  <AcademicSummaryType>DegreeApplicable</AcademicSummaryType>
  <AcademicSummaryLevel>LowerDivision</AcademicSummaryLevel>
- <GPA>
  <CreditHoursAttempted>6</CreditHoursAttempted>
  <CreditHoursEarned>6</CreditHoursEarned>
  <GradePointAverage>4</GradePointAverage>
  <TotalQualityPoints>24</TotalQualityPoints>
  <CreditHoursforGPA>6</CreditHoursforGPA>
</GPA>
</AcademicSummary>
</AcademicAward>
- <AcademicSummary>
  <AcademicSummaryType>All</AcademicSummaryType>
  <AcademicSummaryLevel>LowerDivision</AcademicSummaryLevel>
- <GPA>
  <CreditHoursAttempted>24</CreditHoursAttempted>
  <CreditHoursEarned>24</CreditHoursEarned>
  <GradePointAverage>3.125</GradePointAverage>
  <TotalQualityPoints>75</TotalQualityPoints>
  <CreditHoursforGPA>24</CreditHoursforGPA>
</GPA>
- <AcademicProgram>
  <ProgramCIPCode>450201</ProgramCIPCode>
  <AcademicProgramType>Major</AcademicProgramType>
  <AcademicProgramName>Anthropology & Sociology</AcademicProgramName>
</AcademicProgram>
</AcademicSummary>
</AcademicRecord>
- <AcademicRecord>
- <AcademicSummary>
  <AcademicSummaryType>SenderOnly</AcademicSummaryType>
  <AcademicSummaryLevel>LowerDivision</AcademicSummaryLevel>
- <GPA>
  <CreditHoursAttempted>24</CreditHoursAttempted>
  <CreditHoursEarned>24</CreditHoursEarned>
```

***The sample shows the XML file, continued.***

```
<GradePointAverage>3.125</GradePointAverage>
<TotalQualityPoints>75</TotalQualityPoints>
<CreditHoursforGPA>24</CreditHoursforGPA>
</GPA>
</AcademicSummary>
- <AcademicSession>
- <AcademicSessionDetail>
  <SessionDesignator>2000-09</SessionDesignator>
  <SessionDesignatorSuffix>10</SessionDesignatorSuffix>
  <SessionName>Fall 2000 - 200110</SessionName>
  <SessionType>SummerSession</SessionType>
  <SessionBeginDate>2000-09-01</SessionBeginDate>
  <SessionEndDate>2000-12-15</SessionEndDate>
</AcademicSessionDetail>
- <AcademicProgram>
  <ProgramCIPCode>060201</ProgramCIPCode>
  <AcademicProgramType>Major</AcademicProgramType>
  <AcademicProgramName>Accounting</AcademicProgramName>
</AcademicProgram>
- <Course>
  <CourseCreditBasis>Regular</CourseCreditBasis>
  <CourseCreditLevel>LowerDivision</CourseCreditLevel>
  <CourseCreditValue>3</CourseCreditValue>
  <CourseCreditEarned>3</CourseCreditEarned>
  <CourseAcademicGrade>B</CourseAcademicGrade>
  <CourseQualityPointsEarned>9</CourseQualityPointsEarned>
  <CourseSubjectAbbreviation>ENGL</CourseSubjectAbbreviation>
  <CourseNumber>105</CourseNumber>
  <CourseSectionNumber>1</CourseSectionNumber>
  <CourseTitle>Literature & Composition 1</CourseTitle>
  <CourseBeginDate>2001-09-01</CourseBeginDate>
  <CourseEndDate>2001-12-15</CourseEndDate>
</Course>
- <Course>
  <CourseCreditBasis>Regular</CourseCreditBasis>
  <CourseCreditLevel>LowerDivision</CourseCreditLevel>
  <CourseCreditValue>3</CourseCreditValue>
  <CourseCreditEarned>3</CourseCreditEarned>
  <CourseAcademicGrade>B</CourseAcademicGrade>
  <CourseQualityPointsEarned>9</CourseQualityPointsEarned>
  <CourseSubjectAbbreviation>ECON</CourseSubjectAbbreviation>
```

*The sample shows the XML file, continued.*

```
<CourseNumber>111</CourseNumber>
<CourseSectionNumber>1</CourseSectionNumber>
<CourseTitle>Prin. of Macroeconomics</CourseTitle>
<CourseBeginDate>2001-09-01</CourseBeginDate>
<CourseEndDate>2001-12-15</CourseEndDate>
</Course>
- <Course>
  <CourseCreditBasis>Regular</CourseCreditBasis>
  <CourseCreditLevel>LowerDivision</CourseCreditLevel>
  <CourseCreditValue>3</CourseCreditValue>
  <CourseCreditEarned>3</CourseCreditEarned>
  <CourseAcademicGrade>A</CourseAcademicGrade>
  <CourseQualityPointsEarned>12</CourseQualityPointsEarned>
  <CourseSubjectAbbreviation>CHSM</CourseSubjectAbbreviation>
  <CourseNumber>100</CourseNumber>
  <CourseSectionNumber>1</CourseSectionNumber>
  <CourseTitle>Ancient, Medieval, Ren Thought</CourseTitle>
  <CourseBeginDate>2001-09-01</CourseBeginDate>
  <CourseEndDate>2001-12-15</CourseEndDate>
  </Course>
- <Course>
  <CourseCreditBasis>Regular</CourseCreditBasis>
  <CourseCreditLevel>LowerDivision</CourseCreditLevel>
  <CourseCreditValue>3</CourseCreditValue>
  <CourseCreditEarned>3</CourseCreditEarned>
  <CourseAcademicGrade>C</CourseAcademicGrade>
  <CourseQualityPointsEarned>6</CourseQualityPointsEarned>
  <CourseSubjectAbbreviation>AMST</CourseSubjectAbbreviation>
  <CourseNumber>105</CourseNumber>
  <CourseSectionNumber>1</CourseSectionNumber>
  <CourseTitle>Civil War I</CourseTitle>
  <CourseBeginDate>2001-09-01</CourseBeginDate>
  <CourseEndDate>2001-12-15</CourseEndDate>
  </Course>
- <Course>
  <CourseCreditBasis>Regular</CourseCreditBasis>
  <CourseCreditLevel>LowerDivision</CourseCreditLevel>
  <CourseCreditValue>3</CourseCreditValue>
  <CourseCreditEarned>3</CourseCreditEarned>
  <CourseAcademicGrade>A</CourseAcademicGrade>
  <CourseQualityPointsEarned>12</CourseQualityPointsEarned>
```

***The sample shows the XML file, continued.***

```
<CourseSubjectAbbreviation>ACCT</CourseSubjectAbbreviation>
<CourseNumber>111</CourseNumber>
<CourseSectionNumber>1</CourseSectionNumber>
<CourseTitle>Principles of Accounting I</CourseTitle>
<CourseBeginDate>2001-09-01</CourseBeginDate>
<CourseEndDate>2001-12-15</CourseEndDate>
</Course>
- <AcademicSummary>
  <AcademicSummaryType>SenderOnly</AcademicSummaryType>
  <AcademicSummaryLevel>LowerDivision</AcademicSummaryLevel>
- <GPA>
  <CreditHoursAttempted>0</CreditHoursAttempted>
  <CreditHoursEarned>0</CreditHoursEarned>
  <GradePointAverage>0</GradePointAverage>
  <CreditHoursforGPA>0</CreditHoursforGPA>
</GPA>
</AcademicSummary>
</AcademicSession>
- <AcademicSession>
- <AcademicSessionDetail>
  <SessionDesignator>2002-01</SessionDesignator>
  <SessionDesignatorSuffix>20</SessionDesignatorSuffix>
  <SessionName>Spring 2002 (200220)</SessionName>
  <SessionType>SummerSession</SessionType>
  <SessionBeginDate>2002-01-15</SessionBeginDate>
  <SessionEndDate>2002-05-15</SessionEndDate>
</AcademicSessionDetail>
- <AcademicProgram>
  <ProgramCIPCode>060201</ProgramCIPCode>
  <AcademicProgramType>Major</AcademicProgramType>
  <AcademicProgramName>Accounting</AcademicProgramName>
</AcademicProgram>
- <Course>
  <CourseCreditBasis>Regular</CourseCreditBasis>
  <CourseCreditLevel>LowerDivision</CourseCreditLevel>
  <CourseCreditValue>3</CourseCreditValue>
  <CourseCreditEarned>3</CourseCreditEarned>
  <CourseAcademicGrade>B</CourseAcademicGrade>
  <CourseQualityPointsEarned>9</CourseQualityPointsEarned>
  <CourseSubjectAbbreviation>ENGL</CourseSubjectAbbreviation>
  <CourseNumber>106</CourseNumber>
  <CourseSectionNumber>1</CourseSectionNumber>
```

***The sample shows the XML file, continued.***

```
<CourseTitle>Literature & Composition II</CourseTitle>
<CourseBeginDate>2002-01-15</CourseBeginDate>
<CourseEndDate>2002-05-15</CourseEndDate>
</Course>
- <Course>
  <CourseCreditBasis>Regular</CourseCreditBasis>
  <CourseCreditLevel>LowerDivision</CourseCreditLevel>
  <CourseCreditValue>3</CourseCreditValue>
  <CourseCreditEarned>3</CourseCreditEarned>
  <CourseAcademicGrade>C</CourseAcademicGrade>
  <CourseQualityPointsEarned>6</CourseQualityPointsEarned>
  <CourseSubjectAbbreviation>ECON</CourseSubjectAbbreviation>
  <CourseNumber>112</CourseNumber>
  <CourseSectionNumber>1</CourseSectionNumber>
  <CourseTitle>Prin. of Microeconomics</CourseTitle>
  <CourseBeginDate>2002-01-15</CourseBeginDate>
  <CourseEndDate>2002-05-15</CourseEndDate>
</Course>
- <Course>
  <CourseCreditBasis>Regular</CourseCreditBasis>
  <CourseCreditLevel>LowerDivision</CourseCreditLevel>
  <CourseCreditValue>3</CourseCreditValue>
  <CourseCreditEarned>3</CourseCreditEarned>
  <CourseAcademicGrade>D</CourseAcademicGrade>
  <CourseQualityPointsEarned>3</CourseQualityPointsEarned>
  <CourseSubjectAbbreviation>CHSM</CourseSubjectAbbreviation>
  <CourseNumber>101</CourseNumber>
  <CourseSectionNumber>1</CourseSectionNumber>
  <CourseTitle>Modern Thought:Enlight. to Pre</CourseTitle>
  <CourseBeginDate>2002-01-15</CourseBeginDate>
  <CourseEndDate>2002-05-15</CourseEndDate>
</Course>
- <Course>
  <CourseCreditBasis>Regular</CourseCreditBasis>
  <CourseCreditLevel>LowerDivision</CourseCreditLevel>
  <CourseCreditValue>3</CourseCreditValue>
  <CourseCreditEarned>3</CourseCreditEarned>
  <CourseAcademicGrade>B</CourseAcademicGrade>
```



***The sample shows the XML file, continued.***

```
<CourseQualityPointsEarned>9</CourseQualityPointsEarned>
<CourseSubjectAbbreviation>AMST</CourseSubjectAbbreviation>
<CourseNumber>106</CourseNumber>
<CourseSectionNumber>1</CourseSectionNumber>
<CourseTitle>Civil War II</CourseTitle>
<CourseBeginDate>2002-01-15</CourseBeginDate>
<CourseEndDate>2002-05-15</CourseEndDate>
</Course>
- <Course>
  <CourseCreditBasis>Regular</CourseCreditBasis>
  <CourseCreditLevel>LowerDivision</CourseCreditLevel>
  <CourseCreditValue>3</CourseCreditValue>
  <CourseCreditEarned>3</CourseCreditEarned>
  <CourseAcademicGrade>A</CourseAcademicGrade>
  <CourseQualityPointsEarned>12</CourseQualityPointsEarned>
  <CourseSubjectAbbreviation>ACCT</CourseSubjectAbbreviation>
  <CourseNumber>112</CourseNumber>
  <CourseSectionNumber>1</CourseSectionNumber>
  <CourseTitle>Principles of Accounting II</CourseTitle>
  <CourseBeginDate>2002-01-15</CourseBeginDate>
  <CourseEndDate>2002-05-15</CourseEndDate>
</Course>
- <AcademicSummary>
  <AcademicSummaryType>SenderOnly</AcademicSummaryType>
  <AcademicSummaryLevel>LowerDivision</AcademicSummaryLevel>
- <GPA>
  <CreditHoursAttempted>15</CreditHoursAttempted>
  <CreditHoursEarned>15</CreditHoursEarned>
  <GradePointAverage>2.6</GradePointAverage>
  <CreditHoursforGPA>15</CreditHoursforGPA>
</GPA>
</AcademicSummary>
</AcademicSession>
- <AcademicSession>
- <AcademicSessionDetail>
  <SessionDesignator>2002-09</SessionDesignator>
  <SessionDesignatorSuffix>41</SessionDesignatorSuffix>
  <SessionName>MT's Fall Term - 200341</SessionName>
  <SessionType>SummerSession</SessionType>
  <SessionBeginDate>2002-09-01</SessionBeginDate>
  <SessionEndDate>2002-12-15</SessionEndDate>
</AcademicSessionDetail>
```

*The sample shows the XML file, continued.*

```
- <StudentLevel>
  <StudentLevelCode>CollegeSophomore</StudentLevelCode>
</StudentLevel>
- <AcademicProgram>
  <ProgramCIPCode>060201</ProgramCIPCode>
  <AcademicProgramType>Major</AcademicProgramType>
  <AcademicProgramName>Accounting</AcademicProgramName>
</AcademicProgram>
- <Course>
  <CourseCreditBasis>Regular</CourseCreditBasis>
  <CourseCreditLevel>LowerDivision</CourseCreditLevel>
  <CourseCreditValue>3</CourseCreditValue>
  <CourseCreditEarned>3</CourseCreditEarned>
  <CourseAcademicGrade>A</CourseAcademicGrade>
  <CourseQualityPointsEarned>12</CourseQualityPointsEarned>
  <CourseSubjectAbbreviation>ANTH</CourseSubjectAbbreviation>
  <CourseNumber>2010</CourseNumber>
  <CourseSectionNumber>0</CourseSectionNumber>
  <CourseTitle>Origins of Culture</CourseTitle>
  <CourseBeginDate>2002-09-01</CourseBeginDate>
  <CourseEndDate>2002-12-31</CourseEndDate>
</Course>
- <AcademicSummary>
  <AcademicSummaryType>SenderOnly</AcademicSummaryType>
  <AcademicSummaryLevel>LowerDivision</AcademicSummaryLevel>
- <GPA>
  <CreditHoursAttempted>3</CreditHoursAttempted>
  <CreditHoursEarned>3</CreditHoursEarned>
  <GradePointAverage>4</GradePointAverage>
  <CreditHoursforGPA>3</CreditHoursforGPA>
</GPA>
</AcademicSummary>
</AcademicSession>
- <AcademicSession>
- <AcademicSessionDetail>
  <SessionDesignator>2005-01</SessionDesignator>
  <SessionDesignatorSuffix>20</SessionDesignatorSuffix>
  <SessionName>Spring 2005</SessionName>
  <SessionType>SummerSession</SessionType>
  <SessionBeginDate>2005-01-15</SessionBeginDate>
  <SessionEndDate>2005-05-10</SessionEndDate>
```

*The sample shows the XML file, continued.*

```
</AcademicSessionDetail>
- <StudentLevel>
  <StudentLevelCode>CollegeSophomore</StudentLevelCode>
</StudentLevel>
- <AcademicProgram>
  <ProgramCIPCode>450201</ProgramCIPCode>
  <AcademicProgramType>Major</AcademicProgramType>
  <AcademicProgramName>Anthropology & Sociology</AcademicProgramName>
</AcademicProgram>
- <AcademicProgram>
  <ProgramCIPCode>410111</ProgramCIPCode>
  <AcademicProgramType>Minor</AcademicProgramType>
  <AcademicProgramName>Art History</AcademicProgramName>
</AcademicProgram>
- <Course>
  <CourseCreditBasis>Regular</CourseCreditBasis>
  <CourseCreditLevel>LowerDivision</CourseCreditLevel>
  <CourseCreditValue>3</CourseCreditValue>
  <CourseCreditEarned>3</CourseCreditEarned>
  <CourseAcademicGrade>A</CourseAcademicGrade>
  <CourseQualityPointsEarned>12</CourseQualityPointsEarned>
  <CourseSubjectAbbreviation>AMST</CourseSubjectAbbreviation>
  <CourseNumber>115</CourseNumber>
  <CourseSectionNumber>001</CourseSectionNumber>
  <CourseTitle>Long Title for US History to Civil War class</CourseTitle>
  <CourseBeginDate>2004-11-20</CourseBeginDate>
  <CourseEndDate>2004-12-24</CourseEndDate>
</Course>
- <Course>
  <CourseCreditBasis>Regular</CourseCreditBasis>
  <CourseCreditLevel>LowerDivision</CourseCreditLevel>
  <CourseCreditValue>3</CourseCreditValue>
  <CourseCreditEarned>3</CourseCreditEarned>
  <CourseAcademicGrade>A</CourseAcademicGrade>
  <CourseQualityPointsEarned>12</CourseQualityPointsEarned>
  <CourseSubjectAbbreviation>ARUN</CourseSubjectAbbreviation>
  <CourseNumber>513</CourseNumber>
  <CourseSectionNumber>001</CourseSectionNumber>
  <CourseTitle>Stonehenge (Gradebook)</CourseTitle>
```

***The sample shows the XML file, continued.***

```
<CourseBeginDate>2004-11-23</CourseBeginDate>
<CourseEndDate>2004-12-27</CourseEndDate>
</Course>
- <AcademicSummary>
  <AcademicSummaryType>SenderOnly</AcademicSummaryType>
  <AcademicSummaryLevel>LowerDivision</AcademicSummaryLevel>
- <GPA>
  <CreditHoursAttempted>6</CreditHoursAttempted>
  <CreditHoursEarned>6</CreditHoursEarned>
  <GradePointAverage>4</GradePointAverage>
  <CreditHoursforGPA>6</CreditHoursforGPA>
</GPA>
</AcademicSummary>
</AcademicSession>
</AcademicRecord>
<Health />
</Student>
</ColTrn:CollegeTranscript>
</urn:AcademicRecordBatch>
```

***This sample shows the formatted output.***

Transmission Data  
TRANSMISSION DATA  
Document ID : XMLTRA2009-03-28T13:21:40.42  
Document Creation : 2009-03-28T13:21:40.42  
Document Type : RequestedRecord  
Transmission Type : Original

Source : BANNER University  
Contact Information :  
Systems & Computer Technology  
Four Country View Road  
Great Valley Corporate Center  
Malvern  
Phone : 215 6475930

Destination : Villanova University  
Contact Information :  
800 Lancaster Avenue  
Villanova 19085  
Phone :

Document Process Code : PRODUCTION  
Document Official Code : Official  
Document Complete Code : Complete

Transcript Data  
Student Information  
Composite Name : Potter, Henry Z  
Full Name : Henry Potter I  
ID : HPOTTER  
Birth Date :  
SSN : 111222333

Address : 123 Mailing Street  
Bannerland PA 19345

High School :  
Email :

Academic Record Data  
Academic Record  
Academic Summary Type : All  
Major : Anthropology  
Academic Summary Level : Graduate

Attempted Hours	Earned Hours	GPA	Total Points	GPA Hours
2.00	2.00	1.00	2.00	2.00

Academic Record Data  
Academic Record  
Academic Summary Type : SenderOnly  
Academic Summary Level : Graduate

*This sample shows the formatted output, continued.*

Attempted Hours	Earned Hours	GPA	Total Points	GPA Hours
2.00	2.00	1.00	2.00	2.00

Academic Session  
Academic Session  
Session : DO NOT USE IN CATALOG

Attempted Hours	Earned Hours	GPA	Total Points	GPA Hours
2.00	2.00	1.00		2.00

Academic Record Data  
Academic Record  
Academic Award Type : Bachelor of Arts  
Major : Anthropology

Attempted Hours	Earned Hours	GPA	Total Points	GPA Hours
5.00	5.00	3.00	15.00	5.00

Academic Award Type : Bachelor of Arts  
Major : Anthropology

Attempted Hours	Earned Hours	GPA	Total Points	GPA Hours
6.00	3.00	2.00	6.00	3.00

Academic Summary Type : All  
Major : Anthropology  
Academic Summary Level : LowerDivision

Attempted Hours	Earned Hours	GPA	Total Points	GPA Hours
44.00	41.00	3.05	125.00	41.00

Academic Record Data  
Academic Record  
Academic Summary Type : TransferOnly  
Academic Summary Level : LowerDivision

Attempted Hours	Earned Hours	GPA	Total Points	GPA Hours
4.00	4.00	3.25	13.00	4.00

Academic Session  
Academic Session  
Session :

Attempted Hours	Earned Hours	GPA	Total Points	GPA Hours
1.00	1.00	1.00		1.00

***This sample shows the formatted output, continued.***

```
Courses
Subject Course Title      Grade Credit Hours Quality Points
ART      101      Art Appreciation      A          3.00          12.00
```

```
Academic Session
Academic Session
Session : DO NOT USE IN CATALOG
```

```
Academic Session
Academic Session
Session : Fall 2004
```

```
Academic Session
Academic Session
Session : Spring 2004
```

```
Academic Session
Academic Session
Session : Spring 2005
```

```
Academic Record Data
Academic Record
Academic Summary Type : SenderOnly
Academic Summary Level : LowerDivision
```

```
Attempted Hours Earned Hours GPA Total Points GPA Hours
40.00          37.00          3.03          112.00          37.00
```

```
Academic Session
Academic Session
Session : DO NOT USE IN CATALOG
```

```
Attempted Hours Earned Hours GPA Total Points GPA Hours
3.00           3.00           1.00           3.00           3.00
```

```
Academic Session
Academic Session
Session : Fall 1999 Description 200010
```

Major : Anthropology

```
Attempted Hours Earned Hours GPA Total Points GPA Hours
6.00           6.00           3.50           6.00           6.00
```

*This sample shows the formatted output, continued.*

Courses  
Subject Course Title Grade Credit Hours Quality Points  
MATH 1030 College Algebra B 3.00 9.00  
ART 1100 Introduction to Art A 3.00 12.00

Academic Session  
Academic Session  
Session : Fall 2004 (200409)

Major : Anthropology

Attempted Hours Earned Hours GPA Total Points GPA Hours  
17.00 17.00 3.41 17.00

Courses  
Subject Course Title Grade Credit Hours Quality Points  
ENGL 510 Poetry of Wm Yeats A 3.00 12.00  
MATH 500 Geometry A 4.00 16.00  
ART 1100 Intro to Art A 6.00 24.00  
PHIL 103 Prin of Philosophy D 3.00 3.00

Academic Session  
Academic Session  
Student Level : CollegeSophomore  
Session : Spring 2004

Major : Math

Attempted Hours Earned Hours GPA Total Points GPA Hours  
8.00 8.00 3.00 8.00

Courses  
Subject Course Title Grade Credit Hours Quality Points  
PHIL 234 18th Cent Phil B 5.00 15.00  
PSYC 501 Psych Masters B 0.00 9.00



*This sample shows the formatted output, continued.*

Academic Session  
Academic Session  
Student Level : CollegeSophomore  
Session : Spring 2005 (200520)

Concentration : Art History  
Concentration : Accounting  
Major : Anthropology  
Minor : Psychology

Attempted Hours	Earned Hours	GPA	Total Points	GPA Hours
3.00	0.00	0.00		0.00

Courses					
Subject	Course Title	Grade	Credit Hours	Quality Points	
PSYC	501	Psych Masters	A	0.00	12.00

Academic Session  
Academic Session  
Student Level : CollegeSophomore  
Session : Fall 2005-2006

Concentration : Art History  
Concentration : Accounting  
Major : Anthropology  
Minor : Psychology

Attempted Hours	Earned Hours	GPA	Total Points	GPA Hours
3.00	3.00	2.00		3.00

Courses					
Subject	Course Title	Grade	Credit Hours	Quality Points	
DANC	103	Traditional Dance	C	3.00	6.00

Academic Session  
Academic Session  
Student Level : CollegeSophomore  
Session : Fall 2006

*This sample shows the formatted output, continued.*

Transmission Data  
TRANSMISSION DATA  
Document ID : XMLTRA2009-03-23T13:21:48.36  
Document Creation : 2009-03-23T13:21:48.36  
Document Type : RequestedRecord  
Transmission Type : Original

Source : BANNER University  
Contact Information :  
Systems & Computer Technology  
Four Country View Road  
Great Valley Corporate Center  
Malvern  
Phone : 215 6475930

Destination : Western Washington University  
Contact Information :  
516 High Street  
Bellingham 98225  
Phone :

Document Process Code : PRODUCTION  
Document Official Code : Official  
Document Complete Code : Complete

Transcript Data  
Student Information  
Composite Name : Williams,Ron  
Full Name : Ron Williams JR  
ID : RON  
Birth Date :  
SSN :

Address :

High School :  
Email :

Academic Record Data  
Academic Record  
Academic Award Type : Bachelor of Arts  
Major : Anthropology

Attempted Hours	Earned Hours	GPA	Total Points	GPA Hours
3.00	3.00	3.00	9.00	3.00

Academic Summary Type : All  
Major : Math  
Academic Summary Level : LowerDivision

***This sample shows the formatted output, continued.***

Attempted Hours	Earned Hours	GPA	Total Points	GPA Hours
3.00	3.00	2.00	6.00	3.00

Academic Record  
Data Academic Record  
Academic Summary Type : SenderOnly  
Academic Summary Level : LowerDivision

Attempted Hours	Earned Hours	GPA	Total Points	GPA Hours
3.00	3.00	2.00	6.00	3.00

Academic Session  
Academic Session  
Session : Fall 2004 (200409)

Attempted Hours	Earned Hours	GPA	Total Points	GPA Hours
0.00	0.00	0.00		0.00

Courses  
Subject Course Title Grade Credit Hours Quality Points  
PHIL 501 Intermediate Phil B 3.00 9.00

Academic Session  
Academic Session  
Session : Fall 2005-2006

Major : Math

Attempted Hours	Earned Hours	GPA	Total Points	GPA Hours
3.00	3.00	2.00		3.00

Courses  
Subject Course Title Grade Credit Hours Quality Points  
ART 331 Art History C 3.00 6.00

Academic Session  
Academic Session  
Session : Fall 2005-2006

***This sample shows the formatted output, continued.***

*Health Data*

Health Data

```
Immunization Code : 90701 Immunization Status Code : 1 Immunization Date : 2006-07-12
Immunization Code : 90701 Immunization Status Code : 1 Immunization Date : 2006-07-12
Immunization Code : 90701 Immunization Status Code : 1 Immunization Date : 2006-07-12
Immunization Code : 90702 Immunization Status Code : 1 Immunization Date : 2006-07-12
Immunization Code : 90702 Immunization Status Code : 1 Immunization Date : 2006-07-12
Immunization Code : 90702 Immunization Status Code : 1 Immunization Date : 2006-07-12
```

*Test Data*

Test Data

```
Test Code : 801 Test Date : 2006-05-12
Subtest Code : 00012 Subtest Name : ACT Composite Subtest Score : 19 Score Revised : false Self Reported: false
```

```
Test Code : 803 Test Date : 2006-05-12
Subtest Code : 00001 Subtest Name : SAT Verbal Subtest Score : 700 Score Revised : false Self Reported: false
Subtest Code : 00004 Subtest Name : SAT Mathematics Subtest Score : 700 Score Revised : false Self Reported: false
```

Connected.

## PESC/XML Transcript Import Process (SHRPESI)

**Description** This Java process is used to import XML transcript files into an institution from other institutions. It reads files from a server, loads them to a temporary table, renames the files (.old), and then loads the data to Banner using rules set up on STVDSTS.

The process checks for duplicate records in Banner. The duplicate records will be noted in the .lis file by file name, document ID, Banner document sequence number, and the message: *Document has already been processed*. New records will be loaded with the same information as above, but the message will read *Transcript Document Imported*.

New records can be viewed and routed on SHAEDIS before they are imported. Matched records can be processed and verified using GOAMTCH and then articulated using SHATAEQ. The decision to load transcripts can also be made on SHATAEQ.



### Note

Data is imported into existing Banner EDI tables. Additional UDE (User-Defined Extensions) data is imported into new tables based on code written by the institution. ■

Parameters	Name	Required?	Description	Values
	Run in Sleep/Wake Mode	Yes	Enter <i>Y</i> to run the process in sleep/wake mode or <i>N</i> to not use this option. The default is <i>N</i> .	Y Run in sleep/wake mode N Do not use sleep/wake
	Sleep/Wake Interval	Yes	Enter the time in seconds for the sleep/wake interval. Valid values are 0 - 99999. The default is 60.	
	XML File Directory	No	Enter the name of the absolute directory from which the XML files are pulled. The \$DATA_HOME directory is used if no value is entered.	

## Report Sample—PESC/XML Transcript Import Process (SHRPESI)

*This sample shows the report output.*

May 3, 2006 11:14:17 AM		BANNER System Test PESC/XML Import Process		SHRPESI Page 1
Filename	Document ID	Banner Doc Seq Number	Message	
-----	-----	-----	-----	
pescxmlexport_21350_1.xml	SCTXML2006-04-25T16:21:42.85	6	Transcript Document Imported	
pescxmlexport_21396_1.xml	SCTXML2006-04-26T15:18:27.32	7	Transcript Document Imported	
pescxmlexport_21421_1.xml	SCTXML2006-04-27T10:52:50.48	8	Transcript Document Imported	
pescxmlexport_21421_1.xml	SCTXML2006-04-27T10:52:56.37	9	Transcript Document Imported	
pescxmlexport_21557_1.xml	SCTXML2006-04-28T15:47:57.38	10	Transcript Document Imported	

May 3, 2006 11:14:17 AM		BANNER System Test PESC/XML Import Process		SHRPESI Page 2
ERROR:	CONTROL SUMMARY			
	-----			
PROGRAM NAME:	SHRPESI			
PROGRAM VERSION:	7.3			
XML File Path:	/u01/s7s70/jobsub/systest23/			
Documents Processed:	5			
Parameter Description	Parameter Value			
-----	-----			
SLEEP WAKE INDICATOR:	N			
SLEEP WAKE INTERVAL:	60			
XML File Path:	/u01/s7s70/jobsub/systest23			
Connected.				

***This sample shows the log file.***

```

2006-05-03 11:14:16,853 DEBUG [main] - Batch resources initialized
2006-05-03 11:14:16,885 DEBUG [main] - Enabling Banner batch privileges for job SHRPESE
2006-05-03 11:14:17,157 DEBUG [main] - Retrieving Jobsub parameters for job number 21746
2006-05-03 11:14:17,178 DEBUG [main] - Dumping job parameters
2006-05-03 11:14:17,179 DEBUG [main] - 03 = /u01/s7s70/jobsub/systest23
2006-05-03 11:14:17,179 DEBUG [main] - 02 = 60
2006-05-03 11:14:17,180 DEBUG [main] - 01 = N
2006-05-03 11:14:17,229 INFO [main] - PESCXMLImportProcessor.processJob() 7.3
2006-05-03 11:14:17,263 DEBUG [main] - Database/Session Info
2006-05-03 11:14:17,264 DEBUG [main] - HOST=maldevs7
2006-05-03 11:14:17,264 DEBUG [main] - DB_NAME=s7s70
2006-05-03 11:14:17,264 DEBUG [main] - DB_DOMAIN=null
2006-05-03 11:14:17,265 DEBUG [main] - OS_USER=jobs7s70
2006-05-03 11:14:17,265 DEBUG [main] - CURRENT_USER=SYSTEST23
2006-05-03 11:14:17,266 DEBUG [main] - SESSION_USER=SYSTEST23
2006-05-03 11:14:17,368 DEBUG [main] - getting inst title
2006-05-03 11:14:17,368 DEBUG [main] - assigning string to title variable
2006-05-03 11:14:17,390 DEBUG [main] - jobname=SHRPESE
2006-05-03 11:14:17,391 DEBUG [main] - jobnumber=21746
2006-05-03 11:14:17,392 DEBUG [main] - xml filepath parm=/u01/s7s70/jobsub/systest23
2006-05-03 11:14:17,392 DEBUG [main] - sleep/wake parm=N
2006-05-03 11:14:17,393 DEBUG [main] - sleep/wake interval parm=60
2006-05-03 11:14:17,394 DEBUG [main] - sleep/wake=N interval=60
2006-05-03 11:14:17,426 DEBUG [main] - in loop doneSleepWake=true
2006-05-03 11:14:17,440 DEBUG [main] - encryptAndFtp usePGP=N
2006-05-03 11:14:17,449 DEBUG [main] - importing from file /u01/s7s70/jobsub/systest23/pescxmlexport_21350_1.xml
2006-05-03 11:14:17,451 DEBUG [main] - Parsing xml file /u01/s7s70/jobsub/systest23/pescxmlexport_21350_1.xml
2006-05-03 11:14:17,460 DEBUG [main] - currLine=<?xml version="1.0" encoding="UTF-8"?>
2006-05-03 11:14:17,460 DEBUG [main] - first part=?xml ver
2006-05-03 11:14:17,461 DEBUG [main] - currLine=<urn:AcademicRecordBatch xmlns:core="urn:org:pesc:core:CoreMain:v1.0.1a"
  xmlns:xsi="http://www.w3.org/
  2001/XMLSchema-instance" xmlns:AcRec="urn:org:pesc:sector:AcademicRecord:v1.0.0"
  xmlns:ColTrn="urn:org:pesc:message:CollegeTranscript:v1.0.0"
  xmlns:urn="urn:org:pesc:message:AcademicRecordBatch:v1.0.0">
2006-05-03 11:14:17,461 DEBUG [main] - first part=urn:Acad
2006-05-03 11:14:17,461 DEBUG [main] - currLine=<ColTrn:CollegeTranscript>
2006-05-03 11:14:17,462 DEBUG [main] - first part=ColTrn:C
2006-05-03 11:14:17,561 DEBUG [main] - xmlDoc=<?xml version="1.0" encoding="UTF-8"?><urn:AcademicRecordBatch
  xmlns:core="urn:org:pesc:core:CoreMain:v1.0.1a" xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
  xmlns:AcRec="urn:org:pesc:sector:AcademicRecord:v1.0.0"
  xmlns:ColTrn="urn:org:pesc:message:CollegeTranscript:v1.0.0"
  xmlns:urn="urn:org:pesc:message:AcademicRecordBatch:v1.0.0"><ColTrn:CollegeTranscript>
  <TransmissionData><DocumentID>SCTXML2006-04-25T16:21:42.85</DocumentID><CreatedDateTime>
  2006-04-25T16:21:42.85</CreatedDateTime><Doc
2006-05-03 11:14:20,890 DEBUG [main] - first cursor first child name={urn:org:pesc:message:AcademicRecordBatch:v1.0.0}AcademicRecordBatch
2006-05-03 11:14:20,890 DEBUG [main] - first cursor to child name={urn:org:pesc:message:CollegeTranscript:v1.0.0}CollegeTranscript
2006-05-03 11:14:20,915 DEBUG [main] - Number of college transcripts in batch = 1
2006-05-03 11:14:20,916 DEBUG [main] - processing document number 0
2006-05-03 11:14:20,950 DEBUG [main] - RequestedRecord document
2006-05-03 11:14:22,166 DEBUG [main] - docseqno = 6
2006-05-03 11:14:22,168 DEBUG [main] - after import Transmission Data sourceIDType=null sourceIDValue=null sourceOrgName=BANNER System Test
2006-05-03 11:14:22,694 DEBUG [main] - loadAcademicRecSummaryData docSeqMbr=6 gpaSeqNbr=1 SummaryType=All SummaryLevel=Graduate
2006-05-03 11:14:23,048 DEBUG [main] - loadAcademicRecSummaryData docSeqMbr=6 gpaSeqNbr=2 SummaryType=SenderOnly SummaryLevel=Graduate

```

*This sample shows the log file, continued.*

```
2006-05-03 11:14:23,057 DEBUG [main] - loadAcademicRecSummaryData docSeqMbr=6 gpaSeqNbr=3 SummaryType=All SummaryLevel=LowerDivision
2006-05-03 11:14:23,127 DEBUG [main] - loadAcademicRecSummaryData docSeqMbr=6 gpaSeqNbr=4 SummaryType=SenderOnly SummaryLevel=LowerDivision
2006-05-03 11:14:23,215 DEBUG [main] - loading AcademicSession SessionName=Fall 2000 - 200110 SessionDesignator=2000-09 SessionType=SummerSession
2006-05-03 11:14:23,668 DEBUG [main] - have courses to load. calling loadCourseData
2006-05-03 11:14:24,572 DEBUG [main] - loading AcademicSession SessionName=Spring 2002 (200220) SessionDesignator=2002-01 SessionType=SummerSession
2006-05-03 11:14:24,589 DEBUG [main] - have courses to load. calling loadCourseData
2006-05-03 11:14:24,705 DEBUG [main] - loading AcademicSession SessionName=MT's Fall Term - 200341 SessionDesignator=2002-09 SessionType=SummerSession
2006-05-03 11:14:24,713 DEBUG [main] - have courses to load. calling loadCourseData
2006-05-03 11:14:24,838 DEBUG [main] - loading AcademicSession SessionName=Spring 2005 SessionDesignator=2005-01 SessionType=SummerSession
2006-05-03 11:14:24,864 DEBUG [main] - have courses to load. calling loadCourseData
2006-05-03 11:14:24,978 DEBUG [main] - Last step of transcript, writing document image, transcript and status record
2006-05-03 11:14:25,111 DEBUG [main] - writing doc image clob parameter
2006-05-03 11:14:25,153 DEBUG [main] - writing clob parameter
2006-05-03 11:14:26,186 DEBUG [main] - updateImportStatus method
2006-05-03 11:14:26,187 DEBUG [main] - SourceOrgIDValue=null SourceOrgIDType=null DocStatus=P
2006-05-03 11:14:26,307 DEBUG [main] - after processed document errFlag=false docProcessed=false xmlFileErrFlag=false file=pescxmlexport_21350_1.xml
2006-05-03 11:14:26,329 DEBUG [main] - before renaming file to old xmlFileErrFlag=false
2006-05-03 11:14:26,353 DEBUG [main] - importing from file /u01/s7s70/jobsub/systest23/pescxmlexport_21396_1.xml
2006-05-03 11:14:26,354 DEBUG [main] - Parsing xml file /u01/s7s70/jobsub/systest23/pescxmlexport_21396_1.xml
2006-05-03 11:14:26,359 DEBUG [main] - currLine=<?xml version="1.0" encoding="UTF-8"?>
2006-05-03 11:14:26,359 DEBUG [main] - first part=?xml ver
2006-05-03 11:14:26,359 DEBUG [main] - currLine=<urn:AcademicRecordBatch xmlns:core="urn:org:pesc:core:CoreMain:v1.0.1a" xmlns:xsi="http://www.w3.org/
2001/XMLSchema-instance" xmlns:AcRec="urn:org:pesc:sector:AcademicRecord:v1.0.0"
xmlns:ColTrn="urn:org:pesc:message:CollegeTranscript:v1.0.0"
xmlns:urn="urn:org:pesc:message:AcademicRecordBatch:v1.0.0">
2006-05-03 11:14:26,360 DEBUG [main] - first part=urn:Acad
2006-05-03 11:14:26,360 DEBUG [main] - currLine=<ColTrn:CollegeTranscript>
2006-05-03 11:14:26,360 DEBUG [main] - first part=ColTrn:C
2006-05-03 11:14:26,448 DEBUG [main] - xmlDoc=<?xml version="1.0" encoding="UTF-8"?><urn:AcademicRecordBatch
xmlns:core="urn:org:pesc:core:CoreMain:v1.0.1a" xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xmlns:AcRec="urn:org:pesc:sector:AcademicRecord:v1.0.0"
xmlns:ColTrn="urn:org:pesc:message:CollegeTranscript:v1.0.0"
xmlns:urn="urn:org:pesc:message:AcademicRecordBatch:v1.0.0"><ColTrn:CollegeTranscript>
<TransmissionData><DocumentID>SCTXML2006-04-26T15:18:27.32</DocumentID><CreatedDateTime>2006-04-26T15:18:27.32</
CreatedDateTime><Doc
2006-05-03 11:14:26,520 DEBUG [main] - first cursor first child name={urn:org:pesc:message:AcademicRecordBatch:v1.0.0}AcademicRecordBatch
2006-05-03 11:14:26,520 DEBUG [main] - first cursor to child name={urn:org:pesc:message:CollegeTranscript:v1.0.0}CollegeTranscript
2006-05-03 11:14:26,521 DEBUG [main] - Number of college transcripts in batch = 1
2006-05-03 11:14:26,521 DEBUG [main] - processing document number 0
2006-05-03 11:14:26,522 DEBUG [main] - RequestedRecord document
2006-05-03 11:14:26,553 DEBUG [main] - docseqno = 7
2006-05-03 11:14:26,556 DEBUG [main] - after import Transmission Data sourceIDType=null sourceIDValue=null sourceOrgName=BANNER System Test
2006-05-03 11:14:26,595 DEBUG [main] - loadAcademicRecSummaryData docSeqMbr=7 gpaSeqNbr=1 SummaryType=All SummaryLevel=Graduate
2006-05-03 11:14:26,602 DEBUG [main] - loadAcademicRecSummaryData docSeqMbr=7 gpaSeqNbr=2 SummaryType=SenderOnly SummaryLevel=Graduate
2006-05-03 11:14:26,608 DEBUG [main] - loadAcademicRecSummaryData docSeqMbr=7 gpaSeqNbr=3 SummaryType=All SummaryLevel=LowerDivision
2006-05-03 11:14:26,615 DEBUG [main] - loadAcademicRecSummaryData docSeqMbr=7 gpaSeqNbr=4 SummaryType=SenderOnly SummaryLevel=LowerDivision
2006-05-03 11:14:26,623 DEBUG [main] - loading AcademicSession SessionName=Fall 2000 - 200110 SessionDesignator=2000-09 SessionType=SummerSession
2006-05-03 11:14:26,631 DEBUG [main] - have courses to load. calling loadCourseData
2006-05-03 11:14:26,710 DEBUG [main] - loading AcademicSession SessionName=Spring 2002 (200220) SessionDesignator=2002-01 SessionType=SummerSession
2006-05-03 11:14:26,718 DEBUG [main] - have courses to load. calling loadCourseData
```



***This sample shows the log file, continued.***

```
2006-05-03 11:14:26,799 DEBUG [main] - loading AcademicSession SessionName=MT's Fall Term - 200341 SessionDesignator=2002-09 SessionType=SummerSession
2006-05-03 11:14:26,806 DEBUG [main] - have courses to load. calling loadCourseData
2006-05-03 11:14:26,833 DEBUG [main] - loading AcademicSession SessionName=Spring 2005 SessionDesignator=2005-01 SessionType=SummerSession
2006-05-03 11:14:26,840 DEBUG [main] - have courses to load. calling loadCourseData
2006-05-03 11:14:26,880 DEBUG [main] - Last step of transcript, writing document image, transcript and status record
2006-05-03 11:14:26,938 DEBUG [main] - writing doc image clob parameter
2006-05-03 11:14:26,952 DEBUG [main] - writing clob parameter
2006-05-03 11:14:27,204 DEBUG [main] - updateImportStatus method
2006-05-03 11:14:27,205 DEBUG [main] - SourceOrgIDValue=null SourceOrgIDType=null DocStatus=P
2006-05-03 11:14:27,226 DEBUG [main] - after processed document errFlag=false docProcessed=false xmlFileErrFlag=false file=pescxmlexport_21396_1.xml
2006-05-03 11:14:27,256 DEBUG [main] - before renaming file to old xmlFileErrFlag=false
2006-05-03 11:14:27,800 DEBUG [main] - importing from file /u01/s7s70/jobsub/systest23/pescxmlexport_21421_1.xml
2006-05-03 11:14:27,801 DEBUG [main] - Parsing xml file /u01/s7s70/jobsub/systest23/pescxmlexport_21421_1.xml
2006-05-03 11:14:27,897 DEBUG [main] - currLine=<?xml version="1.0" encoding="UTF-8"?>
2006-05-03 11:14:27,898 DEBUG [main] - first part=?xml ver
2006-05-03 11:14:27,898 DEBUG [main] - currLine=<urn:AcademicRecordBatch xmlns:core="urn:org:pesc:core:CoreMain:v1.0.1a" xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance" xmlns:AcRec="urn:org:pesc:sector:AcademicRecord:v1.0.0"
2006-05-03 11:14:27,898 DEBUG [main] - first part=urn:Acad
2006-05-03 11:14:27,898 DEBUG [main] - currLine=<ColTrn:CollegeTranscript>
2006-05-03 11:14:27,898 DEBUG [main] - first part=ColTrn:C
2006-05-03 11:14:28,136 DEBUG [main] - xmlDoc=<?xml version="1.0" encoding="UTF-8"?><urn:AcademicRecordBatch
2006-05-03 11:14:28,197 DEBUG [main] - xmlns:core="urn:org:pesc:core:CoreMain:v1.0.1a" xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
2006-05-03 11:14:28,198 DEBUG [main] - xmlns:AcRec="urn:org:pesc:sector:AcademicRecord:v1.0.0"
2006-05-03 11:14:28,198 DEBUG [main] - xmlns:ColTrn="urn:org:pesc:message:CollegeTranscript:v1.0.0"
2006-05-03 11:14:28,198 DEBUG [main] - xmlns:urn="urn:org:pesc:message:AcademicRecordBatch:v1.0.0"><ColTrn:CollegeTranscript><TransmissionData>
2006-05-03 11:14:28,199 DEBUG [main] - <DocumentID>SCTXML2006-04-27T10:52:50.48</DocumentID><CreatedDateTime>2006-04-27T10:52:50.48</
2006-05-03 11:14:28,199 DEBUG [main] - CreatedDateTime><Doc
2006-05-03 11:14:28,199 DEBUG [main] - first cursor first child name={urn:org:pesc:message:AcademicRecordBatch:v1.0.0}AcademicRecordBatch
2006-05-03 11:14:28,198 DEBUG [main] - first cursor to child name={urn:org:pesc:message:CollegeTranscript:v1.0.0}CollegeTranscript
2006-05-03 11:14:28,198 DEBUG [main] - sibling name={urn:org:pesc:message:CollegeTranscript:v1.0.0}CollegeTranscript
2006-05-03 11:14:28,198 DEBUG [main] - Number of college transcripts in batch = 2
2006-05-03 11:14:28,199 DEBUG [main] - processing document number 0
2006-05-03 11:14:28,199 DEBUG [main] - RequestedRecord document
2006-05-03 11:14:28,230 DEBUG [main] - docseqno = 8
2006-05-03 11:14:28,232 DEBUG [main] - after import Transmission Data sourceIDType=null sourceIDValue=null sourceOrgName=BANNER System Test
2006-05-03 11:14:28,249 DEBUG [main] - loadAcademicRecSummaryData docSeqMbr=8 gpaSeqNbr=1 SummaryType=All SummaryLevel=Graduate
2006-05-03 11:14:28,259 DEBUG [main] - loadAcademicRecSummaryData docSeqMbr=8 gpaSeqNbr=2 SummaryType=SenderOnly SummaryLevel=Graduate
2006-05-03 11:14:28,264 DEBUG [main] - loadAcademicRecSummaryData docSeqMbr=8 gpaSeqNbr=3 SummaryType=All SummaryLevel=LowerDivision
2006-05-03 11:14:28,269 DEBUG [main] - loadAcademicRecSummaryData docSeqMbr=8 gpaSeqNbr=4 SummaryType=SenderOnly SummaryLevel=LowerDivision
2006-05-03 11:14:28,278 DEBUG [main] - loading AcademicSession SessionName=Fall 2000 - 200110 SessionDesignator=2000-09 SessionType=SummerSession
2006-05-03 11:14:28,285 DEBUG [main] - have courses to load. calling loadCourseData
2006-05-03 11:14:28,387 DEBUG [main] - loading AcademicSession SessionName=Spring 2002 (200220) SessionDesignator=2002-01 SessionType=SummerSession
2006-05-03 11:14:28,395 DEBUG [main] - have courses to load. calling loadCourseData
2006-05-03 11:14:28,516 DEBUG [main] - loading AcademicSession SessionName=MT's Fall Term - 200341 SessionDesignator=2002-09 SessionType=SummerSession
2006-05-03 11:14:28,525 DEBUG [main] - have courses to load. calling loadCourseData
2006-05-03 11:14:28,553 DEBUG [main] - loading AcademicSession SessionName=Spring 2005 SessionDesignator=2005-01 SessionType=SummerSession
2006-05-03 11:14:28,560 DEBUG [main] - have courses to load. calling loadCourseData
```

***This sample shows the log file, continued.***

```
2006-05-03 11:14:28,610 DEBUG [main] - Last step of transcript, writing document image, transcript and status record
2006-05-03 11:14:28,638 DEBUG [main] - writing doc image clob parameter
2006-05-03 11:14:28,642 DEBUG [main] - writing clob parameter
2006-05-03 11:14:28,794 DEBUG [main] - updateImportStatus method
2006-05-03 11:14:28,794 DEBUG [main] - SourceOrgIDValue=null SourceOrgIDType=null DocStatus=P
2006-05-03 11:14:28,808 DEBUG [main] - after processed document errFlag=false docProcessed=false xmlFileErrFlag=false file=pscxmlexport_21421_1.xml
2006-05-03 11:14:28,819 DEBUG [main] - processing document number 1
2006-05-03 11:14:28,820 DEBUG [main] - RequestedRecord document
2006-05-03 11:14:28,855 DEBUG [main] - docseqno = 9
2006-05-03 11:14:28,857 DEBUG [main] - after import Transmission Data sourceIDType=null sourceIDValue=null sourceOrgName=BANNER System Test
2006-05-03 11:14:28,917 DEBUG [main] - loadAcademicRecSummaryData docSeqMbr=9 gpaSeqNbr=1 SummaryType=All SummaryLevel=LowerDivision
2006-05-03 11:14:28,924 DEBUG [main] - loadAcademicRecSummaryData docSeqMbr=9 gpaSeqNbr=2 SummaryType=SenderOnly SummaryLevel=LowerDivision
2006-05-03 11:14:28,929 DEBUG [main] - loading AcademicSession SessionName=Fall 2000 - 200110 SessionDesignator=2000-09 SessionType=SummerSession
2006-05-03 11:14:28,939 DEBUG [main] - have courses to load, calling loadCourseData
2006-05-03 11:14:29,004 DEBUG [main] - Loading AcademicSession SessionName=Spring 2002 (200220) SessionDesignator=2002-01 SessionType=SummerSession
2006-05-03 11:14:29,011 DEBUG [main] - have courses to load, calling loadCourseData
2006-05-03 11:14:29,088 DEBUG [main] - loading AcademicSession SessionName=Fall 2002 (200310) SessionDesignator=2002-09 SessionType=SummerSession
2006-05-03 11:14:29,095 DEBUG [main] - have courses to load, calling loadCourseData
2006-05-03 11:14:29,187 DEBUG [main] - loading AcademicSession SessionName=Continuous Entry 2005 OLR Only SessionDesignator=2004-09
SessionType=FullYear
2006-05-03 11:14:29,234 DEBUG [main] - Last step of transcript, writing document image, transcript and status record
2006-05-03 11:14:29,260 DEBUG [main] - writing doc image clob parameter
2006-05-03 11:14:29,273 DEBUG [main] - writing clob parameter
2006-05-03 11:14:29,467 DEBUG [main] - updateImportStatus method
2006-05-03 11:14:29,467 DEBUG [main] - SourceOrgIDValue=null SourceOrgIDType=null DocStatus=P
2006-05-03 11:14:29,498 DEBUG [main] - after processed document errFlag=false docProcessed=false xmlFileErrFlag=false file=pscxmlexport_21421_1.xml
2006-05-03 11:14:29,502 DEBUG [main] - before renaming file to old xmlFileErrFlag=false
2006-05-03 11:14:29,538 DEBUG [main] - importing from file /u01/s7s70/jobsub/systest23/pscxmlexport_21557_1.xml
2006-05-03 11:14:29,539 DEBUG [main] - Parsing xml file /u01/s7s70/jobsub/systest23/pscxmlexport_21557_1.xml
2006-05-03 11:14:29,543 DEBUG [main] - currLine=<?xml version="1.0" encoding="UTF-8"?>
2006-05-03 11:14:29,543 DEBUG [main] - first part=?xml ver
2006-05-03 11:14:29,544 DEBUG [main] - currLine=<urn:AcademicRecordBatch xmlns:core="urn:org:psc:core:CoreMain:v1.0.1a" xmlns:xsi="http://www.w3.org/
2001/XMLSchema-instance" xmlns:AcRec="urn:org:psc:sector:AcademicRecord:v1.0.0"
xmlns:ColTrn="urn:org:psc:message:CollegeTranscript:v1.0.0"
xmlns:urn="urn:org:psc:message:AcademicRecordBatch:v1.0.0">
2006-05-03 11:14:29,544 DEBUG [main] - first part=urn:Acad
2006-05-03 11:14:29,544 DEBUG [main] - currLine=<ColTrn:CollegeTranscript>
2006-05-03 11:14:29,544 DEBUG [main] - first part=ColTrn:C
2006-05-03 11:14:29,626 DEBUG [main] - xmlDoc=<?xml version="1.0" encoding="UTF-8"?><urn:AcademicRecordBatch
xmlns:core="urn:org:psc:core:CoreMain:v1.0.1a" xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xmlns:AcRec="urn:org:psc:sector:AcademicRecord:v1.0.0"
xmlns:ColTrn="urn:org:psc:message:CollegeTranscript:v1.0.0"
xmlns:urn="urn:org:psc:message:AcademicRecordBatch:v1.0.0"><ColTrn:CollegeTranscript>
<TransmissionData><DocumentID>SCTXML2006-04-28T15:47:57.38</DocumentID><CreatedDateTime>2006-04-
28T15:47:57.38</CreatedDateTime><Doc
2006-05-03 11:14:29,637 DEBUG [main] - first cursor first child name={urn:org:psc:message:AcademicRecordBatch:v1.0.0}AcademicRecordBatch
2006-05-03 11:14:29,638 DEBUG [main] - first cursor to child name={urn:org:psc:message:CollegeTranscript:v1.0.0}CollegeTranscript
2006-05-03 11:14:29,638 DEBUG [main] - Number of college transcripts in batch = 1
2006-05-03 11:14:29,638 DEBUG [main] - processing document number 0
2006-05-03 11:14:29,639 DEBUG [main] - RequestedRecord document
2006-05-03 11:14:29,659 DEBUG [main] - docseqno = 10
```

***This sample shows the log file, continued.***

```
2006-05-03 11:14:29,662 DEBUG [main] - after import Transmission Data sourceIDType=null sourceIDValue=null sourceOrgName=BANNER System Test
2006-05-03 11:14:29,678 DEBUG [main] - loadAcademicRecSummaryData docSeqMbr=10 gpaSeqNbr=1 SummaryType=All SummaryLevel=Graduate
2006-05-03 11:14:29,684 DEBUG [main] - loadAcademicRecSummaryData docSeqMbr=10 gpaSeqNbr=2 SummaryType=SenderOnly SummaryLevel=Graduate
2006-05-03 11:14:29,693 DEBUG [main] - loadAcademicRecSummaryData docSeqMbr=10 gpaSeqNbr=3 SummaryType=All SummaryLevel=LowerDivision
2006-05-03 11:14:29,698 DEBUG [main] - loadAcademicRecSummaryData docSeqMbr=10 gpaSeqNbr=4 SummaryType=SenderOnly SummaryLevel=LowerDivision
2006-05-03 11:14:29,703 DEBUG [main] - loading AcademicSession SessionName=Fall 2000 - 200110 SessionDesignator=2000-09 SessionType=SummerSession
2006-05-03 11:14:29,709 DEBUG [main] - have courses to load. calling loadCourseData
2006-05-03 11:14:29,782 DEBUG [main] - loading AcademicSession SessionName=Spring 2002 (200220) SessionDesignator=2002-01 SessionType=SummerSession
2006-05-03 11:14:29,790 DEBUG [main] - have courses to load. calling loadCourseData
2006-05-03 11:14:29,860 DEBUG [main] - loading AcademicSession SessionName=MT's Fall Term - 200341 SessionDesignator=2002-09 SessionType=SummerSession
2006-05-03 11:14:29,867 DEBUG [main] - have courses to load. calling loadCourseData
2006-05-03 11:14:29,892 DEBUG [main] - loading AcademicSession SessionName=Spring 2005 SessionDesignator=2005-01 SessionType=SummerSession
2006-05-03 11:14:29,902 DEBUG [main] - have courses to load. calling loadCourseData
2006-05-03 11:14:29,976 DEBUG [main] - Last step of transcript, writing document image, transcript and status record
2006-05-03 11:14:30,001 DEBUG [main] - writing doc image clob parameter
2006-05-03 11:14:30,004 DEBUG [main] - writing clob parameter
2006-05-03 11:14:30,174 DEBUG [main] - updateImportStatus method
2006-05-03 11:14:30,174 DEBUG [main] - SourceOrgIDValue=null SourceOrgIDType=null DocStatus=P
2006-05-03 11:14:30,195 DEBUG [main] - after processed document errFlag=false docProcessed=false xmlFileErrFlag=false file=pescxmlexport_21557_1.xml
2006-05-03 11:14:30,269 DEBUG [main] - before renaming file to old xmlFileErrFlag=false
2006-05-03 11:14:30,323 DEBUG [main] - getting inst title
2006-05-03 11:14:30,324 DEBUG [main] - assigning string to title variable
2006-05-03 11:14:30,338 DEBUG [main] - getting inst title
2006-05-03 11:14:30,339 DEBUG [main] - assigning string to title variable
2006-05-03 11:14:30,342 DEBUG [main] - SHRPEI completed processing - Memory usage 9MB
2006-05-03 11:14:30,343 INFO [main] - **** SHRPEI completed successfully ****
2006-05-03 11:14:30,343 DEBUG [main] - Skipping JobSub.removeJobParameters
Connected.
```

***This sample shows the formatted output. This has the same order as the formatted output for SHRPESE, except the Source and Destination information is reversed.***

Transmission Data  
TRANSMISSION DATA  
Document ID : XMLTRA2006-08-23T13:21:40.42  
Document Creation : 2006-08-23T13:21:40.42  
Document Type : RequestedRecord  
Transmission Type : Original

Destination : Villanova University  
Contact Information :  
800 Lancaster Avenue  
Villanova 19085  
Phone :

Source : BANNER University  
Contact Information :  
Systems & Computer Technology  
Four Country View Road  
Great Valley Corporate Center  
Malvern  
Phone : 215 6475930

Document Process Code : PRODUCTION  
Document Official Code : Official  
Document Complete Code : Complete

Transcript Data  
Student Information  
Composite Name : Potter, Henry Z  
Full Name : Henry Potter I  
ID : HPOTTER  
Birth Date :  
SSN : 111222333

Address : 123 Mailing Street  
Bannerland PA 19345

High School :  
Email :

Academic Record Data  
Academic Record  
Academic Summary Type : All  
Major : Anthropology  
Academic Summary Level : Graduate

Attempted Hours	Earned Hours	GPA	Total Points	GPA Hours
2.00	2.00	1.00	2.00	2.00

Academic Record Data  
Academic Record  
Academic Summary Type : SenderOnly  
Academic Summary Level : Graduate

*This sample shows the formatted output, continued.*

Attempted Hours	Earned Hours	GPA	Total Points	GPA Hours
2.00	2.00	1.00	2.00	2.00

Academic Session  
Academic Session  
Session : DO NOT USE IN CATALOG

Attempted Hours	Earned Hours	GPA	Total Points	GPA Hours
2.00	2.00	1.00		2.00

Academic Record Data  
Academic Record  
Academic Award Type : Bachelor of Arts  
Major : Anthropology

Attempted Hours	Earned Hours	GPA	Total Points	GPA Hours
5.00	5.00	3.00	15.00	5.00

Academic Award Type : Bachelor of Arts  
Major : Anthropology

Attempted Hours	Earned Hours	GPA	Total Points	GPA Hours
6.00	3.00	2.00	6.00	3.00

Academic Summary Type : All  
Major : Anthropology  
Academic Summary Level : LowerDivision

Attempted Hours	Earned Hours	GPA	Total Points	GPA Hours
44.00	41.00	3.05	125.00	41.00

Academic Record Data  
Academic Record  
Academic Summary Type : TransferOnly  
Academic Summary Level : LowerDivision

Attempted Hours	Earned Hours	GPA	Total Points	GPA Hours
4.00	4.00	3.25	13.00	4.00

Academic Session  
Academic Session  
Session :

Attempted Hours	Earned Hours	GPA	Total Points	GPA Hours
1.00	1.00	1.00		1.00

***This sample shows the formatted output, continued.***

```
Courses
Subject Course Title      Grade Credit Hours Quality Points
ART      101      Art Appreciation      A          3.00          12.00
```

```
Academic Session
Academic Session
Session : DO NOT USE IN CATALOG
```

```
Academic Session
Academic Session
Session : Fall 2004
```

```
Academic Session
Academic Session
Session : Spring 2004
```

```
Academic Session
Academic Session
Session : Spring 2005
```

```
Academic Record Data
Academic Record
Academic Summary Type : SenderOnly
Academic Summary Level : LowerDivision
```

```
Attempted Hours Earned Hours GPA Total Points GPA Hours
40.00          37.00      3.03  112.00      37.00
```

```
Academic Session
Academic Session
Session : DO NOT USE IN CATALOG
```

```
Attempted Hours Earned Hours GPA Total Points GPA Hours
3.00          3.00      1.00      3.00      3.00
```

```
Academic Session
Academic Session
Session : Fall 1999 Description 200010
```

```
Major : Anthropology
```

```
Attempted Hours Earned Hours GPA Total Points GPA Hours
6.00          6.00      3.50      6.00      6.00
```

*This sample shows the formatted output, continued.*

Courses  
Subject Course Title Grade Credit Hours Quality Points  
MATH 1030 College Algebra B 3.00 9.00  
ART 1100 Introduction to Art A 3.00 12.00

Academic Session  
Academic Session  
Session : Fall 2004 (200409)

Major : Anthropology

Attempted Hours Earned Hours GPA Total Points GPA Hours  
17.00 17.00 3.41 17.00

Courses  
Subject Course Title Grade Credit Hours Quality Points  
ENGL 510 Poetry of Wm Yeats A 3.00 12.00  
MATH 500 Geometry A 4.00 16.00  
ART 1100 Intro to Art A 6.00 24.00  
PHIL 103 Prin of Philosophy D 3.00 3.00

Academic Session  
Academic Session  
Student Level : CollegeSophomore  
Session : Spring 2004

Major : Math

Attempted Hours Earned Hours GPA Total Points GPA Hours  
8.00 8.00 3.00 8.00

Courses  
Subject Course Title Grade Credit Hours Quality Points  
PHIL 234 18th Cent Phil B 5.00 15.00  
PSYC 501 Psych Masters B 0.00 9.00

*This sample shows the formatted output, continued.*

Academic Session  
Academic Session  
Student Level : CollegeSophomore  
Session : Spring 2005 (200520)

Concentration : Art History  
Concentration : Accounting  
Major : Anthropology  
Minor : Psychology

Attempted Hours	Earned Hours	GPA	Total Points	GPA Hours
3.00	0.00	0.00		0.00

Courses					
Subject	Course Title	Grade	Credit Hours	Quality Points	
PSYC	501 Psych Masters	A	0.00		12.00

Academic Session  
Academic Session  
Student Level : CollegeSophomore  
Session : Fall 2005-2006

Concentration : Art History  
Concentration : Accounting  
Major : Anthropology  
Minor : Psychology

Attempted Hours	Earned Hours	GPA	Total Points	GPA Hours
3.00	3.00	2.00		3.00

Courses					
Subject	Course Title	Grade	Credit Hours	Quality Points	
DANC	103 Traditional Dance	C	3.00		6.00

Academic Session  
Academic Session  
Student Level : CollegeSophomore  
Session : Fall 2006



*This sample shows the formatted output, continued.*

Transmission Data  
TRANSMISSION DATA  
Document ID : XMLTRA2006-08-23T13:21:48.36  
Document Creation : 2006-08-23T13:21:48.36  
Document Type : RequestedRecord  
Transmission Type : Original

Destination : Western Washington University  
Contact Information :  
516 High Street  
Bellingham 98225  
Phone :

Source : BANNER University  
Contact Information :  
Systems & Computer Technology  
Four Country View Road  
Great Valley Corporate Center  
Malvern  
Phone : 215 6475930

Document Process Code : PRODUCTION  
Document Official Code : Official  
Document Complete Code : Complete

Transcript Data  
Student Information  
Composite Name : Williams,Ron  
Full Name : Ron Williams JR  
ID : RON  
Birth Date :  
SSN :

Address :

High School :  
Email :

Academic Record Data  
Academic Record  
Academic Award Type : Bachelor of Arts  
Major : Anthropology

Attempted Hours	Earned Hours	GPA	Total Points	GPA Hours
3.00	3.00	3.00	9.00	3.00

Academic Summary Type : All  
Major : Math  
Academic Summary Level : LowerDivision

*This sample shows the formatted output, continued.*

Attempted Hours	Earned Hours	GPA	Total Points	GPA Hours
3.00	3.00	2.00	6.00	3.00

Academic Record  
Data Academic Record  
Academic Summary Type : SenderOnly  
Academic Summary Level : LowerDivision

Attempted Hours	Earned Hours	GPA	Total Points	GPA Hours
3.00	3.00	2.00	6.00	3.00

Academic Session  
Academic Session  
Session : Fall 2004 (200409)

Attempted Hours	Earned Hours	GPA	Total Points	GPA Hours
0.00	0.00	0.00		0.00

Courses  
Subject Course Title Grade Credit Hours Quality Points  
PHIL 501 Intermediate Phil B 3.00 9.00

Academic Session  
Academic Session  
Session : Fall 2005-2006

Major : Math

Attempted Hours	Earned Hours	GPA	Total Points	GPA Hours
3.00	3.00	2.00		3.00

Courses  
Subject Course Title Grade Credit Hours Quality Points  
ART 331 Art History C 3.00 6.00

Academic Session  
Academic Session  
Session : Fall 2005-2006

***This sample shows the formatted output, continued.***

*Health Data*

Health Data

Immunization Code : 90701 Immunization Status Code : 1 Immunization Date : 2006-07-12  
Immunization Code : 90701 Immunization Status Code : 1 Immunization Date : 2006-07-12  
Immunization Code : 90701 Immunization Status Code : 1 Immunization Date : 2006-07-12  
Immunization Code : 90702 Immunization Status Code : 1 Immunization Date : 2006-07-12  
Immunization Code : 90702 Immunization Status Code : 1 Immunization Date : 2006-07-12  
Immunization Code : 90702 Immunization Status Code : 1 Immunization Date : 2006-07-12

*Test Data*

Test Data

Test Code : 801 Test Date : 2006-05-12  
Subtest Code : 00012 Subtest Name : ACT Composite Subtest Score : 19 Score Revised : false Self Reported: false

Test Code : 803 Test Date : 2006-05-12  
Subtest Code : 00001 Subtest Name : SAT Verbal Subtest Score : 700 Score Revised : false Self Reported: false  
Subtest Code : 00004 Subtest Name : SAT Mathematics Subtest Score : 700 Score Revised : false Self Reported: false

Connected.

# Transfer Catalog Data Import Process (SHRTCIM)

## Description

This Java process is used to import an XML extract file of course catalog data into a Banner database. After entering the input file name and other default values, the user can choose between running the process in Audit Mode or Update Mode. In Audit Mode, the process compares the records in the incoming data file with transfer course records that already exist in the system. Records in the incoming data file that are found to match existing records will be identified as partial or exact matches.

When run in Audit Mode, the process calls the `SB_TRANSFER_COURSE` API for matching logic.

- If an incoming transfer course does not match any existing transfer courses based on the institution ID plus the subject plus the course number plus the transfer level, then it will be identified as a new record.
- If an incoming transfer course matches an existing transfer course based on institution ID, plus the program, plus the transfer level, plus the subject, plus the course number, plus the effective term, plus the group, then it will be identified as an exact match (even though values in the Title, Credit Hours Low, Credit Hours High, Minimum Grade, Catalog Year, and Course Description fields may differ).



## Note

Existing transfer courses that have been entered with a value in the Program and/or Group fields will not match incoming transfer course records. As such, many incoming transfer course records that do match existing records based upon institution ID, plus transfer level, plus the subject, plus the course number, plus the effective term will fall into the next category. ■

- If an incoming transfer course does not satisfy the criteria to be identified as new or an exact match, then it will be flagged as a partial match.

After the input file has been processed in Audit Mode, users can review those courses identified as exact matches to see if any data exists in the Title, Credit Hours Low, Credit Hours High, and/or Course Description fields that should be added to the system. If not, you can check the **Protect from Import** field for the existing transfer courses in the Transfer Institution Catalog Entry Form (SHATATC) or the Transfer Course Articulation Form (SHATATR). Those courses will not be updated when the input file is processed again in Update Mode.

Similarly, after the input file has been processed in Audit Mode, users can review those courses identified as partial matches to see if any data exists in the Title, Credit Hours Low, Credit Hours High, and/or Course Description fields that should not be added to the system. If so, the **Protect from Import** field can be checked for those records, and those courses will not be updated when the input file is processed again in Update Mode.

When the process is run in Update Mode, new records from the input file are imported into the SHBTATC and SHRTCAT tables. Records identified as exact matches will update the existing records unless the **Protect from Import** field is checked. Records identified as partial matches will update existing records if the matched fields are the institution ID, effective term, transfer level, subject, and course number, unless the **Protect from Import** field is checked. Otherwise, the partial matches will be loaded as new courses.

Banner Table	Table Column	Additional Information
<i>SHBTATC</i>		<i>Transfer Course Information</i>
	SBGI_CODE	Institution ID parameter
	PROGRAM	Defaults to “.....”
	TLVL_CODE	Comes from <CourseLevelCode>  Value must be defined on STVTLVL and be valid for the institution ID on SOABGTA.
	SUBJ_CODE_TRNS	Comes from <CourseSubjectAbbreviation>  Value is not validated by Banner.
	CRSE_NUMB_TRNS	Comes from <CourseNumber>
	TERM_CODE_EFF_TRNS	Effective Term parameter
	ACTIVITY_DATE	Defaults to system date
	TRNS_TITLE	Comes from <CourseShortTitle>
	TRNS_LOW_HRS	Comes from <CourseCreditMinimumValue>
	TRNS_HIGH_HRS	Comes from <CourseCreditMaximumValue>
	TRNS_REVIEW_IND	Defaults to <i>N</i>
	TAST_CODE	Status Code parameter
	TRNS_CATALOG	Catalog Year parameter

Banner Table	Table Column	Additional Information
	TGRD_CODE_MIN	Minimum Grade parameter
	GROUP	Defaults to NULL
	GROUP_PRIMARY_IND	Defaults to NULL
	CRSE_DESC	Comes from <CourseDescription>
	USERID	Defaults to user ID of person running the process
	DATA_ORIGIN	Defaults to either SHATATC, SHATATR, or SHRTCIM
	PROTECT_IND	Defaults to N
<i>SHRTCAT</i>		<i>Transfer Course Attributes</i>
	SBGI_CODE	Institution ID parameter
	PROGRAM	Defaults to “.....”
	TLVL_CODE	Comes from <CourseLevelCode> Value must be defined on STVTLVL and be valid for institution ID on SOABGTA.
	SUBJ_CODE_TRNS	Comes from <CourseSubjectAbbreviation> Value is not validated by Banner.
	CRSE_NUMB_TRNS	Comes from <CourseNumber>
	TERM_CODE_EFF_TRNS	Effective Term parameter
	ATTR_CODE	Comes from <RAPCode> Value is not validated by Banner.
	ATTR_DESC	Comes from <RAPName>

Banner Table	Table Column	Additional Information
	USERID	Defaults to user ID of person running the process
	ACTIVITY_DATE	Defaults to system date
	DATA_ORIGIN	Defaults to SHRTCIM

Parameters	Name	Required?	Description	Values
	Input File	Yes	<p>Enter the name of the file that contains the incoming records.</p> <p>For example: catalogexport_&lt;oneup&gt;.xml</p> <p><b>Note:</b> The process retrieves the input file from the directory defined for FILE_PATH=" - Dxml.file.path=" in the shell file that launches the program. As delivered, this directory is defined as \$DATA_HOME; however, your institution can designate a different directory if desired.</p>	
	Run Mode	Yes	Enter <i>A</i> for Audit Mode (compares incoming records to existing ones) or <i>U</i> for Update Mode (imports the data into Banner). The default is <i>A</i> .	<p>A Audit Mode</p> <p>U Update Mode</p>
	Institution ID	Yes	<p>Enter the source/background institution code to be loaded as the institution ID for the incoming records.</p> <p>In Audit Mode, this value is used to select existing records for comparison. In Update Mode, this value is loaded into the SHBTATC table for each incoming transfer course record.</p>	Source/Background Institution Code Validation Form (STVSBGI)

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	Effective Term	Yes	Enter the effective term to be loaded for the incoming records.  In Audit Mode, this value is used to select existing records for comparison. In Update Mode, this value is loaded into the SHBTATC table for each incoming transfer course record.	Term Code Validation Form (STVTERM)
	Level Code	No	Enter the transfer course level codes to be loaded for the incoming records. If an incoming record has multiple levels associated with it, only those matching the values entered in the parameter will be processed.	Level Code Validation Form (STVLEVL)
	Status Code	Yes	Enter the status code to be loaded for the incoming records. In Audit Mode, this value will not be used to select existing records for comparison.	Transfer Articulation Course Status Validation Form (STVTAST)
	Minimum Grade	No	Enter the minimum grade code (SHATGRD) to be loaded for the incoming records. In Audit Mode, this value will not be used to select existing records for comparison.	
	Catalog Year	No	Enter the catalog year to be loaded for the incoming records. In Audit Mode, this value will not be used to select existing records for comparison.	
	Load Course Attributes	Yes	Enter <i>Y</i> to load course attributes or <i>N</i> to not load course attributes. The default is <i>Y</i> .	Yes Load attributes No Do not load attributes
	Report Type	Yes	Enter <i>D</i> to create a detailed report or <i>S</i> to create a summary report. The default is <i>S</i> .	D Detail S Summary
	Sort Order	Yes	Enter <i>1</i> to sort the output by load status and then by subject and course number or <i>2</i> to sort the output by subject and course number only. The default is <i>1</i> .	1 Sort by load status 2 Sort by subject and course number



Parameters	Name	Required?	Description	Values
	Display Full Subject	Yes	Enter <i>Y</i> to display the full, 60 character subject name on the line below the course data or <i>N</i> to not display the subject name. The default is <i>N</i> .  <b>Note:</b> Currently, the entire length of 10 characters that is allowed for the subject code will be displayed on the report, even if this parameter is set to <i>N</i> . As such, you will not need to set it to <i>Y</i> . However, if the PESC schema that is adopted as a standard allows for a value of 60 characters (as the EDI standard does), you may want to set this parameter to <i>Y</i> in order to see the entire value.	Yes Display full subject name No Do not display subject name
	Display Full Course Number	Yes	Enter <i>Y</i> to display the full, 60 character course number on the line below the course data or <i>N</i> to not display the course number. The default is <i>N</i> .  <b>Note:</b> Currently, the entire length of 15 characters that is allowed for the course number will be displayed on the report, even if this parameter is set to <i>N</i> . As such, you will not need to set it to <i>Y</i> . However, if the PESC schema that is adopted as a standard allows for a value of 60 characters (as the EDI standard does), you may want to set this parameter to <i>Y</i> in order to see the entire value.	Yes Display full course number No Do not display course number
	Display Course Description	Yes	Enter <i>Y</i> to display the course description text or <i>N</i> to not display the course description. The default is <i>N</i> .	Yes Display course description No Do not display course description

### Report Sample—Transfer Catalog Data Import Process (SHRTCIM)

When SHRTCIM is submitted in Audit Mode with the Report Type parameter set to *S* (Summary), the `.lis` output file displays record counts for new courses, exact matches, and partial matches, as well as the all the parameter values used during processing.

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BANNER System Test  
Transfer Catalog Data Import

SHRTCIM  
Page 1

Calendar Type : Straight Semester

Number of new courses :	31
Number of partial matches:	0
Number of exact matches :	0
Number of records loaded :	0
Number of records updated :	0

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BANNER System Test  
Transfer Catalog Data Import

SHRTCIM  
Page 2

CONTROL SUMMARY

PROGRAM NAME: SHRTCIM  
PROGRAM VERSION: 8.0

Parameter Description                      Parameter Value

Input File :	/catalogexport_32380.xml
Run Mode :	A
Institution ID :	CEL_11
Effective Term :	200510
Level Code(s) :	
Status Code :	AC
Minimum Grade :	
Catalog Year :	
Load Course Attributes :	Y
Report Type :	S
Sort Order :	1
Display Full Subject :	N
Display Full Course Number :	N
Display Full Course Number :	N

Connected.

When SHRTCIM is submitted in Audit Mode with the Report Type parameter set to *D* (Detail), the .lis output file displays the status of each course record in the input file. Course status messages include: *Exact Match*, *Partial Match*, and *New Course*.

Calendar Type : Straight Semester

Load Status : Exact Match

Subject	Course Number	Level	Title	Term	Year	Credit Low	Credit High	Status
ACCT	2001	UG	Managerial Accounting	200010	2000	3		Exact Match

Load Status : Partial Match

Subject	Course Number	Level	Title	Term	Year	Credit Low	Credit High	Status
ACCT	2010	UG	Cost Accounting	200010	2000	3		Partial Match
BIOL	2002	UG	Microbiology	200010	2000	3	4	Partial Match

Load Status : New

Subject	Course Number	Level	Title	Term	Year	Credit Low	Credit High	Status
CE+L	1001	UG	Contemporary English and Literature	200010	2000	3	6	New Course
CE+L	1002	UG	Modern American Writers I	200010	2000	3	6	New Course
CE+L	1003	GR	Modern American Writers II	200010	2000	3	6	New Course
CE+L	1004	UG	Modern European Writers I	200010	2000	3		New Course
CE+L	1005	UG	Modern European Writers II	200010	2000	1	2.99	New Course
CE+L	1007	UG	Great Essays of the 20th Century	200010	2000	3	6	New Course
CE+L	1008	UG	Great Essays of the 21st Century	200010	2000	3	6	New Course
CHEM	2003	UG	Organic Chemistry I	200010	2000	3	4	New Course
DRAM	2004	UG	History of American Theatre	200010	2000	3		New Course
ECON	2005	UG	Principles of Macroeconomics	200010	2000	3		New Course
FREN	2006	UG	Intermediate French I	200010	2000	3	4	New Course
GEOG	2007	UG	Geography for beginners	200010	2000	3	6	New Course
HIST	2008	UG	European History 1800 - WWII	200010	2000	3		New Course
ITAL	2009	UG	Intermediate Italian I	200010	2000	3	4	New Course
JOUR	2010	UG	Verifying your sources	200010	2000	3	6	New Course

CONTROL SUMMARY  
-----PROGRAM NAME: SHRTCIM  
PROGRAM VERSION: 8.0

Parameter Description	Parameter Value
Input File :	/catalogexport_31269.xml
Run Mode :	A
Institution ID :	CEL_03
Effective Term :	200010
Level Code(s) :	
Status Code :	AC
Minimum Grade :	
Catalog Year :	2000
Load Course Attributes :	Y
Report Type :	D
Sort Order :	1
Display Full Subject :	N
Display Full Course Number :	N
Display Full Course Number :	N

Connected.

When SHRTCIM is submitted in Update Mode with the Report Type parameter set to *D* (Detail), the .lis output file displays the status of each course record in the input file. Course status messages include: *Course loaded*, *Course updated*, and *Course protected*.

Highest Degree Level : Doctor's Degree  
Acceptance Practice : Credit generally accepted  
Calendar Type : Straight Semester  
Acceptance Authority : Director of Academic Services

Load Status : Exact Match

Subject	Course Number	Level	Title	Term	Year	Credit Low	Credit High	Status
ARTH	101	GR	History of Art to Middle Ages	199010	1991	4		Course updated
ARTH	102	GR	History of Art to 20th Century	199010	1991	4		Course protected
ARTS	400	GR	Art Studio Advanced	199010	1991	3		Course updated
BIOL	130	GR	Principles of Biological Scien	199010	1991	4		Course updated
BUAD	750	GR	Small Business Skills	199010	1991	0	99	Course updated
BUS	361	GR	BUS 361	199010	1991	3		Course updated
CE+L	1003	GR	Course 1003 for CE+L project	199010	1991	3	6	Course updated
CHEM	100	GR	Principles of Chemistry I	199010	1991	4		Course protected
ECON	200	GR	Monetary Economics	199010	1991	4		Course updated
ENGL	100	GR	Basic Composition Skills	199010	1991	3		Course updated
FSEM	I	GR	First Year Seminar	199010	1991	4		Course updated
GEOG	200	GR	History of Geography	199010	1991	4		Course updated
GEOL	101	GR	Geology 101	199010	1991	3		Course updated
HIST	100	GR	History of Civilizations I	199010	1991	3		Course updated
HIST	103	GR	The Civil War Era	199010	1991	3		Course protected
HUM	500	GR	Humanities for any Level	199010	1991	1	124	Course updated
HUM	502	GR	Humanities for any Level	199010	1991	1	124	Course updated
IND	300	GR	Independent Projects	199010	1991	1	9	Course updated
IND	400	GR	Independent Study Art Music	199010	1991	1	16	Course updated
LIT	325	GR	Advanced Russian Literatures	199010	1991	4	12	Course updated
LIT	I	GR	Readings in World Literature	199010	1991	4		Course updated
MATH	103	GR	Linear Algebra	199010	1991	3		Course updated
MULT	101	GR	General Studies Multiple Rep.	199010	1991	1	9	Course updated
PHOT	200	GR	Color Photography	199010	1991	3		Course updated
SOC	200	GR	Sociology & the Family	199010	1991	4		Course updated
SOC	211	GR	Family Systems	199010	1991	4		Course updated
THES	600	GR	Thesis Semester	199010	1991	9		Course updated

Load Status : New

Subject	Course Number	Level	Title	Term	Year	Credit Low	Credit High	Status
CE+L	1001	UG	Contemporary English and Literature	200010	2000	3	6	Course loaded
CE+L	1002	UG	Modern American Writers I	200010	2000	3	6	Course loaded
CE+L	1003	GR	Modern American Writers II	200010	2000	3	6	Course loaded

CONTROL SUMMARY  
-----

PROGRAM NAME: SHRTCIM  
PROGRAM VERSION: 8.0

Parameter Description	Parameter Value
Input File :	/catalogexport_33272.xml
Run Mode :	U
Institution ID :	CEL_16
Effective Term :	199010
Level Code(s) :	GR
Status Code :	AC
Minimum Grade :	
Catalog Year :	1991
Load Course Attributes :	Y
Report Type :	D
Sort Order :	1
Display Full Subject :	N
Display Full Course Number :	N
Display Full Course Description :	N

Connected.

## Incomplete Grade Process (SHRCINC)

**Description** This process is used to automatically update incomplete grades to final grades. If an incomplete grade is found on Academic History for any course within the specified terms, and its grade extension date is less than or equal to the current system date, it is selected for processing.



### Note

The process scans only Academic History records. All grades on the class roster that have not yet been rolled are still considered to be in-process.

The grade code values that are displayed on SFAALST, SFASLST, and in Banner Faculty and Advisor Self-Service are only those grade codes that were last entered on the class roster. Any grades that have been subsequently updated in history are not reflected in the roster. ■

This process can be run by term in either Audit or Update Mode and includes reason codes for the grade changes, as well as grade comments for the grade entries. You can restrict the process selection by level and/or CRN. You can include student IDs on the output and calculate GPAs in Update Mode if you wish to do so. The incomplete grade code value that is selected and the final replacement grade are also printed in the output. If grade substitution is needed, you can choose to have the grade substitution grade code printed on the report.

The grade extension date for incomplete grades is compared against the system date to determine whether a grade change needs to occur. If a grade change is needed, a new grade entry is created for the course in the student's academic history. If the system date is greater than the incomplete extension date, then a new grade entry is inserted, but with the final grade code changed from the incomplete grade entry to the replacement final grade. The process also performs checking for grade substitution. Grade substitution can replace the updated grade with a substitute grade, based upon the grade mode associated with the student that was taking the course. A GPA recalculation is then performed when the Calculate GPA parameter is set to Y, and the process is run in Update Mode.

The process can be run in Audit Mode to forecast automated grade change results for upcoming grade conversions. The Future Date parameter can be used to forecast future results. No GPA calculation is performed in Audit Mode.



### Note

This process does not use sleep wake processing. ■

## Grade Conversion and Substitution

The process creates a new grade revision entry in the SHRTCKG table. The existing, current, incomplete entry is maintained in Academic History. This update is processed as a non-destructive grade change. The new entry is added as the next sequence number, and the final grade code is extracted from the incomplete final grade of the prior entry. The extension date is cleared for the new entry. The reason code comes from the Reasons Code parameter, and the current system date is used as the grade date. If a grade code comment is specified, it will be added to the new grade entry.

The default, incomplete, final grade is the assigned final grade of the new grade change entry. That may cause a second grade change entry to be posted for the grade substitution. The processing for the grade substitution is automatically invoked at the time the first grade change is posted. The reason code on the grade substitution entry (if one is needed) uses *SG* (substitute grade) as the reason code, and no grade comment code will appear on that entry. *SG* is a system-defined reason code used for substituted grade change entries. A second entry will be printed on the report output for the substitute grade change (by default) unless the Print Grade Substitutions parameter is set to *N*.

If grade substitution is needed for the incomplete final grade, then the substitution grade value must be reconciled to exist before the first grade change entry is posted. A final grade cannot be changed to a grade value that is inconsistent with the grade mode for which the student is taking the course, except when the grade is immediately replaced with a substitute grade value. If grade substitution is required and a substitute grade is not on file, then neither grade change will be posted, and an error message will be displayed in the output. Once the grade substitution is complete, the GPA recalculation can take place, if the Calculate GPA parameter is set to *Y*.

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	Term Code	Yes	Enter the term codes for automated processing of incomplete grades.	Term Code Validation Form (STVTERM)
	Level Code	No	Enter the level codes for automated processing of incomplete grades.	Level Code Validation Form (STVLEVL)
	Course Reference Number (CRN)	No	Enter CRNs for courses for automated processing of incomplete grades, if you wish to restrict the processing to only these CRNs within the term.	



<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	Reason Code	Yes	Enter a user-defined reason code to be stored with grade change entries that indicates the reason or justification for the grade change.	Grade Change Code Validation Form (STVGCHG)
	Print Student ID	Yes	Enter <i>I</i> to include/print the student ID or <i>E</i> to exclude/not print the ID. The default is <i>I</i> .	I Print student ID E Do not print student ID
	Page Break	Yes	Enter <i>T</i> to break the output by change of term, <i>C</i> to break the output by change of course within term, or <i>N</i> to have no forced page brake. The default is <i>T</i> .	T Page break by term C Page break by course N No forced page break
	Run Mode	Yes	Enter <i>A</i> to run the process in Audit Mode and forecast automated grade change results or <i>U</i> to run the process in Update Mode and update the database. The default is <i>A</i> .	A Audit Mode U Update Mode
	Future Date	No	Enter a date in the future (DD-MON-YYYY format) to compare to extension dates of entries on file. This date takes the place of the system date. This parameter can only be used in Audit Mode.	
	Grade Comment	No	Enter a grade comment code to be stored with grade change entries. You may want to define a grade comment code to reflect that this grade change entry is the result of automated incomplete grade processing.	Grade Comment Code Validation Form (STVGCMT)
	Calculate GPA	Yes	Enter <i>Y</i> to calculate the GPA for each student that is processed or <i>N</i> to not calculate the GPA. The default is <i>N</i> .	Y Calculate GPA N Do not calculate GPA

Parameters	Name	Required?	Description	Values
	Print Grade Substitutions	Yes	Enter Y to print grade substitutions or N to not print grade substitutions. The default is Y.	Y Print grade substitutions N Do not print substitutions
	User ID	Yes	Enter the user ID to be stored with the grade records.	

### Report Sample—Incomplete Grade Process (SHRCINC)

20-MAR-2008 05:34:04 PM	SUNGARDHE University Incomplete Grade Process		PAGE 9 SHRCINC			
Term: 200810 Fall 2007 (200810)	CRN: 10110	Course: MATH 1	Mathematical Abstractions			
Name	Student ID	Incomplete Grade	Extension Date	Substitute Final Grade	Reason Code	Grade Comment Code
Seshadri, Renuka	210009520	INC-F	11-JAN-2008	D	CI	GRCNV
Jones, Judith	202508010	INC-P	No Substitute	Grade Found	*ERROR*	GRCNV
Hamblin, Heather	A00060384	INC-F	10-JAN-2008	D	CI	GRCNV
Elaine, Rachel	A00060874	INC-F	12-DEC-2007	D	SG	GRCNV
Hamblin, Harvey	A00060295	INC-P	No Substitute	Grade Found	*ERROR*	GRCNV
Packson, Patricia	202508001	INC-P	11-JAN-2008	B	CI	GRCNV
Rogers, John	202508003	INC-F	17-FEB-2008	A	CI	GRCNV

20-MAR-2008 05:34:04 PM	SUNGARDHE University Incomplete Grade Process		PAGE 12 SHRCINC	
* * * REPORT CONTROL INFORMATION - SHRCINC - Release 8.0 * * *				
TERM(S): 200820,200810 LEVEL(S): CRN(S): % REASON CODE: CI PRINT STUDENT ID: I PAGE BREAK: C RUN MODE: A FUTURE DATE: GRADE COMMENT: GRCNV CALCULATE GPA: N PRINT GRADE SUBSTITUTIONS: Y USER ID: DSAURO RECORD COUNT: 26				

## Roll Learner to Outcome Process (SHRROUT)

**Description** This process is used to roll learner curriculum records to the outcome curriculum and then insert new degree sequence records. You can select a group of students using population selection or enter individual Banner IDs. The process will read the population, find the current curriculum record for the effective term, and roll that data to the outcome for any curricula that have not been rolled. When SHRROUT is run, the curriculum records will be rolled, even when the **Roll Learner** radio group is set to *No*.



### Note

The setting of the **Roll Learner** radio group is not considered if the process is submitted manually using the **Roll to Outcome** button on SGASTDN or SFAREGS. The **Roll Learner** radio group can be set to *No*, and the user can still roll the curriculum manually. The grade roll (SHRROLL) will only roll the learner curriculum record if the **Roll Learner** radio group is set to *Yes*. ■

If neither a population selection group or Banner IDs are entered, the graduation application term, graduation application status to and from dates, or graduation application status must be entered. When graduation information is entered, the graduation application is selected along with all of the associated curriculum data. If the graduation application has an associated outcome curriculum, only those records will be selected, and the outcome will be updated with graduation application data, providing the outcome has not been awarded. If no graduation information is entered, the unrolled, current, active learner curriculum is selected for the learner effective term and is rolled.

You can run the process in Audit or Update Mode so records can be reviewed before they are rolled and committed to the database. Using Audit Mode will execute all the necessary processes except the SHKROLS procedure. The degree information returned from SHKROLS will not be printed on the output until the process is run in Update Mode.

You also have the option to produce a detailed report or a summary of totals. The detailed report shows the primary and any secondary curriculum data (program, level, college, campus, primary majors, and so on) that will be created in the SHADEGR record and the degree sequence number that will be associated with the curriculum, application number, status, and date.

The process provides an option to apply all existing graded and rolled courses (transfer and institutional) to the degree sequence that is created, as long as the courses have not been already applied to a degree with an awarded status. If graduation application selection criteria are entered and the degree already exists for the graduation application, the degree and diploma records are updated with data from the graduation application (graduation date, term, year, graduation status, and outcome completion term). The graduation application status exist, but the

graduation application term and dates can be left blank. The application that is found must have an active status. The graduation application date range is selected from the date in the SHBGAPP table, not the date stored in the SHRDGMR table.

The process populates the **Roll to Outcome** field in SGASTDN, SFAREGS, and SOILCUR to show that the curriculum record has been used to create a degree and an outcome record. It also inserts the graduation application sequence number for the curriculum in the SORLCUR and SHADEGR records. Outcome curriculum records that existed prior to the roll are inactivated after the process is run.

Diploma data (diploma name and address) can be inserted into SHBDIPL for the degree sequence number if the diploma data exists in SHBGAPP when the roll is executed. Indicators in the Diploma Name/Address Options window in SHAGADR are used to insert diploma data when the self-service application is submitted.



**Note**

This roll is independent of the Grade Roll to Academic History (SHRROLL). ■

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	PopSel Application	No	Enter the code that identifies the general area for which the selection identifier was defined. All or none of the population selection parameters must be entered.  The Population Selection Extract Inquiry Form (GLIEXTR) may be used to review the people who will be processed in the load from the selection identifier and application code entered.	Application Inquiry Form (GLIAPPL)
	PopSel Selection ID	No	Enter the code that identifies the population with which you wish to work. The selection identifier must be defined on the Population Selection Definition Rules Form (GLRSLCT). All or none of the population selection parameters must be entered.	Population Selection Inquiry Form (GLISLCT)
	PopSel Creator ID	No	Enter the user ID of the person who created the population rules. All or none of the population selection parameters must be entered.	

Parameters	Name	Required?	Description	Values
	PopSel User ID	No	Enter the user ID for the population selection. This is the ID of the user who selected the population of people. This may or may not be the same as the Creator ID. All or none of the population selection parameters must be entered.	
	Banner ID	No	Enter a valid SPRIDEN ID for the student to be rolled. Multiple IDs can be entered.	Person Search Form (SOAIDEN)
	Graduation Application Status	No	Enter the graduation application status code. Multiple codes can be entered.	Graduation Application Status Validation Form (STVGAST)
	Grad Appl Status From Date	No	Enter the from date for the graduation application status.	
	Grad Appl Status To Date	No	Enter the to date for the graduation application status.	
	Graduation Application Term	No	Enter the term code for the graduation application. Multiple terms can be entered.	Term Code Validation Form (STVTERM)
	Graduation Year	No	Enter the academic year code for the graduation year. Multiple years can be entered.	Academic Year Validation (STVACYR)
	Effective Term Code	Yes	Enter the term code for the effective term from which the learner curriculum should be selected.  This parameter is required if no graduation application information has been entered in SGBSTDN for the effective term.	Term Code Validation Form (STVTERM)
	Apply Courses	No	Enter <i>Y</i> to apply courses to a new degree or <i>N</i> to not apply courses. The default is <i>Y</i> .  If left blank, the setting of the <b>Award Graded Courses to New Degree</b> checkbox on SHACTRL will be used.	Y Apply courses to new degree N Do not apply courses

Parameters	Name	Required?	Description	Values
	Run Mode	Yes	Enter <i>A</i> to run the process in Audit Mode or <i>U</i> to run the process in Update Mode and update the database. The default is <i>A</i> .	A Audit Mode U Update Mode
	Print Mode	Yes	Enter <i>D</i> to produce a detailed report or <i>S</i> to only print totals. The default is <i>S</i> .	D Detailed output S Summary output of totals

### Report Sample—Roll Learner to Outcome Process (SHROUT)

SHROUT 8.0		SUNGARDHE University						RUN DATE 04-APR-2008						
PAGE: 1		Roll Learner to Outcome						RUN TIME 01:02 PM						
ID	Name	Lv	Degree	Coll	Cmp	Program	Majr	Deg Seq	Appl Seq	Grad Stat	Grad ApplDate	Grad Term	GradDate	Grad Year
A00114933	Ansel, Luke	EX	BA	AS	E		NSCI	1			04-APR-08	200620	15-JUN-06	2006
A0034456	Desmond, Clara	UG	BA	AS	B	BA-HISTORY	HIST	1			04-APR-08			
		UG	BA	AS	M	BA-HISTORY	HIST	1			04-APR-08			
		UG	BA	AS	B	BA-HISTORY	HIST	1			04-APR-08			
A00114935	Finnigan, Martha	GR	MBA	BU	E	MBA	MARK	1			04-APR-08	200620	15-JUN-06	2006
A00114932	James, Randy	UG	BS	AS	E	BSC- MATH	MATH	1			04-APR-08	200620	01-JUN-06	2006
A00114937	Johnson, Bobby	UG	BFA	AS	E	BA-FILM	FILM	1			04-APR-08	200620	15-JUN-06	2006

SHROUT 8.0  
PAGE: 2

SUNGARDHE University  
Roll Learner to Outcome  
\* \* \* REPORT CONTROL INFORMATION \* \* \*  
Parameters were entered via Job Submission

RUN DATE 04-APR-2008  
RUN TIME 01:02 PM

Number processed: 6

Parameter Name	Value
Parameter Seq No:	183170
Pop Sel Appl:	
Pop Sel Name:	
Pop Sel Creator:	
Pop Sel Appl:	
ID:	
Graduation Status:	
Grad Status From Date:	
Grad Status To Date:	
Appication From Date:	
Application To Date:	
Graduation Term:	
Graduation Year:	
Effective Term:	200010
Apply Courses:	Y
Print Mode:	D PRINT DETAIL
Run Mode (Audit or Update):	U UPDATE





# Contents



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## Banner Student System Management Procedures

### Value-Based Security and Personally Identifiable Information Security Using Fine-Grained Access Control

#### Processing Overview

Value-Based Security (VBS) using Fine-Grained Access Control (FGAC) provides functionality that uses existing columns to secure data, which is appropriate for sets of tables that contain security data and for securing small sets of data. (FGAC can be used to secure an updated version of VBS processing if you wish to use it in that capacity.) Seed data is used to define product domains and domain tables.

While Banner® provides role security and object level security, Fine-Grained Access Control is used for controlling row level security. You can restrict which rows are displayed to a user. Security checking takes place when the rows are accessed. FGAC dynamically modifies an SQL statement in a transparent way to users by adding a condition (WHERE clause) which restricts the rows shown to the user.

FGAC security can be defined on a table column in a primary table for predefined domains in Banner Student. These domains are in the Catalog, Schedule, Recruiting, Admissions, and General Student modules. Test score and transfer GPA domain information is also controlled within these modules. FGAC can also be used to secure Personally Identifiable Information (PII).

Please refer to the *Banner Data Security Handbook* (formerly titled the *Banner FGAC Handbook*), for more information on setting up and using FGAC with VBS and PII.

#### Banner Student VBS Domains

A Banner FGAC domain is an area in Banner that has a common driving table. An example of a domain is Banner Student Admissions, where the driver table is SARADAP.

All lesser tables in Admissions are part of the domain and will follow the restrictions that are set based on the rules defined for the Admissions domain.

Seed data is used to define the following Banner Student VBS domains:

- SB\_CATALOG\_VBS
- SB\_SCHEDULE\_VBS
- SB\_CURRICULUM\_VBS
- SB\_FIELDOFSTUDY\_VBS
- SB\_RECRUIT\_VBS
- SB\_ADMISSIONS\_VBS
- SB\_LEARNER\_VBS
- SB\_TESTSCORES\_VBS
- SB\_TESTSCORES\_STUDENT\_VBS
- SB\_TESTCODES\_VBS
- SB\_OTHERGPA\_VBS
- SB\_OTHERGPA\_STUDENT\_VBS
- SB\_OTHERGPACODES\_VBS

The following domains are used with Banner General using Banner Student tables.

- GB\_ADDRESS\_VBS (SPRADDR)
- GB\_MEDICAL\_VBS (SPRMEDI)
- GB\_TELEPHONE\_VBS (SPRTELE)

The following table lists the domains with descriptions and the associated driver tables.

Domain	Description	Driver Table
SB_CATALOG_VBS	Catalog	SCBCRSE
SB_SCHEDULE_VBS	Schedule	SSBSECT
SB_CURRICULUM_VBS	Recruiting, Admissions, Learner, Outcome Base Curriculum	SORLCUR
SB_FIELDOFSTUDY_VBS	Recruiting, Admissions, Learner, Outcome Base Fields of Study	SORLFOS
SB_RECRUIT_VBS	Recruiting	SRBRECR
SB_ADMISSIONS_VBS	Admissions	SARADAP
SB_LEARNER_VBS	General Student	SGBSTDN

Domain	Description	Driver Table
SB_TESTSCORES_VBS	Test Scores	SORTEST
SB_TESTSCORES_STUDENT_VBS	Test scores for learners, user has access	SORTEST
SB_TESTCODES_VBS	Test Codes	STVTESC
SB_OTHERGPA_VBS	Other GPA	SORGPAT
SB_OTHERGPA_STUDENT_VBS	Other GPAs for learners, user has access	SORGPAT
SB_OTHERGPACODES_VBS	Other GPA Codes	STVGPAT

## Banner Student Institutional Example Using VBS

This example is an overview of the kinds of security that can be employed when using Banner FGAC. For more examples, please refer to the section in this chapter titled “How to Use Banner Student VBS Domains”.

An institution has two colleges, the College of Arts and Sciences and the College of Education. Each college has its own Admissions Office and Registrar’s Office.

The Admissions Office can insert, update, delete, and select all recruiting and applications in their own college. They can also admit their applicants into their college, but they cannot change the General Student record. In addition, they can only query the recruiting, application, and student records in the other college.

The Registrar’s Office in both colleges can update, delete, insert, and query General Student records. They can view all recruiting and application records.

1. Create a business profile group for the College of Arts and Sciences for the Registrar’s Office and another one for the Admissions Office on the FGAC Business Profile Assignments Form (GOAFBPR).
2. Create a third and fourth business profile group for the College of Education Registrar’s Office and another one for the Admissions Office on GOAFBPR.
3. Insert the assigned business profile code for each user on GOAFBPR.
4. Create and activate the FGAC codes for the College of Arts and Sciences and for the College of Education on the FGAC Group Rules Form (GOAFGAC).
5. For each group, enter the domains (Admissions - SB\_ADMISSIONS\_VBS and Student - SB\_LEARNER\_VBS) and the predicate SQL statement that will match the table’s college to the access list using GOAFGAC.

6. Enter the business profile groups for each domain, and check the appropriate **Select**, **Insert**, **Update**, and **Delete** access checkboxes found in the Business Profile Access to Predicate block in the Access to Predicate window on GOAFGAC.

The result of setting up the restrictions using VBS with FGAC procedures is that the Admissions Office in the College of Arts and Sciences will be able to insert, update, and delete only applications that have their college code in the **College** field in the Curricula Summary - Primary block on SAAADMS. They can view all other applications, but Oracle FGAC will prevent them from making changes to other applications. The College of Education Admissions Office will have similar restrictions placed upon them. They can view applications in the College of Arts and Sciences, but Oracle FGAC will prevent them from modifying those applications.

## Banner Student PII Domains

Two types of domains are used for Banner FGAC, one for VBS and another for PII. You can implement PII and/or VBS. They are not dependent on one another. PII is executed for all system users, although certain users and program objects can be exempt. They are system-required only on the SPRIDEN table and are used for the selection of General Person data.

PII domains are used to define a processing area, which is tied to a driver table. To access a SPRIDEN row, the PIDM must have a row in one of the PII domains to which the user is assigned. Users will be able to access PII only for records in their processing area. For example, if you work in the Admissions office, you will only be able to view PII for student applicants. Masking rules can be used on forms to prevent the display of sensitive data, such as a date or SSN.

PII processing does not require the definition of a predicate. The use of the predicate is dictated by the PII domain driver tables and the PII column. The GOKFGAC package is used to construct the predicates for PII functions for selecting information.

### Note

The SPRIDEN\_CREATE\_FDMN\_CODE column on SPRIDEN has a value of `ctx_fg_fdmn_code_home` and is used as the context variable that houses the PII domain of the user's home domain from GOAFPUD. This column is populated by APIs. ■

The following seed data is used to define Banner Student PII domains:

Domain Code	Driver Table	PII Column Name
SB_FACULTY_PII	SIBINST	SIBINST_PIDM
SB_HOUSING_PII	SLBRMAP	SLBRMAP_PIDM
SB_RECRUIT_PII	SARADAP	SRBRECR_PIDM

Domain Code	Driver Table	PII Column Name
SB_ADMISSIONS_PII	SARADAP	SARADAP_PIDM
SB_GENSTUDENT_PII	SGBSTDN	SGBSTDN_PIDM
SB_REGISTRATION_PII	SFBETRM	SFBETRM_PIDM
SB_TRANSFER_PII	SHRTTRM	SHRTTRM_PIDM

## Banner Student Institutional Example for PII

This example is an overview of the kinds of security that can be employed when using Banner FGAC.

The goal of this example is to restrict access to ID and name information based on the work location of the user and the functional location of data for the ID.

- Staff members in the Admissions, Registration, Student Billing, and Student Dean's offices are assigned to the functional locations of Admissions, Enrollment, and General Student.
- Staff members in the Payroll area are assigned to the functional locations of Applicant, Benefits, and Beneficiary.
- When the staff members in the Admissions office open a Banner form and enter an ID that does not have a record in Admissions, Enrollment, or General Student, it will appear as if the ID does not exist in the system.
- When staff members in the Payroll area open a Banner form and enter an ID that does not have a record in any of the Banner Human Resources areas, it will again appear as if the ID does not exist for the system.

Typically, the Banner Student System administrative offices do not have access to Payroll type forms, and the Payroll area may not have access to Banner Student System administrative forms. That alone prevents access to the data in those products. PII goes one step farther and prevents these offices from viewing the lists of people that exist for the other products.

## How to Use Banner Student VBS Domains

The following section provides information about Banner Student domains and how they can be implemented.

## Catalog Domain

Domain	Description	Driver	Tables
SB_CATALOG_VBS	Course Catalog	SCBCRSE	SCRSYLO, SCRSYRM, SCRSYTR, SCRTEXT, SCRSYLN, SCRFEEES, SCRGMOD, SCRLEVEL, SCRRARE, SCRRCAM, SCRRCLS, SCRRCMP, SCRRCOL, SCRDEG, SCRRLVL, SCRMAJR, SCRPRG, SCRTRM, SCRRTST, SCR SBGI, SCBCDTL, SCBCRSE, SCBDESC, SCBSUPP

The Catalog domain predicates should be used to control the insertion, updating, and deletion of data. The impact of having predicates to control selection of the catalog is far reaching in Banner Student and may cause corrupt data. For example, the course title is derived from the catalog if not it is not available from the schedule. The course title appears on many pages and reports.

### Restrictions

Restriction Mode	Columns Used in Restrictions	Column Description
Insert, Update, Delete	SCBCRSE_SUBJ_CODE	Subject area of the course
Insert, Update, Delete	SCBCRSE_CRSE_NUMB	Course number associated with the subject for the course
Insert, Update, Delete	SCBCRSE_EFF_TERM	Term this version of the course becomes effective
Insert, Update, Delete	SCBCRSE_COLL_CODE	College which offers the course
Insert, Update, Delete	SCBCRSE_DIVS_CODE	Division which offers the course
Insert, Update, Delete	SCBCRSE_DEPT_CODE	Department which offers the course
Insert, Update, Delete	SCBCRSE_CSTA_CODE	Status code for the course
Insert, Update, Delete	SCBCRSE_CIPC_CODE	CIP code (primary subject matter) for the course



## ***Business Cases***

### **Business Cases Using**

SB\_CATALOG\_VBS

### **Business Case Issues**

Restrict by subject or department or college (using Insert, Update, Delete)

```
SCBCRSE_SUBJ_CODE IN ('1','2')
AND
SCBCRSE_DEPT_CODE IN ('1','2')
AND
SCBCRSE_COLL_CODE IN ('1','2')
```

Restrict maintenance by college, department, or subject

## ***Other Business Cases***

### **Other Business Case Examples Using** SB\_CATALOG\_VBS

N/A

## ***Impacted Objects***

### **Objects that may be impacted by restrictions**

### **Possible Impacts**

SCACRSE	Maintenance of course catalog information
SCADETL	Maintenance of course catalog information
SCARRES	Maintenance of course catalog information
SCAPREQ	Maintenance of course catalog information
SCASRES	Maintenance of course catalog information
SCABASE	Maintenance of base catalog information
SCASYLB	Maintenance of course catalog syllabus
Faculty Self-Service	Maintenance of course catalog information

## Schedule Domain

Domain	Description	Driver	Tables
SB_SCHEDULE_VBS	Class Schedule	SSBSECT	SSBDESC, SSBFSEC, SSBOVRR, SSBSECT, SSRATTR, SSRBLCK, SSRCORQ, SSREVAL, SSREXTN, SSRFEES, SSLINK, SSRMEET, SSRMPRT, SSRMRDF, SSRRARE, SSRCLL, SSRRCMP, SSRRDEG, SCRRLVL, SSRMAJ, SSRPRG, SSRSTS, SSRRTST, SSRSCCD, SSRSPRT, SSRSRDF, SSRSYLN, SSRSYLO, SSRSYRM, SSRSYTR, SSRTEXT, SSRXLST, SSRRESV, SSRRFND, SSRRLVL, SSRMAJ, SSRPRG

The Schedule domain predicates should be used to control the insertion, updating, and deletion of data. It is recommended that the selection restrictions not be applied to the Schedule tables. This could impact viewing student course data on transcripts and other online course reports.

### Note

Special processing is used by the learner registration validation and update package SFKEDIT to turn FGAC off so that enrollment counts will not be compromised by VBS restrictions. ■

### Restrictions

Restriction Mode	Columns Used in Restrictions	Column Description
Insert, Update, Delete	SSBSECT_INSM_CODE	Instructional method code assigned to the section
Insert, Update, Delete	SSBSECT_TERM_CODE	Term code for the course section information
Insert, Update, Delete	SSBSECT_PTRM_CODE	Part-of-term in which the section is offered
Insert, Update, Delete	SSBSECT_SUBJ_CODE	Subject code for the section
Insert, Update, Delete	SSBSECT_SSTS_CODE	Status of the section

<b>Restriction Mode</b>	<b>Columns Used in Restrictions</b>	<b>Column Description</b>
Insert, Update, Delete	SSBSECT_SCHD_CODE	Instructional type of the section being scheduled
Insert, Update, Delete	SSBSECT_CAMP_CODE	Campus on which the section is scheduled
Insert, Update, Delete	SSBSECT_GMOD_CODE	Grading mode for the section
Insert, Update, Delete	SSBSECT_SESS_CODE	Session in which the section is scheduled

### ***Business Cases***

<b>Business Cases Using SB_SCHEDULE_VBS</b>	<b>Business Case Issues</b>
Restrict by subject or campus or session or schedule type (using Insert, Update, Delete)  SSBSECT_SUBJ_CODE IN ('1','2') AND SSBSECT_CAMP_CODE IN ('1','2') AND SSBSECT_GMOD_CODE IN ('1','2')	Restrict maintenance of the schedule to subject, campus, or grade mode types

### ***Other Business Cases***

<b>Other Business Case Examples Using SB_SCHEDULE_VBS</b>
N/A

### ***Impacted Objects***

<b>Objects that may be impacted by restrictions</b>	<b>Possible Impacts</b>
SSASECT	Maintenance of schedule information
SSADETL	Maintenance of schedule information
SSATEXT	Maintenance of schedule information
SSAPREQ	Maintenance of schedule information

**Objects that may be impacted by restrictions**

**Possible Impacts**

SSASYLB	Maintenance of schedule information
SSARULE	Maintenance of schedule information
SSAACCL	Maintenance of schedule information
SSAASEC	Maintenance of schedule information
SSAEVAL	Maintenance of schedule information
SSAOVRR	Maintenance of schedule information
SSASECQ	Maintenance of schedule information
Faculty Self-Service	Maintenance of schedule information

**Curriculum Domain**

Domain	Description	Driver	Tables
SB_CURRICULUM_VBS	Recruiting, Admissions, Learner, Outcome, Base Curriculum	SORLCUR	SORLCUR

All curriculum data is maintained in the base curriculum and field of study tables SORLCUR and SORLFOS. Restrictions on the insertion and deletion of curriculum data should be written against these tables. Also, curriculum data cannot be updated. The process used to change data includes copying the curriculum record using the key insert/key duplicate and making changes to the new record.

If the user wishes to restrict selection against SRBRECR, SARADAP, and SGASTDN based on the primary or secondary curriculum, they can use those tables' curriculum columns in building selection, updating, and deletion rules against those tables. The primary and secondary curriculum data are backfilled from SORLCUR and SORLFOS to SARADAP, SRBRECR, and SGASTDN after all inserts have occurred.

If selection restrictions are built using the SRBRECR, SARADAP, and SGASTDN curriculum data columns, an alternative check needs to be added for the data to be null. The Curriculum API validates the existence of the host record before allowing an insert. For example, you cannot insert an application module curriculum if the application does not exist. The application will appear to not exist if the rule is only for non-null values.

## ***Restrictions***

<b>Restriction Mode</b>	<b>Columns Used in Restrictions</b>	<b>Column Description</b>
Insert, Delete	SORLCUR_LMOD_CODE	Learner module code for the curriculum
Insert, Delete	SORLCUR_TERM_CODE	Term code for the curriculum
Insert, Delete	SORLCUR_LEVL_CODE	Level code for the curriculum
Insert, Delete	SORLCUR_COLL_CODE	College code for the curriculum
Insert, Delete	SORLCUR_DEGC_CODE	Degree code for the curriculum
Insert, Delete	SORLCUR_TERM_CODE_CTLG	Catalog term code for the learner curriculum
Insert, Delete	SORLCUR_ADMT_CODE	Admit code for the learner's admission to the curriculum
Insert, Delete	SORLCUR_CAMP_CODE	Campus code for the curriculum
Insert, Delete	SORLCUR_PROGRAM	Program code for the curriculum

## ***Business Cases***

### **Business Cases Using**

SB\_CURRICULUM\_VBS

### **Business Case Issues**

#### **Restrict recruits by curriculum**

```
SORLCUR_LMOD_CODE =  
sb_curriculum.f_recruit AND  
SORLCUR_LEVL_CODE = 'X' AND  
SORLCUR_COLL_CODE = 'XX'
```

Need to restrict various campus offices that recruit different populations for different programs

## ***Other Business Cases***

### **Other Business Case Examples Using SB\_CURRICULUM\_VBS**

#### **Applicants by curriculum**

```
SORLCUR_LMOD_CODE = sb_curriculum.f_admissions AND  
SORLCUR_LEVL_CODE = 'X' AND  
SORLCUR_COLL_CODE = 'XX'
```

## Other Business Case Examples Using SB\_CURRICULUM\_VBS

---

### Learners by curriculum

```
SORLCUR_LMOD_CODE = sb_curriculum.f_learner AND  
SORLCUR_LEVL_CODE = 'X' AND  
SORLCUR_COLL_CODE = 'XX'
```

### Outcome by curriculum

```
SORLCUR_LMOD_CODE = sb_curriculum.f_outcome AND  
SORLCUR_LEVL_CODE = 'X' AND  
SORLCUR_COLL_CODE = 'XX'
```

### *Impacted Objects*

#### Objects that may be impacted by restrictions \*

#### Possible Impacts \*\*

---

SRAQUIK	Cannot save the recruit, application, or learner record if primary curriculum cannot be saved
SAAADMS	Cannot save the application if primary curriculum cannot be saved
SGASTDN	Maintenance of the learner's curriculum
SAAQUIK	Cannot create the learner record, application, or recruit record since the curriculum cannot be saved
SRARECR	Cannot save the recruit record if primary curriculum cannot be saved
SFAREGS	Maintenance of the learner's curriculum
SHADEGR	Maintenance of the learner's outcome curriculum
SRIPREL	Cannot create the recruit or application for prospect
SAADCRV	Cannot add a decision to applicant that will result in a learner record being created
SAADCBT	Cannot add a decision to applicant that will result in a learner record being created
SAAEAPS	Cannot push the application for an electronic applicant
Online Grade Roll	Cannot create the outcome record or add unrolled curriculum during the online grade rolls
SOVLCUR	Selection of curriculum information

\* Impacted objects do not include Banner batch objects. All job type objects are listed in the Banner General FGAC GORFEOB object. Banner security turns VBS using FGAC off when an object exists in the GORFEOB table.

\*\* This list may not include all possible impacts. This needs to be reviewed by each institution based on the type of restrictive rule coded on GOAFGAC.

### Field of Study Domain

Domain	Description	Driver	Tables
SB_FIELDOFSTUDY_VBS	Recruiting, Admissions, Learner, Outcome, Base Fields of Study	SORLFOS	SORLFOS

### Restrictions

Restriction Mode	Columns Used in Restrictions	Column Description
Insert, Delete	SORLFOS_MAJR_CODE_ATTACH	Major code to which the concentration is attached
Insert, Delete	SORLFOS_MAJR_CODE	Major code for the field of study
Insert, Delete	SORLFOS_DEPT_CODE	Department code associated with the major field of study
Insert, Delete	SORLFOS_TMST_CODE	Time status code used to indicate the intent of the student's pursuit of the field of study

### Business Cases

#### Business Cases Using

SB\_FIELDOFSTUDY\_VBS

#### Business Case Issues

Restrict any learner module by major  SORLFOS_DEPT_CODE = 'XXX' AND SORLFOS_MAJR_CODE = 'XXX' AND SORLFOS_LFST_CODE = sb_fiel dofstudy_str.f_major	Need to restrict major changes to certain departments by department
---	---

## Other Business Cases

### Other Business Case Examples Using SB\_FIELDOFSTUDY\_VBS

---

#### Recruits by department or major

```
SORLFOS_DEPT_CODE = 'XXX' AND  
SORLFOS_MAJR_CODE = 'XXX' AND  
EXISTS (SELECT 'X' FROM SORLCUR WHERE  
SORLCUR_PIDM = SORLFOS_PIDM AND SORLCUR_SEQNO = SORLFOS_LCUR_SEQNO AND  
SORLCUR_LMOD_CODE = sb_curriculum_str.f_recruit)
```

#### Applicants by department or major

```
SORLFOS_DEPT_CODE = 'XXX' AND  
SORLFOS_MAJR_CODE = 'XXX' AND  
EXISTS (SELECT 'X' FROM SORLCUR WHERE SORLCUR_PIDM = SORLFOS_PIDM AND  
SORLCUR_SEQNO = SORLFOS_LCUR_SEQNO AND SORLCUR_LMOD_CODE = sb_curriculum_str.f_admissions)
```

#### Learners by department or major

```
SORLFOS_DEPT_CODE = 'XXX' AND  
SORLFOS_MAJR_CODE = 'XXX' AND  
EXISTS (SELECT 'X' FROM SORLCUR WHERE SORLCUR_PIDM = SORLFOS_PIDM AND  
SORLCUR_SEQNO = SORLFOS_LCUR_SEQNO AND SORLCUR_LMOD_CODE = sb_curriculum_str.f_learner)
```

#### Outcome by department or major

```
SORLFOS_DEPT_CODE = 'XXX' AND  
SORLFOS_MAJR_CODE = 'XXX' AND  
EXISTS (SELECT 'X' FROM SORLCUR WHERE SORLCUR_PIDM = SORLFOS_PIDM AND  
SORLCUR_SEQNO = SORLFOS_LCUR_SEQNO AND SORLCUR_LMOD_CODE = sb_curriculum_str.f_outcome)
```

## Impacted Objects

### Objects that may be impacted by restrictions

#### Possible Impacts

---

SRAQUIK	Cannot save recruit, application, or learner record if primary curriculum cannot be saved
SAAADMS	Cannot save application if primary curriculum cannot be saved
SGASTDN	Maintenance of learner's curriculum
SAAQUIK	Cannot create the recruit, application, or learner record since the curriculum cannot be saved
SRARECR	Cannot save recruit record if primary curriculum cannot be saved
SFAREGS	Maintenance of learner's curriculum



**Objects that may be impacted by restrictions**

	<b>Possible Impacts</b>
SHADEGR	Maintenance of learner's outcome curriculum
SRIPREL	Cannot create the recruit or application for prospect
SAADCRV	Cannot add a decision to an applicant that will result in a learner record being created
SAADCBT	Cannot add a decision to an applicant that will result in a learner record being created
SAAEAPS	Cannot push the application for an electronic applicant
Online Grade Roll	Cannot create the outcome record or add unrolled curriculum during the online grade roll
SOVLFOS	Selection of field of study information

**Recruit Domain**

<b>Domain</b>	<b>Description</b>	<b>Driver</b>	<b>Tables</b>
SB_RECRUIT_VBS	Recruiting	SRBRECR	SRBRECR, SRRLND, SRRRATT, SRRRSRC, SRRCHRT

The Recruit domain predicates built on non-curriculum items are meant to control the selection, insertion, updating, and deletion of the recruit data. Predicates that include the primary or secondary curriculum items on SRBRECR can only be used to control selection of the recruit data.

**Restrictions**

<b>Restriction Mode</b>	<b>Columns Used in Restrictions</b>	<b>Column Description</b>
Select, Insert, Update, Delete	SRBRECR_TERM_CODE	Effective term where recruiting records will be viewed or created.
Select, Insert, Update, Delete	SRBRECR_RECR_CODE	Recruiter assigned to the prospect recruiting record
Select, Insert, Update, Delete	SRBRECR_RSTA_CODE	Status of the prospect associated with the recruiting record
Select, Insert, Update, Delete	SRBRECR_ADMT_CODE	Admission type code for the prospect recruiting record

<b>Restriction Mode</b>	<b>Columns Used in Restrictions</b>	<b>Column Description</b>
Select, Insert, Update, Delete	SRBRECR_FULL_PART_IND	Indicates if prospect will be full-time or part-time student
Select, Insert, Update, Delete	SRBRECR_RTYP_CODE	Recruit type code for the prospect recruiting record
Select, Insert, Update, Delete	SRBRECR_RESD_CODE	Residency code for the prospect recruiting record
Select, Insert, Update, Delete	SRBRECR_SESS_CODE	Session code for the prospect recruiting record
Select, Insert, Update, Delete	SRBRECR_SITE_CODE	Site code for the prospect recruiting record
Select, Insert, Update, Delete	SRBRECR_STYP_CODE	Student type code for the prospect recruiting record
Select, Update, Delete	SRBRECR_TERM_CODE	Effective term where recruiting records will be viewed or created
Select, Update, Delete	SRBRECR_DEPT_CODE	Department associated with the prospect recruiting record
Select, Update, Delete	SRBRECR_LEVL_CODE	Level code associated with the prospect recruiting record
Select, Update, Delete	SRBRECR_DEGC_CODE	Degree code associated with the prospect recruiting record
Select, Update, Delete	SRBRECR_MAJR_CODE	Major code associated with the prospect recruiting record
Select, Update, Delete	SRBRECR_CAMP_CODE	Campus code associated with the prospect recruiting record
Select, Update, Delete	SRBRECR_COLL_CODE	College code associated with the prospect recruiting record
Select, Update, Delete	SRBRECR_PROGRAM_1	Curriculum 1 program code associated with the prospect recruiting record
Select, Update, Delete	SRBRECR_TERM_CODE_CTLG_1	Curriculum 1 catalog term code associated with the prospect recruiting record

## Business Cases

### Business Cases Using

SB\_RECRUIT\_VBS

### Business Case Issues

Restrict by instate recruits (using Select, Insert, Update, Delete)

SRBRECR\_RESD\_CODE = 'R'

Need to restrict creation of the recruit based on if applicant is instate or out of state

Restrict selection of recruit records based on the primary curriculum (using Select, Update, Delete)

(SRBRECR\_LEVEL\_CODE = 'X' AND  
SRBRECR\_MAJR\_CODE = 'XXXX') OR  
(SRBRECR\_LEVEL\_CODE IS NULL AND  
SRBRECR\_MAJR\_CODE IS NULL)

Need to restrict selection, updating, and deletion of the recruit record based on the primary curriculum level and major

## Other Business Cases

### Other Business Case Examples Using SB\_RECRUIT\_VBS

By recruiter type

SRBRECR\_RTYP\_CODE = 'GR'

By full-time recruits

SRBRECR\_FULL\_PART\_TIME = 'F'

By recruiter

SRBRECR\_RECR\_CODE IN ('1', '2')

## Impacted Objects

### Objects that may be impacted by restrictions

### Possible Impacts

SRARECR	Recruit record maintenance
SRAQUIK	Recruit record quick entry
SRIPREL	Create recruit record during create process for an electronic prospect
SAAQUIK	Create recruit record during quick admissions process
SRARINF	View recruiting information
SRASRCE	View recruiting information

**Objects that may be impacted by restrictions**

Objects that may be impacted by restrictions	Possible Impacts
SOILCUR	View recruiting information
SRASUMI	View recruiting information
SOASBSM	View recruiting information
SOAPCSM	View recruiting information
Banner Student and Banner Financial Aid product views with policy tables for SB_RECRUIT_VBS	View recruiting information

**Admissions Domain**

Domain	Description	Driver	Tables
SB_ADMISSIONS_VBS	Admissions Application	SARADAP	SARADAP, SARAPPD, SARCHKL, SARCHRT, SARDSL, SARQUAN, SARRRAT, SARRSRC

The Admissions domain predicates built on non-curriculum items are meant to control the selection, insertion, updating, and deletion of the application data. Predicates that include the primary or secondary curriculum items should only be used to control selection, updating, or deletion of the application.

In addition, the curriculum data is null until the backfill has been run, and any predicate that checks the application curriculum should also check alternatively if the curriculum fields are null. This is required for the curriculum APIs to complete, because one of the checks in the curriculum insert is that the host record must exist.

**Restrictions**

Restriction Mode	Columns Used in Restrictions	Column Description
Select, Insert, Update, Delete	SARADAP_TERM_CODE_ENTRY	Term associated with the information on applicant record
Select, Insert, Update, Delete	SARADAP_APST_CODE	Status of the application

<b>Restriction Mode</b>	<b>Columns Used in Restrictions</b>	<b>Column Description</b>
Select, Insert, Update, Delete	SARADAP_ADMT_CODE	Admission type of the applicant
Select, Insert, Update, Delete	SARADAP_STYP_CODE	Type of student the applicant will become if admitted
Select, Insert, Update, Delete	SARADAP_SITE_CODE	Site to which applicant is applying
Select, Insert, Update, Delete	SARADAP_RESD_CODE	Residency classification of the applicant
Select, Insert, Update, Delete	SARADAP_FULL_PART_IND	Identifies if applicant intention is for full or part time enrollment
Select, Insert, Update, Delete	SARADAP_SESS_CODE	Session applicant is applying for
Select, Insert, Update, Delete	SARADAP_RATE_CODE	Specific assessment rate assigned to the student
Select, Insert, Update, Delete	SARADAP_RECR_CODE	Recruiter code for the applicant
Select, Insert, Update, Delete	SARADAP_RTYP_CODE	Recruit type code for the applicant
Select, Update, Delete	SARADAP_LEVL_CODE	Level for which the applicant is applying
Select, Update, Delete	SARADAP_CAMP_CODE	Campus to which applicant is applying
Select, Update, Delete	SARADAP_COLL_CODE_1	Primary college to which applicant is applying
Select, Update, Delete	SARADAP_DEGC_CODE_1	Primary degree for which applicant is applying
Select, Update, Delete	SARADAP_MAJR_CODE_1	Primary major for which applicant is applying
Select, Update, Delete	SARADAP_DEPT_CODE	Department to which applicant is applying

<b>Restriction Mode</b>	<b>Columns Used in Restrictions</b>	<b>Column Description</b>
Select, Update, Delete	SARADAP_PROGRAM_1	Curriculum 1 program code for which applicant is applying
Select, Update, Delete	SARADAP_TERM_CODE_CTLG_1	Curriculum 1 catalog term code for which applicant is applying

### ***Business Cases***

<b>Business Cases Using SB_ADMISSIONS_VBS</b>	<b>Business Case Issues</b>
Restrict by instate applicants (using Select, Insert, Update, Delete)  SARADAP_RESD_CODE = '<value for instate>'	Need to restrict creation of the application based on if applicant is instate or out of state
Restrict applications by primary level and college (using Select, Update, Delete)  (SARADAP_LEVEL_CODE = 'UG' AND SARADAP_COLL_CODE_1 = 'AS') OR (SARADAP_LEVEL_CODE IS NULL AND SARADAP_COLL_CODE_1 IS NULL)	Need to restrict selection, updating, and deletion of the application based on the primary curriculum level and college

### ***Other Business Cases***

<b>Other Business Case Examples Using SB_ADMISSIONS_VBS</b>
<b>By instate applicants</b> SARADAP_RESD_CODE = 'R'
<b>By full-time applicants</b> SARADAP_FULL_PART_TIME = 'F'
<b>By admit type</b> SARADAP_ADMT_CODE IN ('1', '2')

## *Impacted Objects*

### **Objects that may be impacted by restrictions**

### **Possible Impacts**

---

SAAACKL	Maintenance of checklist items
SAAQUAN	Maintenance of application questions and answers
SAAADMS	Maintenance of applications
SAAQUIK	Create application function on the quick admissions process
SAARRAT	Maintenance of admissions ratings
SAADCRV	Maintenance of decisions
SAADCBT	Maintenance of decisions and admissions ratings
SRIPREL	Create application in the create recruit function for the electronic prospects
SOASUPL	Maintenance of supplemental application information
SOAGPAT	Maintenance of other GPAs for applicant
SOILCUR	View application information
SAASUMI	View application information
SOASBSM	View application information
SOAPCSM	View application information
Banner Student and Banner Financial Aid product views with policy tables for SB_ADMISSIONS_VBS	View application information

## Learner (General Student) Domain

Domain	Description	Driver	Tables
SB_LEARNER_VBS	General Student	SGBSTDN	SGBEOPS, SGBOEDU, SGBSTDN, SGRACMT, SGBUSER, SGRADV, SGRASSI, SGRASST, SGRCHRT, SGRCMNT, SGRCOOP, SGRDSER, SGRDISA, SGRDUTY, SGRESEL, SGRSACT, SGRSATT, SGRSCMT, SGRSPRT, SGRVETN

The Learner domain predicates built on non-curriculum items are meant to control the insertion, updating, and deletion of the learner data. Predicates that include the primary or secondary curriculum items on SGBSTDN can only be used to control selection of the learner data.

### *Restrictions*

Restriction Mode	Columns Used in Restrictions	Column Description
Insert, Update, Delete	SGBSTDN_TERM_CODE_GRAD	Term student intends to graduate
Insert, Update, Delete	SGBSTDN_ACYR_CODE	Year student intends to graduate
Insert, Update, Delete	SGBSTDN_SITE_CODE	Site code for the student record
Insert, Update, Delete	SGBSTDN_TERM_CODE_EFF	Effective term associated with student record
Insert, Update, Delete	SGBSTDN_STST_CODE	Student status for the effective term
Insert, Update, Delete	SGBSTDN_STYP_CODE	Student type for the effective term
Insert, Update, Delete	SGBSTDN_FULL_PART_IND	Indicates whether the student is full-time or part-time
Insert, Update, Delete	SGBSTDN_SESS_CODE	Session student is attending for the effective term
Insert, Update, Delete	SGBSTDN_RESD_CODE	Residency status of the student for the effective term



<b>Restriction Mode</b>	<b>Columns Used in Restrictions</b>	<b>Column Description</b>
Select, Update, Delete	SGBSTDN_ADMT_CODE	Admissions type from the admissions application
Select, Update, Delete	SGBSTDN_DEPT_CODE	Department code for the effective term
Select, Update, Delete	SGBSTDN_PROGRAM_1	Curriculum 1 program code for the effective term
Select, Update, Delete	SGBSTDN_TERM_CODE_CTLG_1	Curriculum 1 catalog term code for the effective term
Select, Update, Delete	SGBSTDN_LEVL_CODE	Level of the student for the effective term
Select, Update, Delete	SGBSTDN_TERM_CODE_ADMIT	Term student was first admitted to institution
Select, Update, Delete	SGBSTDN_CAMP_CODE	Campus location associated with the student for the effective term
Select, Update, Delete	SGBSTDN_COLL_CODE_1	College associated with the primary curriculum for the effective term
Select, Update, Delete	SGBSTDN_DEGC_CODE_1	Degree within the primary curriculum for the effective term
Select, Update, Delete	SGBSTDN_MAJR_CODE_1	Primary major within the primary curriculum for the effective term

### ***Business Cases***

#### **Business Cases Using**

SB\_LEARNER\_VBS

Restrict by instate students (using Insert, Update, Delete)

SGBSTDN\_RESN\_CODE = 'R'

Restrict selection of learner records based on the primary curriculum (using Select, Update, Delete)

(SRBRECR\_LEVL\_CODE = 'X' AND SRBRECR\_MAJR\_CODE = 'XXXX') OR (SGBSTDN\_LEVL\_CODE IS NULL AND SGBSTDN\_MAJR\_CODE IS NULL)

#### **Business Case Issues**

Need to restrict creation of the learner based on if person is instate or out of state

## Other Business Cases

### Other Business Case Examples Using SB\_LEARNER\_VBS

---

#### By full-time learners

```
SGBSTDN _FULL_PART_TIME = 'F'
```

#### By student type

```
SGBSTDN_STYP_CODE IN ('AS','NS')
```

#### Selection by primary curriculum

```
SGBSTDN_LEVL_CODE = 'XX' AND  
SGBSTDN_COLL_CODE = 'XX' OR  
(SGBSTDN_LEVL_CODE IS NULL AND  
SGBSTGDN_COLL_CODE_1 IS NULL)
```

#### Selection by admissions code

```
SGBSTDN_ADMT_CODE = 'XX'
```

### Impacted Objects

#### Objects that may be impacted by restrictions

#### Possible Impacts

---

SGASTDN	Maintain general learner information
SFAREGS	Maintain general learner information
SAADCRV	Admit application and create learner
SAADCBT	Admit application and create learner
SOILCUR	View general learner information
SGASTDQ	View general learner information
SGACoop	Maintain general learner information
SGAEOPS	Maintain general learner information
SGASPRT	Maintain general learner information
SGAADVR	Maintain general learner information
SGADISA	Maintain general learner information

**Objects that may be impacted by restrictions**

**Possible Impacts**

SGAUSDF	Maintain general learner information
Banner Student and Banner Financial Aid product views with policy tables for SB_LEARNER_VBS	View application information

**Test Scores Domain**

Domain	Description	Driver	Tables
SB_TESTSCORES_VBS	Test Scores	SORTEST	SORTEST

**Restrictions**

Restriction Mode	Columns Used in Restrictions	Column Description
Select, Insert, Update, Delete	SORTEST_TESC_CODE	Test score code associated with various tests, i.e., SAT, ACT
Select, Insert, Update, Delete	SORTEST_TSRC_CODE	Test source or how the test score was entered, i.e., data load or self-reported
Select, Insert, Update, Delete	SORTEST_TADM_CODE	Administrative type of a particular test, i.e., locally or nationally administered
Select, Insert, Update, Delete	SORTEST_ADMR_CODE	Admissions checklist item code which is cross-referenced

**Business Cases**

**Business Cases Using**

SB\_TESTSCORES\_VBS

**Business Case Issues**

Restrict by test code (using Insert, Update, Delete)	Restrict maintenance to specific test codes
SORTEST_TESC_CODE in ('1','2','3')	

## Other Business Cases

### Other Business Case Examples Using SB\_TESTSCORES\_VBS

---

By admission request checklist code

```
SORTEST_ADMR_CODE in ('1','2','3')
```

### Impacted Objects

#### Objects that may be impacted by restrictions

#### Possible Impacts

---

SOATEST	Selection of test scores
SAADCRV	Decision calculator
SRIPREL	Insertion of test scores during creation or updating of recruit and application from electronic prospect
SAAEAPS	Insertion of test scores during creation or updating of application from electronic applicant
Banner Student and Banner Financial Aid views with queries against SORTEST	Selection of records

### Student Test Scores Domain

Domain	Description	Driver	Tables
SB_TESTSCORES_STUDENT_VBS	Test Scores for Learner for Which User has Access	SORTEST	SORTEST

This domain comes with a built-in function that limits access to test scores based on the existence of recruit, applicant, or learner records. If the learner has one of these module records and the user has access to one of them, then they will have access to the associated test scores for the student. If the learner does not have one of these module records, then the user has access to the test scores.

## ***Restrictions***

<b>Restriction Mode</b>	<b>Columns Used in Restrictions</b>	<b>Column Description</b>
Select, Insert, Update, Delete	SORTEST_TESC_CODE	Test score code associated with various tests, i.e., SAT, ACT
Select, Insert, Update, Delete	SORTEST_TSRC_CODE	Test source or how the test score was entered, i.e., data load or self-reported
Select, Insert, Update, Delete	SORTEST_TADM_CODE	Administrative type of a particular test, i.e., locally or nationally administered
Select, Insert, Update, Delete	SORTEST_ADMR_CODE	Admissions checklist item code which is cross-referenced

## ***Business Cases***

### **Business Cases Using**

SB\_TESTSCORES\_STUDENT\_VBS

### **Business Case Issues**

Restrict access to test scores (using Insert, Update, Delete)

Limit user access to test scores if the learner has a record in their processing area (recruiting, application, or general student), and they have access to that record. If the learner does not have one of these records, the user then has access to all test scores.

No restrictive predicate is required for the above.

## ***Other Business Cases***

### **Other Business Case Examples Using** SB\_TESTSCORES\_STUDENT\_VBS

By admission request checklist code

```
SORTEST_ADMR_CODE in ('1','2','3')
```

## *Impacted Objects*

### Objects that may be impacted by restrictions

Objects that may be impacted by restrictions	Possible Impacts
SOATEST	Selection of test scores
SAADCRV	Decision calculator
SRIPREL	Insertion of test scores during creation or updating of recruit and application from electronic prospect
SAAEAPS	Insertion of test scores during creation or updating of application from electronic applicant
Banner Student and Banner Financial Aid views with queries against SORTEST	Selection of records

### Test Codes Domain

Domain	Description	Driver	Tables
SB_TESTCODES_VBS	Test Codes	STVTESC	STVTESC

Test code predicates can be used to limit the List of Values to only the test codes the user is restricted to for insertion. If a Select restriction is placed on the Test Code Validation Table (STVTESC), the same restriction needs to be added using the SB\_TESTSCORES\_VBS or SB\_TESTSCORES\_STUDENT\_VBS domains. If this is not done, you may have to deal with missing descriptions and form error messages during the query process on SOATEST and all other forms that display test scores.

### *Restrictions*

Restriction Mode	Columns Used in Restrictions	Column Description
Select, Insert, Update, Delete	STVTESC_CODE	Test code for the test
Select, Insert, Update, Delete	STVTESC_ADMR_CODE	Admissions materials required with the associated test

## *Business Cases*

### **Business Cases Using**

SB\_TESTCODES\_VBS

### **Business Case Issues**

Restrict by test code (using Insert, Update, Delete)

Restrict to specific test codes

STVTEC\_CODE in ('1','2','3')

## *Other Business Cases*

### **Other Business Case Examples Using SB\_TESTCODES\_VBS**

N/A

## *Impacted Objects*

### **Objects that may be impacted by restrictions**

### **Possible Impacts**

STVTEC	Selection and maintenance of test codes
SOATEST	Selection of test scores
SAADCRV	Decision calculator
SRIPREL	Insertion of test scores during creation or updating of recruit and application from electronic prospect
SAAEAPS	Insertion of test scores during creation or updating of application from electronic applicant
SOABGIY	Selection and maintenance of test types for institution
SAADCSN	Decision calculator rules
Banner Student and Banner Financial Aid views with queries against STVTEC	Selection of records

## **Other GPAs Domain**

<b>Domain</b>	<b>Description</b>	<b>Driver</b>	<b>Tables</b>
SB_OTHERGPA_VBS	Other GPAs	SORGPAT	SORGPAT

### ***Restrictions***

<b>Restriction Mode</b>	<b>Columns Used in Restrictions</b>	<b>Column Description</b>
Select, Insert, Update, Delete	SORGPAT_GPAT_CODE	Other GPA type code
Select, Insert, Update, Delete	SORGPAT_SBGI_CODE	Source from which the other GPA originated

### ***Business Cases***

#### **Business Cases Using**

SB\_OTHERGPA\_VBS

#### **Business Case Issues**

Restrict by GPA type (using Insert, Update, Delete)

SORGPAT\_GPAT\_CODE IN ('1','2')

### ***Other Business Cases***

#### **Other Business Case Examples Using** SB\_OTHERGPA\_VBS

By source or background institution code, limiting access based on source

SORGPAT\_GPAT\_CODE IN ('1','2')

### ***Impacted Objects***

#### **Objects that may be impacted by restrictions**

#### **Possible Impacts**

SOAGPAT	Selection and maintenance of other GPA scores for learner
Banner Student views with queries against SORGPAT	Selection of records

### **Student Other GPAs Domain**

<b>Domain</b>	<b>Description</b>	<b>Driver</b>	<b>Tables</b>
SB_OTHERGPA_STUDENT_VBS	Other GPAs for learners, for which user has access	SORGPAT	SORGPAT



This domain comes with a built-in function that limits access to other student GPAs based on the existence of recruiting, applicant, or learner records. If the learner has one of these module records, and the user has access to one of them, then they will have access to the other student GPAs.

### ***Restrictions***

<b>Restriction Mode</b>	<b>Columns Used in Restrictions</b>	<b>Column Description</b>
Select, Insert, Update, Delete	SORGPAT_GPAT_CODE	Other GPA type code
Select, Insert, Update, Delete	SORGPAT_SBGI_CODE	Source from which the other GPA originated

### ***Business Cases***

#### **Business Cases Using**

SB\_OTHERGPA\_STUDENT\_VBS

#### **Business Case Issues**

Restrict access to GPAs (using Insert, Update, Delete)

Limit user access to GPAs if the learner has a record in their processing area (recruiting, application, or general student), and they have access to that record. If the learner does not have one of these records, the user then has access to all GPAs.

No restrictive predicate is required for the above.

### ***Other Business Cases***

#### **Other Business Case Examples Using** SB\_OTHERGPA\_STUDENT\_VBS

By source or background institution code, limiting access based on GPA type

```
SORGPAT_GPAT_CODE IN ('1','2')
```

## Impacted Objects

### Objects that may be impacted by restrictions

	Possible Impacts
SOAGPAT	Selection and maintenance of other GPA scores for learner
Banner Student views with queries against SORGPAT	Selection of records

## Other GPA Type Codes Domain

Domain	Description	Driver	Tables
SB_OTHERGPACODES_VBS	Other GPA Codes	STVGPAT	STVGPAT

GPA type code predicates can be used to limit the List Of Values to only the GPA codes applicable to data in their area. If a Select restriction is placed on the GPA Type Code Validation Table (STVGPAT), the same restriction needs to be added using the SB\_OTHERGPA\_VBS or SB\_OTHERGPA\_STUDENT\_VBS domains. If this is not done, you may have to deal with missing descriptions and form error messages during the query process on SOAGPAT and all other forms that display other GPAs.

### Restrictions

Restriction Mode	Columns Used in Restrictions	Column Description
Insert, Update, Delete	STVGPAT_CODE	GPA code for the student

### Business Cases

#### Business Cases Using

SB\_OTHERGPACODES\_VBS

#### Business Case Issues

Restrict by GPA code (using Insert, Update, Delete)

```
STVGPAT_CODE in ('1','2','3')
```

## Other Business Cases

### Other Business Case Examples Using SB\_OTHERGPACODES\_VBS

N/A

#### Impacted Objects

##### Objects that may be impacted by restrictions

##### Possible Impacts

STVGPAT	Selection and maintenance of other GPA type codes
SOAGPAT	Selection and maintenance of other GPA scores for learner

## How to Use Banner General VBS Domains with Banner Student

The following section provides information about Banner General domains that use Banner Student drivers and tables and how they can be implemented.

### Addresses Domain

Domain	Description	Driver	Tables
GB_SPRADDR_VBS	Person Addresses	SPRADDR	SPRADDR

### Restrictions

Restriction Mode	Columns Used in Restrictions	Column Description
Select, Insert, Update, Delete	SPRADDR_ASRC_CODE	Address source code associated with the person
Select, Insert, Update, Delete	SPRADDR_ATYP_CODE	Type of address associated with the person
Select, Insert, Update, Delete	SPRADDR_STAT_CODE	State/province associated with the person's address
Select, Insert, Update, Delete	SPRADDR_ZIP	ZIP code associated with the person's address
Select, Insert, Update, Delete	SPRADDR_NATN_CODE	Nation/country associated with the person's address

## ***Business Cases***

### **Business Cases Using**

GB\_SPRADDR\_VBS

### **Business Case Issues**

---

Restrict by address type (using Select, Insert, Update, Delete)

```
SPRADDR_ATYP_CODE IN ('MA','W2')
```

## ***Other Business Cases***

### **Other Business Case Examples Using GB\_SPRADDR\_VBS**

---

By address maintenance by the address source

```
SPRADDR_ASRC_CODE IN ('SELF','POST')
```

By maintenance of addresses by state, ZIP, or nation

```
SPRADDR_STAT_CODE IN ('MA','VT','NH','ME','NY','RI')
```

## ***Impacted Objects - Banner Student***

### **Banner Student objects that may be impacted by restrictions**

#### **Possible Impacts**

---

SPAIDEN	Maintenance of addresses
SAAQUIK	Maintenance of addresses
SRAQUIK	Maintenance of addresses

## ***Other Impacted Objects***

### **Other product objects that may be impacted by restrictions**

#### **Possible Impacts**

---

APAIDEN	Maintenance of addresses
FOAIDEN	Maintenance of addresses
FTMAGCY	Maintenance of addresses
FTMCUST	Maintenance of addresses
FTMFMGR	Maintenance of addresses

**Other product objects that may be impacted by restrictions**

**Possible Impacts**

FTMVEND	Maintenance of addresses
GOAADDR	Maintenance of addresses
PEA1PAY	Maintenance of addresses
PPAIDEN	Maintenance of addresses

**Telephones Domain**

Domain	Description	Driver	Tables
GB_SPRTELE_VBS	Person Telephone Numbers	SPRTELE	SPRTELE

**Restrictions**

Restriction Mode	Columns Used in Restrictions	Column Description
Select, Insert, Update, Delete	SPRTELE_TELE_CODE	Telephone type code for the person's telephone number
Select, Insert, Update, Delete	SPRTELE_ATYP_CODE	Optional address type code associated with telephone number

**Business Cases**

**Business Cases Using**

GB\_SPRTELE\_VBS

**Business Case Issues**

Restrict by telephone type (using Select, Insert, Update, Delete)

SPRTELE\_TELE\_CODE IN ('HOME', 'FAX')

**Other Business Cases**

**Other Business Case Examples Using** GB\_SPRTELE\_VBS

N/A

## Impacted Objects

### Objects that may be impacted by restrictions

	Possible Impacts
SPAIDEN	Maintenance of telephone number
SAAQUIK	Maintenance of telephone number
SRAQUIK	Maintenance of telephone number
SPATELE	Maintenance of telephone number

## Medical Domain

Domain	Description	Driver	Tables
GB_SPRMEDI_VBS	Person Medical Information	SPRMEDI	SPRMEDI

## Restrictions

Restriction Mode	Columns Used in Restrictions	Column Description
Select, Insert, Update, Delete	SPRMEDI_MEDI_CODE	Medical code associated with the person
Select, Insert, Update, Delete	SPRMEDI_MDEQ_CODE	Medical equipment code associated with the person
Select, Insert, Update, Delete	SPRMEDI_DISA_CODE	Disability type code associated with the person
Select, Insert, Update, Delete	SPRMEDI_SPSR_CODE	Disability service code available to the person

## Business Cases

### Business Cases Using

GB\_SPRMEDI\_VBS

### Business Case Issues

Restrict by medical code (using Select, Insert, Update, Delete)      Different health professionals are used for different medical issues

SPRMEDI\_MEDI\_CODE = 'DE'

## Other Business Cases

### Other Business Case Examples Using GB\_SPRMEDI\_VBS

---

N/A

### Impacted Objects - Banner Student

#### Objects that may be impacted by restrictions

#### Possible Impacts

---

SAAEAPS	Push application with medical information
Banner Student views	Selection of medical information

### Other Impacted Objects

#### Other product objects that may be impacted by restrictions

#### Possible Impacts

---

GOAMEDI	Maintenance of medical information
PEAEACC	Maintenance of employee accommodations
Banner Human Resources Payroll views	Selection of medical information

## Seed Data

The following seed data is used with Banner FGAC.

### Domain Driver Table Seed Data for GORFDMN

The following domain driver table seed data for each domain on the FGAC Domain Validation Form (GTVFDMN) is used with FGAC for Banner Student.

Domain	Description	Driver Table
SB_CATALOG_VBS	Catalog	SCBCRSE
SB_SCHEDULE_VBS	Schedule	SSBSECT
SB_CURRICULUM_VBS	Recruiting, Admissions, Learner, Outcome Base Curriculum	SORLCUR

Domain	Description	Driver Table
SB_FIELDOFSTUDY_VBS	Recruiting, Admissions, Learner, Outcome Base Fields of Study	SORLFOS
SB_RECRUIT_VBS	Recruiting	SRBRECR
SB_ADMISSIONS_VBS	Admissions	SARADAP
SB_LEARNER_VBS	General Student	SGBSTDN
SB_TESTSCORES_VBS	Test Scores	SORTEST
SB_TESTSCORES_STUDENT_VBS	Test scores for learners, user has access	SORTEST
SB_TESTCODES_VBS	Test Codes	STVTESC
SB_OTHERGPA_VBS	Other GPA	SORGPAT
SB_OTHERGPA_STUDENT_VBS	Other GPAs for learners, user has access	SORGPAT
SB_OTHERGPACODES_VBS	Other GPA Codes	STVGPAT
SB_FACULTY_PII	Faculty	SIBINST
SB_HOUSING_PII	Housing	SLBRMAP
SB_RECRUIT_PII	Recruiting	SARADAP
SB_ADMISSIONS_PII	Admissions	SARADAP
SB_GENSTUDENT_PII	General Student	SGBSTDN
SB_REGISTRATION_PII	Registration Enrollment	SFBETRM
SB_TRANSFER_PII	Transfer Course Maintenance	SHRTTRM

### VBS Policy Table Seed Data (GORFDPL)

The following domain policy table seed data is used with FGAC for Banner Student. Domains are listed by driver table and with the tables where predicate functions are built. This data is found on the FGAC VBS Table Rules Form (GORFDPL). Entries on this form are required for Oracle policy creation. The driver SQL joins the policy table to the domain driver table. VBS restrictions are written for the domain driver table.



Domain	Policy Table	Driver SQL
SB_CATALOG_VBS	SCBCRSE	
SB_CATALOG_VBS	SCBDESC	<pre> EXISTS (SELECT 'X' FROM SCBCRSE WHERE SCBCRSE_CRSE_NUMB = SCBDESC_CRSE_NUMB AND SCBCRSE_SUBJ_CODE = SCBDESC_SUBJ_CODE AND SCBCRSE_EFF_TERM = (SELECT MAX(A.SCBCRSE_EFF_TERM) FROM SCBCRSE A WHERE A.SCBCRSE_SUBJ_CODE = SCBDESC_SUBJ_CODE AND A.SCBCRSE_CRSE_NUMB = SCBDESC_CRSE_NUMB AND A.SCBCRSE_EFF_TERM &lt;= SCBDESC_TERM_CODE_EFF) </pre>
SB_CATALOG_VBS	SCBSUPP	<pre> EXISTS (SELECT 'X' FROM SCBCRSE WHERE SCBCRSE_CRSE_NUMB = SCBSUPP_CRSE_NUMB AND SCBCRSE_SUBJ_CODE = SCBSUPP_SUBJ_CODE AND SCBCRSE_EFF_TERM = (SELECT MAX(A.SCBCRSE_EFF_TERM) FROM SCBCRSE A WHERE A.SCBCRSE_SUBJ_CODE = SCBSUPP_SUBJ_CODE AND A.SCBCRSE_CRSE_NUMB = SCBSUPP_CRSE_NUMB AND A.SCBCRSE_EFF_TERM &lt;= SCBSUPP_EFF_TERM) </pre>
SB_CATALOG_VBS	SCRATTR	<pre> EXISTS (SELECT 'X' FROM SCBCRSE WHERE SCBCRSE_CRSE_NUMB = SCRATTR_CRSE_NUMB AND SCBCRSE_SUBJ_CODE = SCRATTR_SUBJ_CODE AND SCBCRSE_EFF_TERM = (SELECT MAX(A.SCBCRSE_EFF_TERM) FROM SCBCRSE A WHERE A.SCBCRSE_SUBJ_CODE = SCRATTR_SUBJ_CODE AND A.SCBCRSE_CRSE_NUMB = SCRATTR_CRSE_NUMB AND A.SCBCRSE_EFF_TERM &lt;= SCRATTR_EFF_TERM) </pre>

Domain	Policy Table	Driver SQL
SB_CATALOG_VBS	SCRCORQ	<pre> EXISTS (SELECT 'X' FROM SCBCRSE WHERE SCBCRSE_CRSE_NUMB = SCRCORQ_CRSE_NUMB AND SCBCRSE_SUBJ_CODE = SCRCORQ_SUBJ_CODE AND SCBCRSE_EFF_TERM = (SELECT MAX(A.SCBCRSE_EFF_TERM) FROM SCBCRSE A WHERE A.SCBCRSE_SUBJ_CODE = SCRCORQ_SUBJ_CODE AND A.SCBCRSE_CRSE_NUMB = SCRCORQ_CRSE_NUMB AND A.SCBCRSE_EFF_TERM &lt;= SCRCORQ_EFF_TERM </pre>
SB_CATALOG_VBS	SCRCPRT	<pre> EXISTS (SELECT 'X' FROM SCBCRSE WHERE SCBCRSE_CRSE_NUMB = SCRCPRT_CRSE_NUMB AND SCBCRSE_SUBJ_CODE = SCRCPRT_SUBJ_CODE AND SCBCRSE_EFF_TERM = (SELECT MAX(A.SCBCRSE_EFF_TERM) FROM SCBCRSE A WHERE A.SCBCRSE_SUBJ_CODE = SCRCPRT_SUBJ_CODE AND A.SCBCRSE_CRSE_NUMB = SCRCPRT_CRSE_NUMB AND A.SCBCRSE_EFF_TERM &lt;= SCRCPRT_TERM_CODE_EFF) </pre>
SB_CATALOG_VBS	SCRCRDF	<pre> EXISTS (SELECT 'X' FROM SCBCRSE WHERE SCBCRSE_CRSE_NUMB = SCRCRDF_CRSE_NUMB AND SCBCRSE_SUBJ_CODE = SCRCRDF_SUBJ_CODE AND SCBCRSE_EFF_TERM = (SELECT MAX(A.SCBCRSE_EFF_TERM) FROM SCBCRSE A WHERE A.SCBCRSE_SUBJ_CODE = SCRCRDF_SUBJ_CODE AND A.SCBCRSE_CRSE_NUMB = SCRCRDF_CRSE_NUMB AND A.SCBCRSE_EFF_TERM &lt;= SCRCRDF_TERM_CODE_EFF) </pre>

Domain	Policy Table	Driver SQL
SB_CATALOG_VBS	SCREQIV	<pre> EXISTS (SELECT 'X' FROM SCBCRSE WHERE SCBCRSE_CRSE_NUMB = SCREQIV_CRSE_NUMB AND SCBCRSE_SUBJ_CODE = SCREQIV_SUBJ_CODE AND SCBCRSE_EFF_TERM = (SELECT MAX(A.SCBCRSE_EFF_TERM) FROM SCBCRSE A WHERE A.SCBCRSE_SUBJ_CODE = SCREQIV_SUBJ_CODE AND A.SCBCRSE_CRSE_NUMB = SCREQIV_CRSE_NUMB AND A.SCBCRSE_EFF_TERM &lt;= SCREQIV_EFF_TERM) </pre>
SB_CATALOG_VBS	SCRFEES	<pre> EXISTS (SELECT 'X' FROM SCBCRSE WHERE SCBCRSE_CRSE_NUMB = SCRFEES_CRSE_NUMB AND SCBCRSE_SUBJ_CODE = SCRFEES_SUBJ_CODE AND SCBCRSE_EFF_TERM = (SELECT MAX(A.SCBCRSE_EFF_TERM) FROM SCBCRSE A WHERE A.SCBCRSE_SUBJ_CODE = SCRFEES_SUBJ_CODE AND A.SCBCRSE_CRSE_NUMB = SCRFEES_CRSE_NUMB AND A.SCBCRSE_EFF_TERM &lt;= SCRFEES_EFF_TERM) </pre>
SB_CATALOG_VBS	SCRGMOD	<pre> EXISTS (SELECT 'X' FROM SCBCRSE WHERE SCBCRSE_CRSE_NUMB = SCRGMOD_CRSE_NUMB AND SCBCRSE_SUBJ_CODE = SCRGMOD_SUBJ_CODE AND SCBCRSE_EFF_TERM = (SELECT MAX(A.SCBCRSE_EFF_TERM) FROM SCBCRSE A WHERE A.SCBCRSE_SUBJ_CODE = SCRGMOD_SUBJ_CODE AND A.SCBCRSE_CRSE_NUMB = SCRGMOD_CRSE_NUMB AND A.SCBCRSE_EFF_TERM &lt;= SCRGMOD_EFF_TERM) </pre>

Domain	Policy Table	Driver SQL
SB_CATALOG_VBS	SCRINTG	<pre> EXISTS (SELECT 'X' FROM SCBCRSE WHERE SCBCRSE_CRSE_NUMB = SCRINTG_CRSE_NUMB AND SCBCRSE_SUBJ_CODE = SCRINTG_SUBJ_CODE AND SCBCRSE_EFF_TERM = (SELECT MAX(A.SCBCRSE_EFF_TERM) FROM SCBCRSE A WHERE A.SCBCRSE_SUBJ_CODE = SCRINTG_SUBJ_CODE AND A.SCBCRSE_CRSE_NUMB = SCRINTG_CRSE_NUMB AND A.SCBCRSE_EFF_TERM &lt;= SCRINTG_TERM_CODE_EFF) </pre>
SB_CATALOG_VBS	SCRLEVEL	<pre> EXISTS (SELECT 'X' FROM SCBCRSE WHERE SCBCRSE_CRSE_NUMB = SCRLEVEL_CRSE_NUMB AND SCBCRSE_SUBJ_CODE = SCRLEVEL_SUBJ_CODE AND SCBCRSE_EFF_TERM = (SELECT MAX(A.SCBCRSE_EFF_TERM) FROM SCBCRSE A WHERE A.SCBCRSE_SUBJ_CODE = SCRLEVEL_SUBJ_CODE AND A.SCBCRSE_CRSE_NUMB = SCRLEVEL_CRSE_NUMB AND A.SCBCRSE_EFF_TERM &lt;= SCRLEVEL_EFF_TERM) </pre>
SB_CATALOG_VBS	SCRRARE	<pre> EXISTS (SELECT 'X' FROM SCBCRSE WHERE SCBCRSE_CRSE_NUMB = SCRRARE_CRSE_NUMB AND SCBCRSE_SUBJ_CODE = SCRRARE_SUBJ_CODE AND SCBCRSE_EFF_TERM = (SELECT MAX(A.SCBCRSE_EFF_TERM) FROM SCBCRSE A WHERE A.SCBCRSE_SUBJ_CODE = SCRRARE_SUBJ_CODE AND A.SCBCRSE_CRSE_NUMB = SCRRARE_CRSE_NUMB AND A.SCBCRSE_EFF_TERM &lt;= SCRRARE_TERM_CODE_EFFECTIVE) </pre>

Domain	Policy Table	Driver SQL
SB_CATALOG_VBS	SCRRCAM	<pre> EXISTS (SELECT 'X' FROM SCBCRSE WHERE SCBCRSE_CRSE_NUMB = SCRRCAM_CRSE_NUMB AND SCBCRSE_SUBJ_CODE = SCRRCAM_SUBJ_CODE AND SCBCRSE_EFF_TERM = (SELECT MAX(A.SCBCRSE_EFF_TERM) FROM SCBCRSE A WHERE A.SCBCRSE_SUBJ_CODE = SCRRCAM_SUBJ_CODE AND A.SCBCRSE_CRSE_NUMB = SCRRCAM_CRSE_NUMB AND A.SCBCRSE_EFF_TERM &lt;= SCRRCAM_EFF_TERM) </pre>
SB_CATALOG_VBS	SCRRCLS	<pre> EXISTS (SELECT 'X' FROM SCBCRSE WHERE SCBCRSE_CRSE_NUMB = SCRRCLS_CRSE_NUMB AND SCBCRSE_SUBJ_CODE = SCRRCLS_SUBJ_CODE AND SCBCRSE_EFF_TERM = (SELECT MAX(A.SCBCRSE_EFF_TERM) FROM SCBCRSE A WHERE A.SCBCRSE_SUBJ_CODE = SCRRCLS_SUBJ_CODE AND A.SCBCRSE_CRSE_NUMB = SCRRCLS_CRSE_NUMB AND A.SCBCRSE_EFF_TERM &lt;= SCRRCLS_EFF_TERM) </pre>
SB_CATALOG_VBS	SCRRCMP	<pre> EXISTS (SELECT 'X' FROM SCBCRSE WHERE SCBCRSE_CRSE_NUMB = SCRRCMP_CRSE_NUMB AND SCBCRSE_SUBJ_CODE = SCRRCMP_SUBJ_CODE AND SCBCRSE_EFF_TERM = (SELECT MAX(A.SCBCRSE_EFF_TERM) FROM SCBCRSE A WHERE A.SCBCRSE_SUBJ_CODE = SCRRCMP_SUBJ_CODE AND A.SCBCRSE_CRSE_NUMB = SCRRCMP_CRSE_NUMB AND A.SCBCRSE_EFF_TERM &lt;= SCRRCMP_EFF_TERM) </pre>

Domain	Policy Table	Driver SQL
SB_CATALOG_VBS	SCRRCOL	<pre> EXISTS (SELECT 'X' FROM SCBCRSE WHERE SCBCRSE_CRSE_NUMB = SCRRCOL_CRSE_NUMB AND SCBCRSE_SUBJ_CODE = SCRRCOL_SUBJ_CODE AND SCBCRSE_EFF_TERM = (SELECT MAX(A.SCBCRSE_EFF_TERM) FROM SCBCRSE A WHERE A.SCBCRSE_SUBJ_CODE = SCRRCOL_SUBJ_CODE AND A.SCBCRSE_CRSE_NUMB = SCRRCOL_CRSE_NUMB AND A.SCBCRSE_EFF_TERM &lt;= SCRRCOL_EFF_TERM) </pre>
SB_CATALOG_VBS	SCRRDEG	<pre> EXISTS (SELECT 'X' FROM SCBCRSE WHERE SCBCRSE_CRSE_NUMB = SCRRDEG_CRSE_NUMB AND SCBCRSE_SUBJ_CODE = SCRRDEG_SUBJ_CODE AND SCBCRSE_EFF_TERM = (SELECT MAX(A.SCBCRSE_EFF_TERM) FROM SCBCRSE A WHERE A.SCBCRSE_SUBJ_CODE = SCRRDEG_SUBJ_CODE AND A.SCBCRSE_CRSE_NUMB = SCRRDEG_CRSE_NUMB AND A.SCBCRSE_EFF_TERM &lt;= SCRRDEG_TERM_CODE_EFFECTIVE) </pre>
SB_CATALOG_VBS	SCRRLVL	<pre> EXISTS (SELECT 'X' FROM SCBCRSE WHERE SCBCRSE_CRSE_NUMB = SCRRLVL_CRSE_NUMB AND SCBCRSE_SUBJ_CODE = SCRRLVL_SUBJ_CODE AND SCBCRSE_EFF_TERM = (SELECT MAX(A.SCBCRSE_EFF_TERM) FROM SCBCRSE A WHERE A.SCBCRSE_SUBJ_CODE = SCRRLVL_SUBJ_CODE AND A.SCBCRSE_CRSE_NUMB = SCRRLVL_CRSE_NUMB AND A.SCBCRSE_EFF_TERM &lt;= SCRRLVL_EFF_TERM) </pre>

Domain	Policy Table	Driver SQL
SB_CATALOG_VBS	SCRRMAJ	<pre> EXISTS (SELECT 'X' FROM SCBCRSE WHERE SCBCRSE_CRSE_NUMB = SCRRMAJ_CRSE_NUMB AND SCBCRSE_SUBJ_CODE = SCRRMAJ_SUBJ_CODE AND SCBCRSE_EFF_TERM = (SELECT MAX(A.SCBCRSE_EFF_TERM) FROM SCBCRSE A WHERE A.SCBCRSE_SUBJ_CODE = SCRRMAJ_SUBJ_CODE AND A.SCBCRSE_CRSE_NUMB = SCRRMAJ_CRSE_NUMB AND A.SCBCRSE_EFF_TERM &lt;= SCRRMAJ_EFF_TERM) </pre>
SB_CATALOG_VBS	SCRRPRG	<pre> EXISTS (SELECT 'X' FROM SCBCRSE WHERE SCBCRSE_CRSE_NUMB = SCRRPRG_CRSE_NUMB AND SCBCRSE_SUBJ_CODE = SCRRPRG_SUBJ_CODE AND SCBCRSE_EFF_TERM = (SELECT MAX(A.SCBCRSE_EFF_TERM) FROM SCBCRSE A WHERE A.SCBCRSE_SUBJ_CODE = SCRRPRG_SUBJ_CODE AND A.SCBCRSE_CRSE_NUMB = SCRRPRG_CRSE_NUMB AND A.SCBCRSE_EFF_TERM &lt;= SCRRPRG_TERM_CODE_EFFECTIVE) </pre>
SB_CATALOG_VBS	SCRRTRM	<pre> EXISTS (SELECT 'X' FROM SCBCRSE WHERE SCBCRSE_CRSE_NUMB = SCRRTRM_CRSE_NUMB AND SCBCRSE_SUBJ_CODE = SCRRTRM_SUBJ_CODE AND SCBCRSE_EFF_TERM = (SELECT MAX(A.SCBCRSE_EFF_TERM) FROM SCBCRSE A WHERE A.SCBCRSE_SUBJ_CODE = SCRRTRM_SUBJ_CODE AND A.SCBCRSE_CRSE_NUMB = SCRRTRM_CRSE_NUMB AND A.SCBCRSE_EFF_TERM &lt;= SCRRTRM_EFF_TERM) </pre>

Domain	Policy Table	Driver SQL
SB_CATALOG_VBS	SCRRTST	<pre> EXISTS (SELECT 'X' FROM SCBCRSE WHERE SCBCRSE_CRSE_NUMB = SCRRTST_CRSE_NUMB AND SCBCRSE_SUBJ_CODE = SCRRTST_SUBJ_CODE AND SCBCRSE_EFF_TERM = (SELECT MAX(A.SCBCRSE_EFF_TERM) FROM SCBCRSE A WHERE A.SCBCRSE_SUBJ_CODE = SCRRTST_SUBJ_CODE AND A.SCBCRSE_CRSE_NUMB = SCRRTST_CRSE_NUMB AND A.SCBCRSE_EFF_TERM &lt;= SCRRTST_TERM_CODE_EFF) </pre>
SB_CATALOG_VBS	SCRSBGI	<pre> EXISTS (SELECT 'X' FROM SCBCRSE WHERE SCBCRSE_CRSE_NUMB = SCRSBGI_CRSE_NUMB AND SCBCRSE_SUBJ_CODE = SCRSBGI_SUBJ_CODE AND SCBCRSE_EFF_TERM = (SELECT MAX(A.SCBCRSE_EFF_TERM) FROM SCBCRSE A WHERE A.SCBCRSE_SUBJ_CODE = SCRSBGI_SUBJ_CODE AND A.SCBCRSE_CRSE_NUMB = SCRSBGI_CRSE_NUMB AND A.SCBCRSE_EFF_TERM &lt;= SCRSBGI_EFF_TERM) </pre>
SB_CATALOG_VBS	SCRSCHD	<pre> EXISTS (SELECT 'X' FROM SCBCRSE WHERE SCBCRSE_CRSE_NUMB = SCRSCHD_CRSE_NUMB AND SCBCRSE_SUBJ_CODE = SCRSCHD_SUBJ_CODE AND SCBCRSE_EFF_TERM = (SELECT MAX(A.SCBCRSE_EFF_TERM) FROM SCBCRSE A WHERE A.SCBCRSE_SUBJ_CODE = SCRSCHD_SUBJ_CODE AND A.SCBCRSE_CRSE_NUMB = SCRSCHD_CRSE_NUMB AND A.SCBCRSE_EFF_TERM &lt;= SCRSCHD_EFF_TERM) </pre>



Domain	Policy Table	Driver SQL
SB_CATALOG_VBS	SCRSYLN	<pre> EXISTS (SELECT 'X' FROM SCBCRSE WHERE SCBCRSE_CRSE_NUMB = SCRSYLN_CRSE_NUMB AND SCBCRSE_SUBJ_CODE = SCRSYLN_SUBJ_CODE AND SCBCRSE_EFF_TERM = (SELECT MAX(A.SCBCRSE_EFF_TERM) FROM SCBCRSE A WHERE A.SCBCRSE_SUBJ_CODE = SCRSYLN_SUBJ_CODE AND A.SCBCRSE_CRSE_NUMB = SCRSYLN_CRSE_NUMB AND A.SCBCRSE_EFF_TERM &lt;= SCRSYLN_TERM_CODE_EFF) </pre>
SB_CATALOG_VBS	SCRSYLO	<pre> EXISTS (SELECT 'X' FROM SCBCRSE WHERE SCBCRSE_CRSE_NUMB = SCRSYLO_CRSE_NUMB AND SCBCRSE_SUBJ_CODE = SCRSYLO_SUBJ_CODE AND SCBCRSE_EFF_TERM = (SELECT MAX(A.SCBCRSE_EFF_TERM) FROM SCBCRSE A WHERE A.SCBCRSE_SUBJ_CODE = SCRSYLO_SUBJ_CODE AND A.SCBCRSE_CRSE_NUMB = SCRSYLO_CRSE_NUMB AND A.SCBCRSE_EFF_TERM &lt;= SCRSYLO_TERM_CODE_EFF) </pre>
SB_CATALOG_VBS	SCRSYRM	<pre> EXISTS (SELECT 'X' FROM SCBCRSE WHERE SCBCRSE_CRSE_NUMB = SCRSYRM_CRSE_NUMB AND SCBCRSE_SUBJ_CODE = SCRSYRM_SUBJ_CODE AND SCBCRSE_EFF_TERM = (SELECT MAX(A.SCBCRSE_EFF_TERM) FROM SCBCRSE A WHERE A.SCBCRSE_SUBJ_CODE = SCRSYRM_SUBJ_CODE AND A.SCBCRSE_CRSE_NUMB = SCRSYRM_CRSE_NUMB AND A.SCBCRSE_EFF_TERM &lt;= SCRSYRM_TERM_CODE_EFF) </pre>

Domain	Policy Table	Driver SQL
SB_CATALOG_VBS	SCRSYTR	EXISTS (SELECT 'X' FROM SCBCRSE WHERE SCBCRSE_CRSE_NUMB = SCRSYTR_CRSE_NUMB AND SCBCRSE_SUBJ_CODE = SCRSYTR_SUBJ_CODE AND SCBCRSE_EFF_TERM = (SELECT MAX(A.SCBCRSE_EFF_TERM) FROM SCBCRSE A WHERE A.SCBCRSE_SUBJ_CODE = SCRSYTR_SUBJ_CODE AND A.SCBCRSE_CRSE_NUMB = SCRSYTR_CRSE_NUMB AND A.SCBCRSE_EFF_TERM <= SCRSYTR_TERM_CODE_EFF)
SB_CATALOG_VBS	SCRTEXT	EXISTS (SELECT 'X' FROM SCBCRSE WHERE SCBCRSE_CRSE_NUMB = SCRTEXT_CRSE_NUMB AND SCBCRSE_SUBJ_CODE = SCRTEXT_SUBJ_CODE AND SCBCRSE_EFF_TERM = (SELECT MAX(A.SCBCRSE_EFF_TERM) FROM SCBCRSE A WHERE A.SCBCRSE_SUBJ_CODE = SCRTEXT_SUBJ_CODE AND A.SCBCRSE_CRSE_NUMB = SCRTEXT_CRSE_NUMB AND A.SCBCRSE_EFF_TERM <= SCRTEXT_EFF_TERM)
SB_SCHEDULE_VBS	SSBDESC	EXISTS (SELECT 'X' FROM SSBSECT WHERE SSBSECT_CRN = SSBDESC_CRN AND SSBSECT_TERM_CODE = SSBDESC_TERM_CODE_EFF)
SB_SCHEDULE_VBS	SSBFSEC	EXISTS (SELECT 'X' FROM SSBSECT WHERE SSBSECT_CRN = SSBFSEC_CRN AND SSBSECT_TERM_CODE = SSBFSEC_TERM_CODE)
SB_SCHEDULE_VBS	SSBOVRR	EXISTS (SELECT 'X' FROM SSBSECT WHERE SSBSECT_CRN = SSBOVRR_CRN AND SSBSECT_TERM_CODE = SSBOVRR_TERM_CODE)
SB_SCHEDULE_VBS	SSBSECT	
SB_SCHEDULE_VBS	SSBSSEC	EXISTS (SELECT 'X' FROM SSBSECT WHERE SSBSECT_CRN = SSBSSEC_CRN AND SSBSECT_TERM_CODE = SSBSSEC_TERM_CODE)

Domain	Policy Table	Driver SQL
SB_SCHEDULE_VBS	SSRATTR	EXISTS (SELECT 'X' FROM SSBSECT WHERE SSBSECT_CRN = SSRATTR_CRN AND SSBSECT_TERM_CODE = SSRATTR_TERM_CODE
SB_SCHEDULE_VBS	SSRBLCK	EXISTS (SELECT 'X' FROM SSBSECT WHERE SSBSECT_CRN = SSRBLCK_CRN AND SSBSECT_TERM_CODE = SSRBLCK_TERM_CODE
SB_SCHEDULE_VBS	SSRCORQ	EXISTS (SELECT 'X' FROM SSBSECT WHERE SSBSECT_CRN = SSRCORQ_CRN AND SSBSECT_TERM_CODE = SSRCORQ_TERM_CODE
SB_SCHEDULE_VBS	SSREVAL	EXISTS (SELECT 'X' FROM SSBSECT WHERE SSBSECT_CRN = SSREVAL_CRN AND SSBSECT_TERM_CODE = SSREVAL_TERM_CODE
SB_SCHEDULE_VBS	SSREXTN	EXISTS (SELECT 'X' FROM SSBSECT WHERE SSBSECT_CRN = SSREXTN_CRN AND SSBSECT_TERM_CODE = SSREXTN_TERM_CODE
SB_SCHEDULE_VBS	SSRFEES	EXISTS (SELECT 'X' FROM SSBSECT WHERE SSBSECT_CRN = SSRFEES_CRN AND SSBSECT_TERM_CODE = SSRFEES_TERM_CODE
SB_SCHEDULE_VBS	SSRLINK	EXISTS (SELECT 'X' FROM SSBSECT WHERE SSBSECT_CRN = SSRLINK_CRN AND SSBSECT_TERM_CODE = SSRLINK_TERM_CODE
SB_SCHEDULE_VBS	SSRMEET	EXISTS (SELECT 'X' FROM SSBSECT WHERE SSBSECT_CRN = SSRMEET_CRN AND SSBSECT_TERM_CODE = SSRMEET_TERM_CODE
SB_SCHEDULE_VBS	SSRMPRT	EXISTS (SELECT 'X' FROM SSBSECT WHERE SSBSECT_CRN = SSRMPRT_CRN AND SSBSECT_TERM_CODE = SSRMPRT_TERM_CODE

Domain	Policy Table	Driver SQL
SB_SCHEDULE_VBS	<b>SSRMRDF</b>	EXISTS (SELECT 'X' FROM SSBSECT WHERE SSBSECT_CRN = SSRMRDF_CRN AND S SBSECT_TERM_CODE = SSRMRDF_TERM_CODE
SB_SCHEDULE_VBS	<b>SSRRARE</b>	EXISTS (SELECT 'X' FROM SSBSECT WHERE SSBSECT_CRN = SSRRARE_CRN AND SSBSECT_TERM_CODE = SSRRARE_TERM_CODE
SB_SCHEDULE_VBS	<b>SSRRCLS</b>	EXISTS (SELECT 'X' FROM SSBSECT WHERE SSBSECT_CRN = SSRRCLS_CRN AND SSBSECT_TERM_CODE = SSRRCLS_TERM_CODE
SB_SCHEDULE_VBS	<b>SSRRCMP</b>	EXISTS (SELECT 'X' FROM SSBSECT WHERE SSBSECT_CRN = SSRRCMP_CRN AND SSBSECT_TERM_CODE = SSRRCMP_TERM_CODE
SB_SCHEDULE_VBS	<b>SSRRCOL</b>	EXISTS (SELECT 'X' FROM SSBSECT WHERE SSBSECT_CRN = SSRRCOL_CRN AND SSBSECT_TERM_CODE = SSRRCOL_TERM_CODE
SB_SCHEDULE_VBS	<b>SSRRDEG</b>	EXISTS (SELECT 'X' FROM SSBSECT WHERE SSBSECT_CRN = SSRRDEG_CRN AND SSBSECT_TERM_CODE = SSRRDEG_TERM_CODE
SB_SCHEDULE_VBS	<b>SSRRESV</b>	EXISTS (SELECT 'X' FROM SSBSECT WHERE SSBSECT_CRN = SSRRESV_CRN AND SSBSECT_TERM_CODE = SSRRESV_TERM_CODE
SB_SCHEDULE_VBS	<b>SSRRFND</b>	EXISTS (SELECT 'X' FROM SSBSECT WHERE SSBSECT_CRN = SSRRFND_CRN AND SSBSECT_TERM_CODE = SSRRFND_TERM_CODE
SB_SCHEDULE_VBS	<b>SSRRLVL</b>	EXISTS (SELECT 'X' FROM SSBSECT WHERE SSBSECT_CRN = SSRRLVL_CRN AND SSBSECT_TERM_CODE = SSRRLVL_TERM_CODE

Domain	Policy Table	Driver SQL
SB_SCHEDULE_VBS	<b>SSRRMAJ</b>	EXISTS (SELECT 'X' FROM SSBSECT WHERE SSBSECT_CRN = SSRRMAJ_CRN AND SSBSECT_TERM_CODE = SSRRMAJ_TERM_CODE
SB_SCHEDULE_VBS	<b>SSRRPRG</b>	EXISTS (SELECT 'X' FROM SSBSECT WHERE SSBSECT_CRN = SSRRPRG_CRN AND SSBSECT_TERM_CODE = SSRRPRG_TERM_CODE
SB_SCHEDULE_VBS	<b>SSRRSTS</b>	EXISTS (SELECT 'X' FROM SSBSECT WHERE SSBSECT_CRN = SSRRSTS_CRN AND SSBSECT_TERM_CODE = SSRRSTS_TERM_CODE
SB_SCHEDULE_VBS	<b>SSRRTST</b>	EXISTS (SELECT 'X' FROM SSBSECT WHERE SSBSECT_CRN = SSRRTST_CRN AND SSBSECT_TERM_CODE = SSRRTST_TERM_CODE
SB_SCHEDULE_VBS	<b>SSRSCCD</b>	EXISTS (SELECT 'X' FROM SSBSECT WHERE SSBSECT_CRN = SSRSCCD_CRN AND SSBSECT_TERM_CODE = SSRSCCD_TERM_CODE
SB_SCHEDULE_VBS	<b>SSRSPRT</b>	EXISTS (SELECT 'X' FROM SSBSECT WHERE SSBSECT_CRN = SSRSPRT_CRN AND SSBSECT_TERM_CODE = SSRSPRT_TERM_CODE
SB_SCHEDULE_VBS	<b>SSRSRDF</b>	EXISTS (SELECT 'X' FROM SSBSECT WHERE SSBSECT_CRN = SSRSRDF_CRN AND SSBSECT_TERM_CODE = SSRSRDF_TERM_CODE
SB_SCHEDULE_VBS	<b>SSRSYLN</b>	EXISTS (SELECT 'X' FROM SSBSECT WHERE SSBSECT_CRN = SSRSYLN_CRN AND SSBSECT_TERM_CODE = SSRSYLN_TERM_CODE
SB_SCHEDULE_VBS	<b>SSRSYLO</b>	EXISTS (SELECT 'X' FROM SSBSECT WHERE SSBSECT_CRN = SSRSYLO_CRN AND SSBSECT_TERM_CODE = SSRSYLO_TERM_CODE

Domain	Policy Table	Driver SQL
SB_SCHEDULE_VBS	SSRSYRM	EXISTS (SELECT 'X' FROM SSBSECT WHERE SSBSECT_CRN = SSRSYRM_CRN AND SSBSECT_TERM_CODE = SSRSYRM_TERM_CODE
SB_SCHEDULE_VBS	SSRSYTR	EXISTS (SELECT 'X' FROM SSBSECT WHERE SSBSECT_CRN = SSRSYTR_CRN AND SSBSECT_TERM_CODE = SSRSYTR_TERM_CODE
SB_SCHEDULE_VBS	SSRTEXT	EXISTS (SELECT 'X' FROM SSBSECT WHERE SSBSECT_CRN = SSRTEXT_CRN AND SSBSECT_TERM_CODE = SSRTEXT_TERM_CODE
SB_SCHEDULE_VBS	SSRXLST	EXISTS (SELECT 'X' FROM SSBSECT WHERE SSBSECT_CRN = SSRXLST_CRN AND SSBSECT_TERM_CODE = SSRXLST_TERM_CODE
SB_CURRICULUM_VBS	SORLCUR	
SB_FIELDSTUDY_VBS	SORLFOS	
SB_RECRUIT_VBS	SRBRECR	
SB_RECRUIT_VBS	SRRCHRT	EXISTS (SELECT 'X' FROM SRBRECR WHERE SRBRECR_PIDM = SRRCHRT_PIDM AND SRBRECR_TERM_CODE = SRRCHRT_TERM_CODE AND SRBRECR_ADMIN_SEQNO = SRRCHRT_ADMIN_SEQNO
SB_RECRUIT_VBS	SRRLEND	EXISTS (SELECT 'X' FROM SRBRECR WHERE SRBRECR_PIDM = SRRLEND_PIDM AND SRBRECR_TERM_CODE = SRRLEND_TERM_CODE AND SRBRECR_ADMIN_SEQNO = SRRLEND_ADMIN_SEQNO
SB_RECRUIT_VBS	SRRRATT	EXISTS (SELECT 'X' FROM SRBRECR WHERE SRBRECR_PIDM = SRRRATT_PIDM AND SRBRECR_TERM_CODE = SRRRATT_TERM_CODE AND SRBRECR_ADMIN_SEQNO = SRRRATT_ADMIN_SEQNO

Domain	Policy Table	Driver SQL
SB_RECRUIT_VBS	SRRRSRC	EXISTS (SELECT 'X' FROM SRBRECR WHERE SRBRECR_PIDM = SRRRSRC_PIDM AND SRBRECR_TERM_CODE = SRRRSRC_TERM_CODE AND SRBRECR_ADMIN_SEQNO = SRRRSRC_ADMIN_SEQNO
SB_ADMISSIONS_VBS	SARACMT	EXISTS (SELECT 'X' FROM SARADAP WHERE SARADAP_PIDM = SARACMT_PIDM AND SARADAP_TERM_CODE_ENTRY = SARACMT_TERM_CODE AND SARADAP_APPL_NO = SARACMT_APPL_NO
SB_ADMISSIONS_VBS	SARADAP	
SB_ADMISSIONS_VBS	SARAPPD	EXISTS (SELECT 'X' FROM SARADAP WHERE SARADAP_PIDM = SARAPPD_PIDM AND SARADAP_TERM_CODE_ENTRY = SARAPPD_TERM_CODE_ENTRY AND SARADAP_APPL_NO = SARAPPD_APPL_NO
SB_ADMISSIONS_VBS	SARCHKL	EXISTS (SELECT 'X' FROM SARADAP WHERE SARADAP_PIDM = SARCHKL_PIDM AND SARADAP_TERM_CODE_ENTRY = SARCHKL_TERM_CODE_ENTRY AND SARADAP_APPL_NO = SARCHKL_APPL_NO
SB_ADMISSIONS_VBS	SARCHRT	EXISTS (SELECT 'X' FROM SARADAP WHERE SARADAP_PIDM = SARCHRT_PIDM AND SARADAP_TERM_CODE_ENTRY = SARCHRT_TERM_CODE_ENTRY AND SARADAP_APPL_NO = SARCHRT_APPL_NO
SB_ADMISSIONS_VBS	SARDSCL	EXISTS (SELECT 'X' FROM SARADAP WHERE SARADAP_PIDM = SARDSCL_PIDM AND SARADAP_TERM_CODE_ENTRY = SARDSCL_TERM_CODE AND SARADAP_APPL_NO = SARDSCL_APPL_NO
SB_ADMISSIONS_VBS	SARQUAN	EXISTS (SELECT 'X' FROM SARADAP WHERE SARADAP_PIDM = SARQUAN_PIDM AND SARADAP_TERM_CODE_ENTRY = SARQUAN_TERM_CODE_ENTRY AND SARADAP_APPL_NO = SARQUAN_APPL_NO

Domain	Policy Table	Driver SQL
SB_ADMISSIONS_VBS	SARRRAT	EXISTS (SELECT 'X' FROM SARADAP WHERE SARADAP_PIDM = SARRRAT_PIDM AND SARADAP_TERM_CODE_ENTRY = SARRRAT_TERM_CODE AND SARADAP_APPL_NO = SARRRAT_APPL_NO)
SB_ADMISSIONS_VBS	SARRSRC	EXISTS (SELECT 'X' FROM SARADAP WHERE SARADAP_PIDM = SARRSRC_PIDM AND SARADAP_TERM_CODE_ENTRY = SARRSRC_TERM_CODE_ENTRY AND SARADAP_APPL_NO = SARRSRC_APPL_NO)
SB_ADMISSIONS_VBS	SARAATT	EXISTS (SELECT 'X' FROM SARADAP WHERE SARADAP_PIDM = SARAATT_PIDM AND SARADAP_TERM_CODE_ENTRY = SARAATT_TERM_CODE_ENTRY AND SARADAP_APPL_NO = SARAATT_APPL_NO)
SB_ADMISSIONS_VBS	SABSUPL	EXISTS (SELECT 'X' FROM SARADAP WHERE SARADAP_PIDM = SABSUPL_PIDM AND SARADAP_TERM_CODE_ENTRY = SABSUPL_TERM_CODE_ENTRY AND SARADAP_APPL_NO = SABSUPL_APPL_NO)
SB_LEARNER_VBS	SGBEOPS	EXISTS (SELECT 'X' FROM SGBSTDN WHERE SGBSTDN_PIDM = SGBEOPS_PIDM)
SB_LEARNER_VBS	SGBOEDU	EXISTS (SELECT 'X' FROM SGBSTDN WHERE SGBSTDN_PIDM = SGBOEDU_PIDM)
SB_LEARNER_VBS	SGBSTDN	
SB_LEARNER_VBS	SGBUSER	EXISTS (SELECT 'X' FROM SGBSTDN WHERE SGBSTDN_PIDM = SGBUSER_PIDM)
SB_LEARNER_VBS	SGRACMT	EXISTS (SELECT 'X' FROM SGBSTDN WHERE SGBSTDN_PIDM = SGRACMT_PIDM AND SGBSTDN_TERM_CODE_EFF = SGRACMT_TERM_CODE_EFF)
SB_LEARNER_VBS	SGRADVR	EXISTS (SELECT 'X' FROM SGBSTDN WHERE SGBSTDN_PIDM = SGRADVR_PIDM AND SGBSTDN_TERM_CODE_EFF = SGRADVR_TERM_CODE_EFF)
SB_LEARNER_VBS	SGRASSI	EXISTS (SELECT 'X' FROM SGBSTDN WHERE SGBSTDN_PIDM = SGRASSI_PIDM AND SGBSTDN_TERM_CODE_EFF = SGRASSI_TERM_CODE_EFF)



Domain	Policy Table	Driver SQL
SB_LEARNER_VBS	SGRASST	EXISTS (SELECT 'X' FROM SGBSTDN WHERE SGBSTDN_PIDM = SGRASST_PIDM AND SGBSTDN_TERM_CODE_EFF = SGRASST_TERM_CODE_EFF)
SB_LEARNER_VBS	SGRCHRT	EXISTS (SELECT 'X' FROM SGBSTDN WHERE SGBSTDN_PIDM = SGRCHRT_PIDM AND SGBSTDN_TERM_CODE_EFF = SGRCHRT_TERM_CODE_EFF)
SB_LEARNER_VBS	SGRCMNT	EXISTS (SELECT 'X' FROM SGBSTDN WHERE SGBSTDN_PIDM = SGRCMNT_PIDM AND SGBSTDN_TERM_CODE_EFF = SGRCMNT_TERM_CODE)
SB_LEARNER_VBS	SGRCOOP	EXISTS (SELECT 'X' FROM SGBSTDN WHERE SGBSTDN_PIDM = SGRCOOP_PIDM AND SGBSTDN_TERM_CODE_EFF = SGRCOOP_TERM_CODE)
SB_LEARNER_VBS	SGRDISA	EXISTS (SELECT 'X' FROM SGBSTDN WHERE SGBSTDN_PIDM = SGRDISA_PIDM AND SGBSTDN_TERM_CODE_EFF = SGRDISA_TERM_CODE)
SB_LEARNER_VBS	SGRDSER	EXISTS (SELECT 'X' FROM SGBSTDN WHERE SGBSTDN_PIDM = SGRDSER_PIDM AND SGBSTDN_TERM_CODE_EFF = SGRDSER_TERM_CODE)
SB_LEARNER_VBS	SGRDUTY	EXISTS (SELECT 'X' FROM SGBSTDN WHERE SGBSTDN_PIDM = SGRDUTY_PIDM AND SGBSTDN_TERM_CODE_EFF = SGRDUTY_TERM_CODE)
SB_LEARNER_VBS	SGRESEL	EXISTS (SELECT 'X' FROM SGBSTDN WHERE SGBSTDN_PIDM = SGRESEL_PIDM AND SGBSTDN_TERM_CODE_EFF = SGRESEL_TERM_CODE_EFF)
SB_LEARNER_VBS	SGRSACT	EXISTS (SELECT 'X' FROM SGBSTDN WHERE SGBSTDN_PIDM = SGRSACT_PIDM AND SGBSTDN_TERM_CODE_EFF = SGRSACT_TERM_CODE)
SB_LEARNER_VBS	SGRSATT	EXISTS (SELECT 'X' FROM SGBSTDN WHERE SGBSTDN_PIDM = SGRSATT_PIDM AND SGBSTDN_TERM_CODE_EFF = SGRSATT_TERM_CODE_EFF)
SB_LEARNER_VBS	SGRSCMT	EXISTS (SELECT 'X' FROM SGBSTDN WHERE SGBSTDN_PIDM = SGRSCMT_PIDM AND SGBSTDN_TERM_CODE_EFF = SGRSCMT_TERM_CODE)

Domain	Policy Table	Driver SQL
SB_LEARNER_VBS	SGRSPRT	EXISTS (SELECT 'X' FROM SGBSTDN WHERE SGBSTDN_PIDM = SGRSPRT_PIDM AND SGBSTDN_TERM_CODE_EFF = SGRSPRT_TERM_CODE)
SB_LEARNER_VBS	SGRVETN	EXISTS (SELECT 'X' FROM SGBSTDN WHERE SGBSTDN_PIDM = SGRVETN_PIDM AND SGBSTDN_TERM_CODE_EFF = SGRVETN_TERM_CODE_VA)
SB_TESTSCORES_VBS	SORTEST	
SB_TESTSCORES_STUDENT_VBS	SORTEST	SOKFGAC.F_FIND_IF_STUDENT(SORTEST_PIDM) = 'Y'
SB_TESTCODES_VBS	STVTESC	
SB_OTHERGPA_VBS	SORGPAT	
SB_OTHERGPA_STUDENT_VBS	SORGPAT	SOKFGAC.F_FIND_IF_STUDENT(SORGPAT_PIDM) = 'Y'
SB_OTHERGPA_CODES_VBS	STVGPAT	

### PII Policy Table (GORFDPI)

The following row is used by the GORFDPI table, for use with the SPRIDEN table, which is owned by the STUDENT table owner.

Table Name	Code that Links Table Predicate to Domain Driver Table (GOBDMN)
SPRIDEN	gokfgac.f_find_pii_domain

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# 15 FTES Reporting



## Reports Used in FTES Reporting

The following reports are in this chapter.

Weekly Student Contact Hours Report	(SADA3202)
Daily Student Contact Hours Report	(SADA3203)
Actual Hours of Attendance Contact Hours Report	(SADA3204)
Independent Study Weekly Student Contact Hours Report	(SADA3205)
Independent Study Daily Student Contact Hours Report	(SADA3206)
Faculty Contact Hours of Flex-Time Activities Report	(SADAFLEX)
FTES Reporting Print Program	(SADAPRNT)
Print Apportionment Detail by Course Report	(SERADAL)

Each SADA% report has a description and reporting domain, parameter information, output, summary, and calculation details, and sample output pages. SADAPRNT uses scripts to create four of the FTES reports: SADA3202, SADA3203, SADA3204, and SADAFLEX.

## Weekly Student Contact Hours Report (SADA3202)

**Description** This report provides section statistics for user selected attendance methods, as well as provides Weekly Contact Calculations for those sections.

The reporting domain is only those sections within the term specified which have not been excluded via the parameter selections. Report only registered students in those sections whose registration status has the **Count in Enrollment** checkbox on the Course Registration Status Code Validation Form (STVRSTS) checked or set to *Y*.

Parameters	Name	Required?	Description	Values
	Campus Code	Yes	Single Enter the campus code for which the data is to be extracted, or enter % for all.	Campus Code Validation Form (STVCAMP)
	Attendance Method	Yes	Single	Attendance Accounting Method Validation Form (STVACCT)
	First Period Calculation	Yes	The first period report will include all sections which are held during the time period specified by the user. (The existing reporting dates are 7/1 to 12/31.) Any course whose census one date is between 7/1 and 12/31 will be included in the report. Each term will be reported separately.	Y Include period calculation N Do not include period calculation
	Term	Yes	Multiple Regular terms to be used for determining first period courses. For example, Fall may be reviewed for first period courses.	Term Code Validation Form (STVTERM)
	Unused Parameter			
	First Period Beginning Date	Yes	Single Format DD-MON-YYYY	

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	First Period Ending Date	Yes	Single Format DD-MON-YYYY	
	First Period ADA Annualizer	Yes	Single Format 99.9999	
	Term Length Multiplier 1 (TLM1)	Yes	Single Format 99.99	
	Second Period Calculation	Yes	The second period report will include all sections which are held during the time period specified by the user. (The existing reporting dates are 1/1 to 4/15.) Any course whose census one date is between 1/1 and 4/15 will be included in the report. Each term will be reported separately.	Y Include period calculation N Do not include period calculation
	Term	Yes	Multiple Regular terms to be used for determining second period courses. For example, Fall and Spring may be reviewed for second period courses.	Term Code Validation Form (STVTERM)
	Second Period Beginning Date	Yes	Single Format DD-MON-YYYY	
	Second Period Ending Date	Yes	Single Format DD-MON-YYYY	
	Second Period ADA Annualizer	Yes	Single Format 99.9999 Required if Second Period Calculation is set to Y.	

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	Term Length Multiplier 2 (TLM2)	Yes	Single  Format 99.99  Required if Second Period Calculation is set to <i>Y</i> .	
	Third Period Calculation	Yes	The third period report will include all sections which are held during the time period specified by the user. (The existing reporting dates are 4/16 to 6/30.) Any course whose census one date is between 4/16 and 6/30 will be included in the report. Each term will be reported separately.	Y Include period calculation N Do not include period calculation
	Term	Yes	Multiple  Regular terms used for determining the Third Period Calculation. For example, Spring may be reviewed for third period courses.	Term Code Validation Form (STVTERM)
	Unused Parameter			
	Third Period Beginning Date	Yes	Single  Format DD-MON-YYYY	
	Third Period Ending Date	Yes	Single  Format DD-MON-YYYY	
	Term Length Multiplier 3 (TLM3)	Yes	Single  Format 99.99  Required if Third Period Calculation is set to <i>Y</i> .	
	Unused Parameter			
	Foreign Residence Codes	No	Multiple	Residence Code Validation Form (STVRESL)



<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	State Residence Codes	No	Multiple	Residence Code Validation Form (STVRES D)
	Outside State Residence Codes	No	Multiple	Residence Code Validation Form (STVRES D)
	Non-Credit Approval Codes	No	Multiple If no match, default to C.	Catalog Approval Code Validation Form (STVAPRV)
	Credit Approval Codes	No	Multiple If no match, default to C.	Catalog Approval Code Validation Form (STVAPRV)
	Schedule Type Codes to be Excluded	No	Multiple Sections with those codes are excluded from the report. If Null, all Schedule Types are included.	Schedule Type Code Validation Form (STVSCHD)
	Exclude Co-operative Education Courses	No	Single Enter Y to exclude sections with these codes from the report.	Y Exclude co-oped sections N Do not exclude co-oped sections
	Classification Codes to be Excluded	No	Multiple May be %. Sections with these codes are excluded from the report.	Classification Code Validation Form (STVCCSL)
	Occupational Course Codes to be Excluded	No	Multiple Sections with these codes are excluded from the report. This will be used to exclude work experience courses.	Occupational Course Code Validation Form (STVOCCS)

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	Contract Codes to be Excluded	No	Multiple May be %.  Sections with these codes are excluded from the report.	Schedule Contract Code Validation Form (STVSCCD)
	Section Attribute Codes to be Excluded	No	Multiple	Attribute Validation Form (STVATTR)
	Day Session Codes	Yes	Multiple  Not required for Selection but used in totaling.	Session Code Validation Form (STVSESS)
	Ext. Day Session Codes	Yes	Multiple  Not required for Selection but used in totaling.	Session Code Validation Form (STVSESS)
	In-Service Section Attributes	No	Multiple  If entered then the courses with these attributes will be reported separately as in-service courses.	Attribute Validation Form (STVATTR)
	Basic Skills Attributes	No	Multiple  If entered then the courses with these attributes will be reported separately as Basic Skills courses.	Attribute Validation Form (STVATTR)
	Unused Parameter			
	Citizenship Type	No	Single  This field is used for the amnesty totals for Basic Skills courses.	Citizen Type Code Validation Form (STVCITZ)
	Debug - Print Extract Record?	Yes	Single  When this parameter is <i>Y</i> , the extract record will be printed to the log file.	Y Print to log file N Do not print to log file

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	Part-of-Term	Yes	Single Enter the code for the part-of-term for which data is to be extracted, or enter % to extract records for all parts-of-term.	Part of Term Code Validation Form (STVPTRM)
	Academic Year	Yes	Single Enter the academic year for the reporting period.	Academic Year Validation Form (STVACYR)
	Collect Course Detail Data	Yes	Single When this parameter is <i>Y</i> , course data will be collected and stored in a temporary table.	Y Collect and store data N Do not collect and store data
	Leased (Building) Facilities Codes	No	Multiple Enter the codes for leased facilities to report separately on courses that are taught there.	Building/Room Attribute Code Validation Form (STVRDEF)

Parameters	Name	Required?	Description	Values
	Registration Status Codes to Exclude Students from Enrollment Counts	Yes	Multiple Enter the registration status codes for students who are not to be included in enrollment counts.	Course Registration Status Code Validation Form (STVRSTS)
	Count in Enrollment Indicator	Yes	Multiple Enter <i>R</i> (Registered), <i>W</i> (Withdrawal), <i>D</i> (Drop), or <i>L</i> (Waitlisted) to set the value of the <b>Status Type</b> field (STVRSTS_VOICE_TYPE) on STVRSTS.  The value selected is used to determine which course registration status codes on STVRSTS are to be counted in enrollment when the registration status date is prior to the section's census one date.  <b>Note:</b> You should select the values your institution wishes to use, to be counted as enrollment for state reporting. Adding these values will not change your institutions's existing Banner® Voice Response setup and/or functionality.	R Registered W Withdrawal D Drop L Waitlisted

### Page Breaks:

Page breaks are produced by term.

Page breaks are produced for:

- Basic Skills sections
- Basic Skills sections - Amnesty Students
- Leased Facilities sections

### Report Headings:

Term

Campus

Attendance Method

**Sort By:**

Subject, Course Number within Section Number

**Detail Elements on Report:**

Credit/Non-Credit Indicator (CN)

Day/Ext. Day Indicator (S)

Course Reference Number (SECTION IDENTIFIER)

Subject code and Course number (SECTION IDENTIFIER)

Section Number (SECTION IDENTIFIER)

Section Credit Hours (CR HRS)

\* Census Week One Section Enrollment (ENROLLMENT)

\* Section Weekly Contact Hours (sum of all session meetings)

\* Section Total Contact Hours (sum of all session meetings)

\* Enrollment Census Week One

\* Weekly Contact Hours Census Week One (WSCH1) (calculated)

\* Contact Hours for California Residents broken down by:

- In-state
- Total

\* Contact Hours for Non-residents broken down by:

- Out-of-State

- Foreign
- Total

\* Summary Totals are produced at the end of the report for:

- Weekly Contact Hours Day Sections
- Weekly Contact Hours Extended Day Sections
- Weekly Contact Hours Credit Sections
- Weekly Contact Hours Non-Credit Sections

### **Report Calculations for the Detail Information:**

Weekly Contact Hours for Census Week One (WSCH1) equals:

Section Weekly Contact Hours \* Census Week 1 Enrollment

*Example:*

Section Weekly Contact Hours = 3

Census Week One (CW1) = 25

WSCH1 = 3 \* 25

This is a rounded Calculation.



#### **Note**

TLM1 and ADA Annualizer are all obtained from the parameter values entered by the user. ■

### **Summary Elements on Report:**

WSCH1 for Day Session Sections broken down by State Residents and Non-residents.

WSCH1 for Ext. Day Session sections broken down by State Residents and Non-residents.

## Report Calculations for the Summary Information:

If the First Period calculation has been requested, then the following is performed at the end of the report for each regular term in the parameter selection:

### ***First Period FTES equals:***

$$\frac{(\text{WSCH1}) * \text{TLM1} * \text{First Period ADA Annualizer}}{525}$$

If the Second Period calculation has been requested, then the following is performed at the end of the report for each regular term in the parameter selection:

### ***Second Period FTES equals:***

$$\frac{(\text{WSCH1 Term 1} * \text{TLM1}) + (\text{WSCH1 Term 2} * \text{TLM 2}) * \text{Second Period ADA Annualizer}}{525}$$

If the Third Period Calculation has been requested, then the following is performed at the end of the report:

### ***Third Period FTES equals:***

$$\frac{(\text{WSCH1 Term 1} * \text{TLM1}) + (\text{WSCH1 Term 2} * \text{TLM 2}) + (\text{WSCH1 Term 3} * \text{TLM3})}{525}$$

## Report Sample—Weekly Student Contact Hours Report (SADA3202)

Release 4.2

Banner University

11/11/1999 20:03:55

WEEKLY STUDENT CONTACT HRS RPT

REPORT ADA02

199910

PAGE 1

ATTENDANCE METHOD:

PERIOD: FIRST TERM: 199910

CAMPUS: All Campuses

\*\*\*\*\* RESIDENTS \*\*\*\*\*

\*\*\*\*\* NON-RESIDENTS \*\*\*\*\*

C	CR	ENROL	WEEKLY					OUT OF			WSCH1
N S	SECTION IDENT	HRS	LMENT	HOURS	IN STATE	TOTAL	STATE	FOREIGN	TOTAL		
* D	10168 ACCT 100 D01	3.00	0	3.00	.00	----	.00	.00	.00	.00	
* D	10226 ACCT 1101 001	3.00	1	3.00	.00	----	.00	3.00	3.00	3.00	
	10091 ACCT 2310 0	3.00	0	12.50	.00	----	.00	.00	.00	.00	
	10005 ACCT 2310 001	3.00	5	3.00	3.00	----	75.00	9.00	3.00	12.00	
	10006 ACCT 2340 001	3.00	0	3.00	.00	----	72.00	.00	.00	.00	
	10007 ACCT 2430 001	3.00	0	3.00	.00	----	18.00	.00	.00	.00	
*	10298 ACCT 245 0	4.00	0	3.00	.00	----	.00	.00	.00	.00	
*	10125 ANTH 1001 0	3.00	0	3.00	.00	----	.00	.00	.00	.00	
	10008 ANTH 2010 0	6.00	0	6.00	.00	----	66.00	.00	.00	.00	
	10138 ANTH 2010 0	6.00	0	4.00	.00	----	.00	.00	.00	.00	
*	10129 ANTH 247 1	3.00	0	12.50	.00	----	.00	.00	.00	.00	
*	10133 ANTH 249 1	99.00	0	22.50	.00	----	.00	.00	.00	.00	
	10010 ANTH 2510 001	3.00	0	3.00	.00	----	24.00	.00	.00	.00	
	10302 ANTH 2510 050	3.00	0	3.00	.00	----	3.00	.00	.00	.00	
	10067 ANTH 3020 001	3.00	0	3.00	.00	----	.00	.00	.00	.00	
	10009 ANTH 3030 001	3.00	0	27.50	.00	----	467.50	.00	.00	.00	
	10011 ANTH 3040 001	3.00	1	3.00	.00	----	.00	3.00	.00	3.00	
	10149 ART 1010 001	3.00	0	7.20	.00	----	7.20	.00	.00	.00	
*	10094 BHS 220 001	3.00	1	9.16	9.16	----	9.16	.00	.00	.00	
D	10002 BIOL 1011 001	1.00	1	2.00	2.00	----	16.00	.00	.00	.00	
D	10003 BIOL 1011 002	1.00	0	2.00	.00	----	14.00	.00	.00	.00	



*	10013	BIOL	1205	001	4.00	0	3.00	.00	----	.00	.00	.00	.00	.00
* D	10004	BIOL	1401	001	3.00	0	3.60	.00	----	14.40	.00	.00	.00	.00
*	10283	BIOL	260	005	4.00	0	1.00	.00	----	1.00	.00	.00	.00	.00
*	10018	BUAD	2185	001	3.00	0	5.50	.00	----	11.00	.00	.00	.00	.00
*	10291	CHEM	1001	1	3.00	0	4.76	.00	----	.00	.00	.00	.00	.00
	10020	CHEM	1103	001	1.00	0	2.00	.00	----	8.00	.00	.00	.00	.00
	10021	CHEM	1103	002	1.00	0	2.00	.00	----	2.00	.00	.00	.00	.00
	10019	CHEM	1131	001	3.00	0	3.00	.00	----	3.00	.00	.00	.00	.00
*	10022	CHSM	1000	001	9.00	0	3.00	.00	----	45.00	.00	.00	.00	.00
*	10080	CHSM	1000	002	9.00	0	3.60	.00	----	.00	.00	.00	.00	.00
*	10089	CHSM	1000	003	9.00	0	3.00	.00	----	.00	.00	.00	.00	.00
*	10023	ECON	1101	001	3.00	0	3.00	.00	----	6.00	.00	.00	.00	.00
	10024	ECON	2110	001	3.00	0	3.00	.00	----	.00	.00	.00	.00	.00
*	10269	ECON	3000	A	3.00	0	3.00	.00	----	6.00	.00	.00	.00	.00
*	10270	ECON	3000	B	3.00	0	3.00	.00	----	.00	.00	.00	.00	.00
*	10278	EE	3032	BD	3.00	0	3.60	.00	----	.00	.00	.00	.00	.00
*	10068	ELET	101	001	4.00	0	5.00	.00	----	.00	.00	.00	.00	.00
*	10069	ELET	121	001	3.00	0	3.00	.00	----	.00	.00	.00	.00	.00
*	10070	ELET	150	001	1.00	0	2.00	.00	----	.00	.00	.00	.00	.00
*	10071	ELET	210	001	4.00	0	5.00	.00	----	.00	.00	.00	.00	.00
*	10072	ELET	220	001	2.00	0	3.00	.00	----	.00	.00	.00	.00	.00
*	10073	ELET	225	001	2.00	0	3.00	.00	----	.00	.00	.00	.00	.00
*	10074	ELET	243	001	4.00	0	6.00	.00	----	.00	.00	.00	.00	.00
*	10075	ELET	291	001	1.00	0	2.00	.00	----	.00	.00	.00	.00	.00
*	10134	ENGL	078	1	.00	0	4.16	.00	----	8.32	.00	.00	.00	.00
*	10145	ENGL	1001	0	3.00	0	3.00	.00	----	3.00	.00	.00	.00	.00
*	10016	ENGL	1005	001	3.00	0	6.00	.00	----	30.00	.00	.00	.00	.00
*	10088	ENGL	1005	002	3.00	0	12.50	.00	----	.00	.00	.00	.00	.00
*	10281	ENGL	1005	01A	3.00	0	3.60	.00	----	7.20	.00	.00	.00	.00

ATTENDANCE METHOD:

PERIOD: FIRST TERM: 199910

CAMPUS: All Campuses

\*\*\*\*\* RESIDENTS \*\*\*\*\*

\*\*\*\*\* NON-RESIDENTS \*\*\*\*\*

C	CR	ENROL	WEEKLY					OUT OF				WSCHI
N S	SECTION IDENT	HRS	LEMENT	HOURS	IN STATE	TOTAL	STATE	FOREIGN	TOTAL			
*	10111 ENGL 1005 055	3.00	0	10.00	.00	10.00	.00	.00	.00	.00	.00	
*	10106 ENGL 1005 05A	3.00	0	15.00	.00	.00	.00	.00	.00	.00	.00	
*	10116 ENGL 1006 0	3.00	0	3.60	.00	.00	.00	.00	.00	.00	.00	
*	10092 ENGL 1006 005	3.00	0	12.50	.00	.00	.00	.00	.00	.00	.00	
*	10015 ENGL 101 001	4.00	1	3.00	.00	12.00	3.00	.00	3.00	3.00	3.00	
*	10209 ENGL 101 003	4.00	0	3.00	.00	.00	.00	.00	.00	.00	.00	
*	10218 ENGL 101 3	4.00	0	6.00	.00	.00	.00	.00	.00	.00	.00	
*	10199 ENGL 103 01	3.00	0	6.60	.00	.00	.00	.00	.00	.00	.00	
	10017 ENGL 1201 001	3.00	0	3.00	.00	.00	.00	.00	.00	.00	.00	
	10025 FINA 1113 001	3.00	0	3.00	.00	3.00	.00	.00	.00	.00	.00	
	10026 FNAR 1040 001	3.00	0	3.00	.00	.00	.00	.00	.00	.00	.00	
	10028 FREN 1010 001	3.00	1	3.00	.00	3.00	3.00	.00	3.00	3.00	3.00	
	10027 FREN 2010 001	3.00	0	3.00	.00	.00	.00	.00	.00	.00	.00	
	10290 FWEB 101 0	3.00	1	3.90	.00	7.80	3.90	.00	3.90	3.90	3.90	
	10029 GEOL 1030 001	3.00	0	3.00	.00	.00	.00	.00	.00	.00	.00	
	10030 GEOL 1031 001	1.00	0	2.00	.00	4.00	.00	.00	.00	.00	.00	
*	10303 HIST 112 0	5.00	0	2.40	.00	.00	.00	.00	.00	.00	.00	
	10282 HIST 1201 01A	3.00	0	3.60	.00	.00	.00	.00	.00	.00	.00	
	10301 HIST 1201 GRC	3.00	0	3.00	.00	.00	.00	.00	.00	.00	.00	
*	10087 HP CPR1 C01	2.00	0	5.00	.00	.00	.00	.00	.00	.00	.00	
*	10289 LAW 7051 0	3.00	1	4.20	.00	4.20	4.20	.00	4.20	4.20	4.20	

*	10229	MATH	010	001	3.00	0	3.00	.00	----	3.00	.00	.00	.00	.00
	10031	MATH	1030	001	3.00	0	3.00	.00	----	9.00	.00	.00	.00	.00
	10032	MATH	1230	001	3.00	0	3.00	.00	----	3.00	.00	.00	.00	.00
*	10266	MATH	1507	N1	5.00	0	5.00	.00	----	5.00	.00	.00	.00	.00
*	10279	MATH	1509	0	5.00	0	3.60	.00	----	3.60	.00	.00	.00	.00
*	10271	MATH	2502	A2	3.00	0	3.00	.00	----	.00	.00	.00	.00	.00
*	10287	MATH	300	0	3.00	0	8.10	.00	----	.00	.00	.00	.00	.00
*	10288	MATH	300	0	3.00	1	5.40	.00	----	16.20	5.40	.00	5.40	5.40
*	10053	MGMT	1006	001	3.00	0	3.00	.00	----	6.00	.00	.00	.00	.00
	10054	MGMT	1102	001	3.00	0	3.00	.00	----	.00	.00	.00	.00	.00
	10055	MGMT	3301	001	3.00	0	3.00	.00	----	.00	.00	.00	.00	.00
	10056	MKRT	1137	001	3.00	0	3.00	.00	----	.00	.00	.00	.00	.00
	10057	NURS	1100	001	1.00	0	1.00	.00	----	.00	.00	.00	.00	.00
	10097	NURS	1100	002	1.00	0	4.16	.00	----	.00	.00	.00	.00	.00
	10059	NURS	2105	001	1.00	0	2.00	.00	----	.00	.00	.00	.00	.00
	10062	NURS	3030	001	3.00	0	3.00	.00	----	.00	.00	.00	.00	.00
	10060	NURS	3100	001	6.00	0	6.00	.00	----	.00	.00	.00	.00	.00
	10061	NURS	3105	001	6.00	0	12.00	.00	----	.00	.00	.00	.00	.00
	10063	NURS	4100	001	6.00	0	6.00	.00	----	.00	.00	.00	.00	.00
	10064	NURS	4105	001	6.00	0	16.80	.00	----	.00	.00	.00	.00	.00
	10065	NURS	4130	001	3.00	0	2.00	.00	----	.00	.00	.00	.00	.00
	10066	NUTR	2120	001	3.00	0	3.00	.00	----	.00	.00	.00	.00	.00
*	10148	PE	100	001	1.50	0	3.60	.00	----	.00	.00	.00	.00	.00
*	10267	PHYS	2122	D3	5.00	0	6.00	.00	----	6.00	.00	.00	.00	.00
*	10268	PHYS	2122	L3	.00	0	3.40	.00	----	3.40	.00	.00	.00	.00
*	10033	POLS	1100	001	3.00	0	3.00	.00	----	3.00	.00	.00	.00	.00
*	10144	POLS	1100	005	3.00	0	3.00	.00	----	3.00	.00	.00	.00	.00
*	10143	POLS	59999	001	3.00	0	3.60	.00	----	.00	.00	.00	.00	.00
*	10163	PREQ	ENG3	001	3.00	0	3.00	.00	----	.00	.00	.00	.00	.00

ATTENDANCE METHOD:

PERIOD: FIRST TERM: 199910

CAMPUS: All Campuses

\*\*\*\*\* RESIDENTS \*\*\*\*\*

\*\*\*\*\* NON-RESIDENTS \*\*\*\*\*

C	CR	ENROL	WEEKLY			OUT OF			WSCH1	
N S	SECTION IDENT	HRS	LMENT	HOURS	IN STATE	TOTAL	STATE	FOREIGN	TOTAL	WSCH1
*	10175 PREQ M120 001	3.00	0	3.00	.00	----	.00	.00	.00	.00
	10035 PSYC 2100 001	3.00	0	3.00	.00	----	9.00	.00	.00	.00
	10034 PSYC 2200 001	3.00	0	3.00	.00	----	.00	.00	.00	.00
	10090 PSYC 2200 002	3.00	0	1.50	.00	----	.00	.00	.00	.00
	10118 PSYC 32 0	5.00	0	30.00	.00	----	.00	.00	.00	.00
*	10105 PSYC 341 001	4.00	0	3.00	.00	----	.00	.00	.00	.00
*	10036 RELS 1050 001	3.00	0	3.00	.00	----	9.00	.00	.00	.00
	10037 RELS 2000 001	3.00	0	3.00	.00	----	6.00	.00	.00	.00
	10038 RELS 2100 001	3.00	0	3.00	.00	----	3.00	.00	.00	.00
	10040 SOCI 1000 001	3.00	0	3.00	.00	----	15.00	.00	.00	.00
*	10039 SOCI 201 001	4.00	0	3.00	.00	----	.00	.00	.00	.00
	10041 SOCI 2020 001	3.00	0	3.00	.00	----	3.00	.00	.00	.00
	10119 SOCI 31 0	5.00	0	22.50	.00	----	.00	.00	.00	.00
	10120 SOCI 48 0	5.00	0	27.50	.00	----	.00	.00	.00	.00
	10042 STAT 2107 001	3.00	0	3.00	.00	----	3.00	.00	.00	.00
*	10076 TMTM 101 001	5.00	0	5.00	.00	----	.00	.00	.00	.00
*	10077 TMTM 105 001	2.00	0	3.00	.00	----	.00	.00	.00	.00
*	10078 TMTM 201 001	2.00	0	2.00	.00	----	.00	.00	.00	.00
*	10079 TMTM 202 001	2.00	0	2.00	.00	----	.00	.00	.00	.00
	10310 ZOOL 1000 0	9.00	0	3.00	.00	----	.00	.00	.00	.00
	10219 ZOOL 1000 99	9.00	0	3.00	.00	----	6.00	.00	.00	.00

+++ TOTAL SECTIONS	121	14	14.16	----	1075.98	31.50	6.00	37.50	51.66
+++ WSCH DAY			14.16	----	1075.98	31.50	6.00	37.50	1113.48
+++ WSCH EXT. DAY			.00	----	.00	.00	.00	.00	.00
CREDIT			5.00	----	850.50	18.90	3.00	21.90	872.40
CREDIT - DAY			5.00	----	850.50	18.90	3.00	21.90	872.40
CREDIT - EVE			.00	----	.00	.00	.00	.00	.00
* NON-CREDIT			9.16	----	225.48	12.60	3.00	15.60	241.08
NON-CREDIT DAY			9.16	----	225.48	12.60	3.00	15.60	241.08
NON-CREDIT EVE			.00	----	.00	.00	.00	.00	.00

Release 4.2

Banner University

11/11/1999 20:03:55

WEEKLY STUDENT CONTACT HRS RPT

REPORT ADA02

199910

PAGE 4

SUMMARY INFORMATION

-----

1ST PERIOD FTES	.00
Resident	.00
Non-resident	.00
2ND PERIOD FTES	.00
Resident	.00
Non-resident	.00
3RD PERIOD FTES	.00
Resident	.00
Non-resident	.00

## Daily Student Contact Hours Report (SADA3203)

**Description** This report provides sections statistics for user selected attendance methods, as well as Daily Contact Calculations for those sections.

The reporting domain is only those sections within the term specified which have not been excluded via the parameter selections. Report only registered students in those sections whose registration status has the **Count in Enrollment** checkbox on the Course Registration Status Code Validation Form (STVRSTS) checked or set to *Y*.

Parameters	Name	Required?	Description	Values
	Campus Code	Yes	Single Enter the campus code for which the data is to be extracted, or enter % for all.	Campus Code Validation Form (STVCAMP)
	Attendance Method	Yes	Single	Attendance Accounting Method Validation Form (STVACCT)
	First Period Calculation	Yes	The first period report will include all sections which are held during the time period specified by the user. (The existing reporting dates are 7/1 to 12/31.) Any course whose census one date is between 7/1 and 12/31 will be included in the report. Each term will be reported separately.	Y Include period calculation N Do not include period calculation
	Term	No	Multiple Regular terms to be used for determining first period courses. For example, Fall may be reviewed for first period courses.	Term Code Validation Form (STVTERM)
	Unused Parameter			
	First Period Beginning Date	Yes	Single Format DD-MON-YYYY	

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	First Period Ending Date	Yes	Single Format DD-MON-YYYY	
	First Period ADA Annualizer	Yes	Single Format 99.9999	
	First Period Multiplier	Yes	Single This field displays the term length multiplier used for period calculations.	
	Second Period Calculation	Yes	The second period report will include all sections which are held during the time period specified by the user. (The existing reporting dates are 1/1 to 4/15.) Any course whose census one date is between 1/1 and 4/15 will be included in the report. Each term will be reported separately.	Y Include period calculation N Do not include period calculation
	Term	No	Multiple Regular terms to be used for determining second period courses. For example, Fall and Spring may be reviewed for second period courses.	Term Code Validation Form (STVTERM)
	Second Period Beginning Date	Yes	Single Format DD-MON-YYYY	
	Second Period Ending Date	Yes	Single Format DD-MON-YYYY	
	Second Period ADA Annualizer	Yes	Single Format 99.9999 Required if Second Period Calculation is set to Y.	



<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	Second Period Multiplier	Yes	Single  This field displays the term length multiplier used for period calculations.	
	Third Period Calculation	Yes	The third period report will include all sections which are held during the time period specified by the user. (The existing reporting dates are 4/16 to 6/30.) Any course whose census one date is between 4/16 and 6/30 will be included in the report. Each term will be reported separately.	Y Include period calculation N Do not include period calculation
	Term	No	Multiple  Regular terms used for determining the Third Period Calculation. For example, Spring may be reviewed for third period courses.	Term Code Validation Form (STVTERM)
	Unused Parameter			
	Third Period Beginning Date	Yes	Single  Format DD-MON-YYYY	
	Third Period Ending Date	Yes	Single  Format DD-MON-YYYY	
	Third Period Multiplier	Yes	Single  This field displays the term length multiplier used for period calculations.	
	Outside State Residence Codes	No	Multiple	Residence Code Validation Form (STVRES D)
	Foreign Residence Codes	No	Multiple	Residence Code Validation Form (STVRES D)

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	District Residency Codes	Yes	Multiple This field is used for residence codes for district students.	Residence Code Validation Form (STVRES D)
	Out of District Residency Codes	No	Multiple This field is used for residence codes for out-of-district students.	Residence Code Validation Form (STVRES D)
	Non-Credit Approval Codes	No	Multiple If no match, default to C.	Catalog Approval Code Validation Form (STVAPRV)
	Credit Approval Codes	No	Multiple If no match, default to C.	Catalog Approval Code Validation Form (STVAPRV)
	Schedule Type Codes to be Excluded	No	Multiple Sections with those codes are excluded from the report. If Null, all Schedule Types are included.	Schedule Type Code Validation Form (STVSCHD)
	Exclude Co-operative Education Courses	No	Single Enter Y to exclude sections with these codes from the report.	Y Exclude co-oped sections N Do not exclude co-oped sections
	Classification Codes to be Excluded	No	Multiple May be %. Sections with these codes are excluded from the report.	Classification Code Validation Form (STVCCSL)
	Occupational Course Codes to be Excluded	No	Multiple Sections with these codes are excluded from the report. This will be used to exclude work experience education courses.	Occupational Course Code Validation Form (STVOCCS)

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	Contract Codes to be Excluded	No	Multiple May be %.  Sections with these codes are excluded from the report.	Schedule Contract Code Validation Form (STVSCCD)
	Section Attribute Codes to be Excluded	No	Multiple  Sections with these codes are excluded from the report.	Attribute Validation Form (STVATTR)
	Day Session Codes	Yes	Multiple  Not required for Selection but used in totaling.	Session Code Validation Form (STVSESS)
	Ext. Day Session Codes	Yes	Multiple  Not required for Selection but used in totaling.	Session Code Validation Form (STVSESS)
	In-Service Section Attributes	No	Multiple  If entered then the courses with these attributes will be reported separately as in-service courses.	Attribute Validation Form (STVATTR)
	Basic Skills Attributes	No	Multiple  If entered then the courses with these attributes will be reported separately as Basic Skills courses.	Attribute Validation Form (STVATTR)
	Flex Date	No	Multiple  This field displays multiple dates to be used in determining faculty contract hours of flex. Enter in format DD-MON-YYYY.	
	Citizenship Type	No	Single  This field is used for the amnesty totals for Basic Skills courses.	Citizen Type Code Validation Form (STVCITZ)

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	Debug - Print Extract Record?	No	Single When this parameter is <i>Y</i> , the extract record will be printed to the log file.	Y Print to log file N Do not print to log file
	Part-of-Term	Yes	Single Enter the code for the part-of-term for which data is to be extracted, or enter % to extract records for all parts-of-term.	Part of Term Code Validation Form (STVPTRM)
	Academic Year	Yes	Single Enter the academic year for the reporting period.	Academic Year Validation Form (STVACYR)
	Collect Course Detail Data	Yes	Single When this parameter is <i>Y</i> , course data will be collected and stored in a temporary table.	Y Collect and store data N Do not collect and store data
	Leased (Building) Facilities Codes	No	Multiple Enter the codes for leased facilities to report separately on courses that are taught there.	Building/Room Attribute Code Validation Form (STVRDEF)

Parameters	Name	Required?	Description	Values
	Registration Status Codes to Exclude Students from Enrollment Counts	Yes	Multiple Enter the registration status codes for students who are not to be included in enrollment counts.	Course Registration Status Code Validation Form (STVRSTS)
	Count in Enrollment Indicator	Yes	Multiple Enter <i>R</i> (Registered), <i>W</i> (Withdrawal), <i>D</i> (Drop), or <i>L</i> (Waitlisted) to set the value of the <b>Status Type</b> field (STVRSTS_VOICE_TYPE) on STVRSTS.  The value selected is used to determine which course registration status codes on STVRSTS are to be counted in enrollment when the registration status date is prior to the section's census one date.  <b>Note:</b> You should select the values your institution wishes to use, to be counted as enrollment for state reporting. Adding these values will not change your institutions's existing Banner Voice Response setup and/or functionality.	R Registered W Withdrawal D Drop L Waitlisted

### Page Breaks:

Page breaks are produced by term.

Page breaks are produced for:

- Basic Skills sections
- Basic Skills sections - Amnesty Students
- Leased Facilities sections

### Report Headings:

Term

Campus

Attendance Method

**Sort By:**

Subject, Course Number within Section Number

**Detail Elements on Report:**

Credit/Non-Credit Indicator (CN)

Day/Ext. Day Indicator (S)

CRN - Course Reference Number (SECTION IDENTIFIER)

Subject code and Course number (SECTION IDENTIFIER)

Section Number (SECTION IDENTIFIER)

Section Credit Hours (CR HRS)

Total Number of all section meetings (sum of all session meetings) (MEETINGS)

\* Section Weekly Contact Hours (sum of all session meetings)

\* Section Total Contact Hours (sum of all session meetings)

\* Enrollment Census One (ENROLLMENT)

\* Daily Contact Hours Census One (DSCH1) (calculated)

\* Contact Hours for California Residents broken down by:

- In-state
- Total

\* Contact Hours for Non-residents broken down by:

- Out-of-State

- Foreign
- Total

\* Summary Totals are produced at the end of the report for:

- Daily Contact Hours Day Sections
- Daily Contact Hours Extended Day Sections
- Daily Contact Hours Credit Sections
- Daily Contact Hours Non-Credit Sections

### **Report Calculations for the Detail Information:**

Daily Contact Hours for Census One Enrollment (DSCH1) equals:

Section Daily Contact Hours \* Term Length Multiplier \* Census One Enrollment

*Example:*

Section Daily Contact Hours = 2

Term Length Multiplier = 17.5

Census One Enrollment = 15

DSCH1 = 2 \* 17.5 \* 15 = 525

### **Summary Elements on Report:**

The following totals are produced at the completion of the report by term:

DSCH1 for Day Session Sections broken down by State Residents and Non-residents.

DSCH1 for Ext. Day Session sections broken down by State Residents and Non-residents.

### **Report Calculations for the Summary Information:**

If the First Period calculation has been requested, then the following is performed at the end of the report:

***First Period FTES equals:***

Total DSCH1 for all Sections (Day and Ext. Day \* First Period ADA Annualizer  
525

If the Second Period calculation has been requested, then the following is performed at the end of the report:

***Second Period FTES equals:***

Total DSCH1 Term 1 + Total DSCH1 Term 2 \* Second Period ADA Annualizer  
525

If the Third Period Calculation has been requested, then the following is performed at the end of the report:

***Third Period FTES equals:***

Total DSCH1 Term 1 + Total DSCH1 Term 2 + Total DSCH1 Term 3  
525



## Report Sample—Daily Student Contact Hours Report (SADA3203)

Release 4.2		Banner University										
11/12/1999 12:22:47		DAILY STUDENT CONTACT HRS RPT						REPORT ADA03				
199910								PAGE 1				
ATTENDANCE METHOD:		PERIOD: FIRST TERM: 199910				CAMPUS: All Campuses						
		***** RESIDENTS *****						***** NON-RESIDENTS *****				
C	CR	MEET	ENROL	DAILY					OUT OF			
N S	SECTION IDENT	HRS	INGS	LMENT	HOURS	IN STATE	TOTAL	STATE	FOREIGN	TOTAL	DSCH1	
* D	10168 ACCT 100 D01	3.00	42	0	1.00	.00	----	.00	.00	.00	.00	
* D	10226 ACCT 1101 001	3.00	42	1	1.00	.00	----	.00	42.00	42.00	42.00	
	10091 ACCT 2310 0	3.00	42	0	4.16	.00	----	.00	.00	.00	.00	
	10005 ACCT 2310 001	3.00	42	4	1.00	.00	----	1050.00	126.00	42.00	168.00	
	10006 ACCT 2340 001	3.00	42	0	1.00	.00	----	1008.00	.00	.00	.00	
	10007 ACCT 2430 001	3.00	42	0	1.00	.00	----	252.00	.00	.00	.00	
*	10298 ACCT 245 0	4.00	42	0	1.00	.00	----	.00	.00	.00	.00	
*	10125 ANTH 1001 0	3.00	42	0	1.00	.00	----	.00	.00	.00	.00	
	10008 ANTH 2010 0	6.00	42	0	2.00	.00	----	924.00	.00	.00	.00	
	10138 ANTH 2010 0	6.00	42	0	1.33	.00	----	.00	.00	.00	.00	
*	10129 ANTH 247 1	3.00	42	0	4.16	.00	----	.00	.00	.00	.00	
*	10133 ANTH 249 1	99.00	28	0	11.25	.00	----	.00	.00	.00	.00	
	10010 ANTH 2510 001	3.00	42	0	1.00	.00	----	336.00	.00	.00	.00	
	10302 ANTH 2510 050	3.00	0	0	.00	.00	----	.00	.00	.00	.00	
	10067 ANTH 3020 001	3.00	29	0	1.50	.00	----	.00	.00	.00	.00	
	10009 ANTH 3030 001	3.00	71	0	5.50	.00	----	6638.50	.00	.00	.00	
	10011 ANTH 3040 001	3.00	29	1	1.50	.00	----	.00	43.50	.00	43.50	
	10149 ART 1010 001	3.00	29	0	3.60	.00	----	104.40	.00	.00	.00	
*	10094 BHS 220 001	3.00	14	0	9.16	.00	----	128.24	.00	.00	.00	
D	10002 BIOL 1011 001	1.00	42	0	.66	.00	----	221.76	.00	.00	.00	

D	10003	BIOL	1011	002	1.00	0	0	.00	.00	----	.00	.00	.00	.00	.00
*	10013	BIOL	1205	001	4.00	42	0	1.00	.00	----	.00	.00	.00	.00	.00
* D	10004	BIOL	1401	001	3.00	29	0	1.80	.00	----	208.80	.00	.00	.00	.00
*	10283	BIOL	260	005	4.00	14	0	1.00	.00	----	14.00	.00	.00	.00	.00
*	10018	BUAD	2185	001	3.00	71	0	1.10	.00	----	156.20	.00	.00	.00	.00
*	10291	CHEM	1001	1	3.00	29	0	2.38	.00	----	.00	.00	.00	.00	.00
	10020	CHEM	1103	001	1.00	14	0	2.00	.00	----	112.00	.00	.00	.00	.00
	10021	CHEM	1103	002	1.00	42	0	.66	.00	----	27.72	.00	.00	.00	.00
	10019	CHEM	1131	001	3.00	42	0	1.00	.00	----	42.00	.00	.00	.00	.00
*	10022	CHSM	1000	001	9.00	29	0	1.50	.00	----	652.50	.00	.00	.00	.00
*	10080	CHSM	1000	002	9.00	29	0	1.80	.00	----	.00	.00	.00	.00	.00
*	10089	CHSM	1000	003	9.00	29	0	1.50	.00	----	.00	.00	.00	.00	.00
*	10023	ECON	1101	001	3.00	42	0	1.00	.00	----	84.00	.00	.00	.00	.00
	10024	ECON	2110	001	3.00	29	0	1.50	.00	----	.00	.00	.00	.00	.00
*	10269	ECON	3000	A	3.00	42	0	1.00	.00	----	84.00	.00	.00	.00	.00
*	10270	ECON	3000	B	3.00	42	0	1.00	.00	----	.00	.00	.00	.00	.00
*	10278	EE	3032	BD	3.00	42	0	1.20	.00	----	.00	.00	.00	.00	.00
*	10068	ELET	101	001	4.00	42	0	1.66	.00	----	.00	.00	.00	.00	.00
*	10069	ELET	121	001	3.00	29	0	1.50	.00	----	.00	.00	.00	.00	.00
*	10070	ELET	150	001	1.00	14	0	2.00	.00	----	.00	.00	.00	.00	.00
*	10071	ELET	210	001	4.00	42	0	1.66	.00	----	.00	.00	.00	.00	.00
*	10072	ELET	220	001	2.00	14	0	3.00	.00	----	.00	.00	.00	.00	.00
*	10073	ELET	225	001	2.00	14	0	3.00	.00	----	.00	.00	.00	.00	.00
*	10074	ELET	243	001	4.00	29	0	3.00	.00	----	.00	.00	.00	.00	.00
*	10075	ELET	291	001	1.00	14	0	2.00	.00	----	.00	.00	.00	.00	.00
*	10134	ENGL	078	1	.00	14	0	4.16	.00	----	116.48	.00	.00	.00	.00
*	10145	ENGL	1001	0	3.00	42	0	1.00	.00	----	42.00	.00	.00	.00	.00
*	10016	ENGL	1005	001	3.00	42	0	2.00	.00	----	420.00	.00	.00	.00	.00
*	10088	ENGL	1005	002	3.00	29	0	6.25	.00	----	.00	.00	.00	.00	.00
*	10281	ENGL	1005	01A	3.00	42	0	1.20	.00	----	100.80	.00	.00	.00	.00

ATTENDANCE METHOD:

PERIOD: FIRST TERM: 199910

CAMPUS: All Campuses

\*\*\*\*\* RESIDENTS \*\*\*\*\*

\*\*\*\*\* NON-RESIDENTS \*\*\*\*\*

C	CR	MEET	ENROL	DAILY					OUT OF			
N S	SECTION IDENT	HRS	INGS	LMENT	HOURS	IN STATE	TOTAL	STATE	FOREIGN	TOTAL	DSCHI	
*	10111 ENGL 1005 055	3.00	14	0	10.00	.00	----	140.00	.00	.00	.00	.00
*	10106 ENGL 1005 05A	3.00	29	0	7.50	.00	----	.00	.00	.00	.00	.00
*	10116 ENGL 1006 0	3.00	29	0	1.80	.00	----	.00	.00	.00	.00	.00
*	10092 ENGL 1006 005	3.00	42	0	4.16	.00	----	.00	.00	.00	.00	.00
*	10015 ENGL 101 001	4.00	42	1	1.00	.00	----	168.00	42.00	.00	42.00	42.00
*	10209 ENGL 101 003	4.00	42	0	1.00	.00	----	.00	.00	.00	.00	.00
*	10218 ENGL 101 3	4.00	42	0	1.00	.00	----	.00	.00	.00	.00	.00
*	10199 ENGL 103 01	3.00	43	0	2.20	.00	----	.00	.00	.00	.00	.00
	10017 ENGL 1201 001	3.00	29	0	1.50	.00	----	.00	.00	.00	.00	.00
	10025 FINA 1113 001	3.00	42	0	1.00	.00	----	42.00	.00	.00	.00	.00
	10026 FNAR 1040 001	3.00	42	0	1.00	.00	----	.00	.00	.00	.00	.00
	10028 FREN 1010 001	3.00	42	1	1.00	.00	----	42.00	42.00	.00	42.00	42.00
	10027 FREN 2010 001	3.00	42	0	1.00	.00	----	.00	.00	.00	.00	.00
	10290 FWEB 101 0	3.00	42	1	1.30	.00	----	109.20	54.60	.00	54.60	54.60
	10029 GEOL 1030 001	3.00	42	0	1.00	.00	----	.00	.00	.00	.00	.00
	10030 GEOL 1031 001	1.00	14	0	2.00	.00	----	56.00	.00	.00	.00	.00
*	10303 HIST 112 0	5.00	29	0	1.20	.00	----	.00	.00	.00	.00	.00
	10282 HIST 1201 01A	3.00	42	0	1.20	.00	----	.00	.00	.00	.00	.00
	10301 HIST 1201 GRC	3.00	0	0	.00	.00	----	.00	.00	.00	.00	.00
*	10087 HP CPR1 C01	2.00	14	0	5.00	.00	----	.00	.00	.00	.00	.00
*	10289 LAW 7051 0	3.00	29	1	2.10	.00	----	60.90	60.90	.00	60.90	60.90

*	10229	MATH	010	001	3.00	0	0	.00	.00	----	.00	.00	.00	.00	.00
	10031	MATH	1030	001	3.00	42	0	1.00	.00	----	126.00	.00	.00	.00	.00
	10032	MATH	1230	001	3.00	14	0	3.00	.00	----	42.00	.00	.00	.00	.00
*	10266	MATH	1507	N1	5.00	71	0	1.00	.00	----	71.00	.00	.00	.00	.00
*	10279	MATH	1509	0	5.00	42	0	1.20	.00	----	50.40	.00	.00	.00	.00
*	10271	MATH	2502	A2	3.00	42	0	1.00	.00	----	.00	.00	.00	.00	.00
*	10287	MATH	300	0	3.00	40	0	2.70	.00	----	.00	.00	.00	.00	.00
*	10288	MATH	300	0	3.00	42	1	1.80	.00	----	226.80	75.60	.00	75.60	75.60
*	10053	MGMT	1006	001	3.00	29	0	1.50	.00	----	87.00	.00	.00	.00	.00
	10054	MGMT	1102	001	3.00	29	0	1.50	.00	----	.00	.00	.00	.00	.00
	10055	MGMT	3301	001	3.00	42	0	1.00	.00	----	.00	.00	.00	.00	.00
	10056	MKRT	1137	001	3.00	42	0	1.00	.00	----	.00	.00	.00	.00	.00
	10057	NURS	1100	001	1.00	15	0	1.00	.00	----	.00	.00	.00	.00	.00
	10097	NURS	1100	002	1.00	15	0	4.16	.00	----	.00	.00	.00	.00	.00
	10059	NURS	2105	001	1.00	14	0	2.00	.00	----	.00	.00	.00	.00	.00
	10062	NURS	3030	001	3.00	42	0	1.00	.00	----	.00	.00	.00	.00	.00
	10060	NURS	3100	001	6.00	42	0	2.00	.00	----	.00	.00	.00	.00	.00
	10061	NURS	3105	001	6.00	29	0	6.00	.00	----	.00	.00	.00	.00	.00
	10063	NURS	4100	001	6.00	42	0	2.00	.00	----	.00	.00	.00	.00	.00
	10064	NURS	4105	001	6.00	43	0	5.60	.00	----	.00	.00	.00	.00	.00
	10065	NURS	4130	001	3.00	28	0	1.00	.00	----	.00	.00	.00	.00	.00
	10066	NUTR	2120	001	3.00	42	0	1.00	.00	----	.00	.00	.00	.00	.00
*	10148	PE	100	001	1.50	29	0	1.80	.00	----	.00	.00	.00	.00	.00
*	10267	PHYS	2122	D3	5.00	57	0	1.50	.00	----	85.50	.00	.00	.00	.00
*	10268	PHYS	2122	L3	.00	14	0	3.40	.00	----	47.60	.00	.00	.00	.00
*	10033	POLS	1100	001	3.00	29	0	1.50	.00	----	43.50	.00	.00	.00	.00
*	10144	POLS	1100	005	3.00	42	0	1.00	.00	----	42.00	.00	.00	.00	.00
*	10143	POLS	59999	001	3.00	29	0	1.80	.00	----	.00	.00	.00	.00	.00
*	10163	PREQ	ENG3	001	3.00	42	0	1.00	.00	----	.00	.00	.00	.00	.00

ATTENDANCE METHOD:

PERIOD: FIRST TERM: 199910

CAMPUS: All Campuses

\*\*\*\*\* RESIDENTS \*\*\*\*\*

\*\*\*\*\* NON-RESIDENTS \*\*\*\*\*

C	CR	MEET	ENROL	DAILY					OUT OF			
N S	SECTION IDENT	HRS	INGS	LMENT	HOURS	IN STATE	TOTAL	STATE	FOREIGN	TOTAL	DSCHI	
*	10175 PREQ M120 001	3.00	42	0	1.00	.00	----	.00	.00	.00	.00	
	10035 PSYC 2100 001	3.00	29	0	1.50	.00	----	130.50	.00	.00	.00	
	10034 PSYC 2200 001	3.00	42	0	1.00	.00	----	.00	.00	.00	.00	
	10090 PSYC 2200 002	3.00	15	0	1.50	.00	----	.00	.00	.00	.00	
	10118 PSYC 32 0	5.00	42	0	10.00	.00	----	.00	.00	.00	.00	
*	10105 PSYC 341 001	4.00	42	0	1.00	.00	----	.00	.00	.00	.00	
*	10036 RELS 1050 001	3.00	42	0	1.00	.00	----	126.00	.00	.00	.00	
	10037 RELS 2000 001	3.00	29	0	1.50	.00	----	87.00	.00	.00	.00	
	10038 RELS 2100 001	3.00	42	0	1.00	.00	----	42.00	.00	.00	.00	
	10040 SOCI 1000 001	3.00	29	0	1.50	.00	----	217.50	.00	.00	.00	
*	10039 SOCI 201 001	4.00	42	0	1.00	.00	----	.00	.00	.00	.00	
	10041 SOCI 2020 001	3.00	42	0	1.00	.00	----	42.00	.00	.00	.00	
	10119 SOCI 31 0	5.00	42	0	7.50	.00	----	.00	.00	.00	.00	
	10120 SOCI 48 0	5.00	42	0	9.16	.00	----	.00	.00	.00	.00	
	10042 STAT 2107 001	3.00	42	0	1.00	.00	----	42.00	.00	.00	.00	
*	10076 TMTH 101 001	5.00	15	0	5.00	.00	----	.00	.00	.00	.00	
*	10077 TMTH 105 001	2.00	14	0	3.00	.00	----	.00	.00	.00	.00	
*	10078 TMTH 201 001	2.00	15	0	2.00	.00	----	.00	.00	.00	.00	
*	10079 TMTH 202 001	2.00	15	0	2.00	.00	----	.00	.00	.00	.00	
	10310 ZOOL 1000 0	9.00	42	0	1.00	.00	----	.00	.00	.00	.00	

**Page 3, continued.**

10219 Z00L 1000 99 9.00 42 0 1.00 .00	----	84.00	.00	.00	.00	.00			
+++ TOTAL SECTIONS 121		11	.00	----	14934.30	444.60	84.00	528.60	528.60
+++ DSCH DAY			.00	----	14934.30	444.60	84.00	528.60	15462.90
+++ DSCH EXT. DAY			.00	----	.00	.00	.00	.00	.00
CREDIT			.00	----	11778.58	266.10	42.00	308.10	12086.68
CREDIT - DAY			.00	----	11778.58	266.10	42.00	308.10	12086.68
CREDIT - EVE			.00	----	.00	.00	.00	.00	.00
* NON-CREDIT			.00	----	3155.72	178.50	42.00	220.50	3376.22
NON-CREDIT DAY			.00	----	3155.72	178.50	42.00	220.50	3376.22
NON-CREDIT EVE			.00	----	.00	.00	.00	.00	.00

BASIC SKILLS SECTIONS

AMNESTY STUDENTS

ATTENDANCE METHOD:

PERIOD: FIRST TERM: 199910

CAMPUS: All Campuses

\*\*\*\*\* RESIDENTS \*\*\*\*\*

\*\*\*\*\* NON-RESIDENTS \*\*\*\*\*

C	CR	MEET	ENROL	DAILY					OUT OF					
N S	SECTION	IDENT	HRS	INGS	LMENT	HOURS	IN STATE	TOTAL	STATE	FOREIGN	TOTAL	DSCH1		
* D	10226	ACCT 1101	001	3.00	42	100	1.00	.00	----	3990.00	126.00	84.00	210.00	4200.00
	10005	ACCT 2310	001	3.00	42	30	1.00	.00	----	1092.00	126.00	42.00	168.00	1260.00
	10006	ACCT 2340	001	3.00	42	47	1.00	.00	----	1806.00	126.00	42.00	168.00	1974.00
	10007	ACCT 2430	001	3.00	42	49	1.00	.00	----	1890.00	126.00	42.00	168.00	2058.00
	10008	ANTH 2010	0	6.00	42	55	2.00	.00	----	4284.00	252.00	84.00	336.00	4620.00
	10010	ANTH 2510	001	3.00	42	73	1.00	.00	----	2898.00	126.00	42.00	168.00	3066.00
	10009	ANTH 3030	001	3.00	71	69	5.50	.00	----	25382.50	1171.50	390.50	1562.00	26944.50
	10149	ART 1010	001	3.00	29	99	3.60	.00	----	9918.00	313.20	104.40	417.60	10335.60
D	10002	BIOL 1011	001	1.00	42	5	.66	.00	----	138.60	.00	.00	.00	138.60
D	10003	BIOL 1011	002	1.00	0	10	.00	.00	----	.00	.00	.00	.00	.00
* D	10004	BIOL 1401	001	3.00	29	11	1.80	.00	----	574.20	.00	.00	.00	574.20
*	10018	BUAD 2185	001	3.00	71	78	1.10	.00	----	5779.40	234.30	78.10	312.40	6091.80
	10020	CHEM 1103	001	1.00	14	79	2.00	.00	----	2100.00	84.00	28.00	112.00	2212.00
	10021	CHEM 1103	002	1.00	42	80	.66	.00	----	2106.72	83.16	27.72	110.88	2217.60
*	10022	CHSM 1000	001	9.00	29	92	1.50	.00	----	3828.00	130.50	43.50	174.00	4002.00
*	10269	ECON 3000	A	3.00	42	105	1.00	.00	----	4200.00	126.00	84.00	210.00	4410.00
*	10016	ENGL 1005	001	3.00	42	76	2.00	.00	----	6048.00	252.00	84.00	336.00	6384.00
*	10015	ENGL 101	001	4.00	42	75	1.00	.00	----	2982.00	126.00	42.00	168.00	3150.00

	10028	FREN	1010	001	3.00	42	93	1.00	.00	----	3738.00	126.00	42.00	168.00	3906.00
	10290	FWEB	101	0	3.00	42	113	1.30	.00	----	5733.00	327.60	109.20	436.80	6169.80
	10030	GEOL	1031	001	1.00	14	94	2.00	.00	----	2520.00	84.00	28.00	112.00	2632.00
*	10289	LAW	7051	0	3.00	29	110	2.10	.00	----	6272.70	304.50	121.80	426.30	6699.00
	10031	MATH	1030	001	3.00	42	95	1.00	.00	----	3822.00	126.00	42.00	168.00	3990.00
	10032	MATH	1230	001	3.00	14	96	3.00	.00	----	3864.00	126.00	42.00	168.00	4032.00
*	10266	MATH	1507	N1	5.00	71	101	1.00	.00	----	6816.00	213.00	142.00	355.00	7171.00
*	10288	MATH	300	0	3.00	42	108	1.80	.00	----	7711.20	302.40	151.20	453.60	8164.80
*	10053	MGMT	1006	001	3.00	29	98	1.50	.00	----	4089.00	130.50	43.50	174.00	4263.00
*	10267	PHYS	2122	D3	5.00	57	102	1.50	.00	----	8293.50	256.50	171.00	427.50	8721.00
*	10268	PHYS	2122	L3	.00	14	103	3.40	.00	----	4664.80	142.80	95.20	238.00	4902.80
*	10033	POLS	1100	001	3.00	29	97	1.50	.00	----	4045.50	130.50	43.50	174.00	4219.50
+++	TOTAL SECTIONS			30			2343		.00	----	140587.12	5672.46	2249.62	7922.08	148509.20
+++	DSCH DAY								.00	----	140587.12	5672.46	2249.62	7922.08	148509.20
+++	DSCH EXT. DAY								.00	----	.00	.00	.00	.00	.00
	CREDIT								.00	----	71292.82	3197.46	1065.82	4263.28	75556.10
	CREDIT - DAY								.00	----	71292.82	3197.46	1065.82	4263.28	75556.10
	CREDIT - EVE								.00	----	.00	.00	.00	.00	.00
*	NON-CREDIT								.00	----	69294.30	2475.00	1183.80	3658.80	72953.10
	NON-CREDIT DAY								.00	----	69294.30	2475.00	1183.80	3658.80	72953.10
	NON-CREDIT EVE							.00	----	.00	.00	.00	.00	.00	.00



Release 4.2

11/12/1999 12:22:47

199910

Banner University

DAILY STUDENT CONTACT HRS RPT

REPORT ADA03

PAGE 5

SUMMARY INFORMATION

-----

1ST PERIOD FTES	1.01
Resident	28.45
Non-resident	1.01
2ND PERIOD FTES	.00
Resident	.00
Non-resident	.00
3RD PERIOD FTES	.00
Resident	.00
Non-resident	.00

## Actual Hours of Attendance Contact Hours Report (SADA3204)

**Description** This report provides section statistics for user selected attendance methods, as well as Actual Hours of Attendance Contact Hours Calculations for those sections.

The reporting domain is only those sections within the term specified which have not been excluded via the parameter selections. Report only registered students in those sections whose registration status has the **Count in Enrollment** checkbox on the Course Registration Status Code Validation Form (STVRSTS) checked or set to *Y*.

Parameters	Name	Required?	Description	Values
	Campus Code	Yes	Single Enter the campus code for which the data is to be extracted, or enter % for all.	Campus Code Validation Form (STVCAMP)
	Attendance Method	Yes	Single	Attendance Accounting Method Validation Form (STVACCT)
	First Period Calculation	Yes	The first period report will include all sections which are held during the time period specified by the user. (The existing reporting dates are 7/1 to 12/31.) Any course whose census one date is between 7/1 and 12/31 will be included in the report. Each term will be reported separately.	Y Include period calculation N Do not include period calculation
	Term	Yes	Multiple Regular terms to be used for determining first period courses. For example, Fall may be reviewed for first period courses.	Term Code Validation Form (STVTERM)
	Unused Parameter			
	First Period Beginning Date	Yes	Single Format DD-MON-YYYY	

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	First Period Ending Date	Yes	Single Format DD-MON-YYYY	
	First Period ADA Annualizer	Yes	Single Format 99.9999	
	Unused Parameter			
	Second Period Calculation	Yes	The second period report will include all sections which are held during the time period specified by the user. (The existing reporting dates are 1/1 to 4/15.) Any course whose census one date is between 1/1 and 4/15 will be included in the report. Each term will be reported separately.	Y Include period calculation N Do not include period calculation
	Term	Yes	Multiple Regular terms to be used for determining second period courses. For example, Fall and Spring may be reviewed for second period courses.	Term Code Validation Form (STVTERM)
	Second Period Beginning Date	Yes	Single Format DD-MON-YYYY	
	Second Period Ending Date	Yes	Single Format DD-MON-YYYY	
	Second Period ADA Annualizer	Yes	Single Format 99.9999 Required if Second Period Calculation is set to Y.	
	Unused Parameter			

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	Third Period Calculation	Yes	The third period report will include all sections which are held during the time period specified by the user. (The existing reporting dates are 4/16 to 6/30.) Any course whose census one date is between 4/16 and 6/30 will be included in the report. Each term will be reported separately.	Y Include period calculation N Do not include period calculation
	Term	Yes	Multiple  Regular terms used for determining the Third Period Calculation. For example, Spring may be reviewed for third period courses.	Term Code Validation Form (STVTERM)
	Unused Parameter			
	Third Period Beginning Date	Yes	Single  Format DD-MON-YYYY	
	Third Period Ending Date	Yes	Single  Format DD-MON-YYYY	
	Unused Parameter			
	Unused Parameter			
	Foreign Residence Codes	No	Multiple	Residence Code Validation Form (STVRES D)
	State Residence Codes	No	Multiple	Residence Code Validation Form (STVRES D)
	Outside State Residence Codes	No	Multiple	Residence Code Validation Form (STVRES D)

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	Non-Credit Approval Codes	No	Multiple If no match, default to C.	Catalog Approval Code Validation Form (STVAPRV)
	Credit Approval Codes	No	Multiple If no match, default to C.	Catalog Approval Code Validation Form (STVAPRV)
	Schedule Type Codes to be Excluded	No	Multiple Sections with those codes are excluded from the report. If Null, all Schedule Types are included.	Schedule Type Code Validation Form (STVSCHD)
	Exclude Co-operative Education Courses	Yes	Single Enter Y to exclude sections with these codes from the report.	Y Exclude co-oped sections N Do not exclude co-oped sections
	Classification Codes to be Included	No	Multiple May be %. Sections with these codes are included in the report.	Classification Code Validation Form (STVCCSL)
	Occupational Course Codes to be Included	No	Multiple Sections with these codes are included in the report.	Occupational Course Code Validation Form (STVOCCS)
	Contract Codes to be Excluded	No	Multiple May be %. Sections with these codes are excluded from the report.	Schedule Contract Code Validation Form (STVSCCD)
	Section Attribute Codes to be Excluded	No	Multiple	Attribute Validation Form (STVATTR)
	Day Session Codes	Yes	Multiple Not required for Selection but used in totaling.	Session Code Validation Form (STVSESS)

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	Ext. Day Session Codes	Yes	Multiple Not required for Selection but used in totaling.	Session Code Validation Form (STVSESS)
	In-Service Section Attributes	No	Multiple If entered then the courses with these attributes will be reported separately as in-service courses.	Attribute Validation Form (STVATTR)
	Basic Skills Attributes	No	Multiple If entered then the courses with these attributes will be reported separately as Basic Skills courses.	Attribute Validation Form (STVATTR)
	Unused Parameter			
	Citizenship Type	No	Single This field is used for the amnesty totals for Basic Skills courses.	Citizen Type Code Validation Form (STVCITZ)
	Debug - Print Extract Record?	Yes	Single When this parameter is Y, the extract record will be printed to the log file.	Y Print to log file N Do not print to log file
	Part-of-Term	Yes	Single Enter the code for the part-of-term for which data is to be extracted, or enter % to extract records for all parts-of-term.	Part of Term Code Validation Form (STVPTRM)
	Academic Year	Yes	Single Enter the academic year for the reporting period.	Academic Year Validation Form (STVACYR)
	Collect Course Detail Data	Yes	Single When this parameter is Y, course data will be collected and stored in a temporary table.	Y Collect and store data N Do not collect and store data

Parameters	Name	Required?	Description	Values
	Leased (Building) Facilities Codes	No	Multiple Enter the codes for leased facilities to report separately on courses that are taught there.	Building/Room Attribute Code Validation Form (STVRDEF)
	Registration Status Codes to Exclude Students from Enrollment Counts	Yes	Multiple Enter the registration status codes for students who are not to be included in enrollment counts.	Course Registration Status Code Validation Form (STVRSTS)
	Count in Enrollment Indicator	Yes	Multiple Enter <i>R</i> (Registered), <i>W</i> (Withdrawal), <i>D</i> (Drop), or <i>L</i> (Waitlisted) to set the value of the <b>Status Type</b> field (STVRSTS_VOICE_TYPE) on STVRSTS.  The value selected is used to determine which course registration status codes on STVRSTS are to be counted in enrollment when the registration status date is prior to the section's census one date.  <b>Note:</b> You should select the values your institution wishes to use, to be counted as enrollment for state reporting. Adding these values will not change your institutions's existing Banner Voice Response setup and/or functionality.	R Registered W Withdrawal D Drop L Waitlisted

### Page Breaks:

Page breaks are produced by term.

Page breaks are produced for:

- Basic Skills sections
- Basic Skills sections - Amnesty Students
- Leased Facilities sections

## **Report Headings:**

Term

Campus

Attendance Method

## **Sort By:**

Subject, Course Number within Section Number

## **Detail Elements on Report:**

Credit/Non-Credit Indicator (CN)

Day/Ext. Day Indicator (S)

Course Reference Number (SECTION IDENTIFIER)

Subject code and Course number (SECTION IDENTIFIER)

Section Number (SECTION IDENTIFIER)

Section Credit Hours (CR HRS)

\* Section Attendance Hours (ATTND Hours)

\* Enrollment

\* Attendance Hours for California Residents broken down by:

- In-state
- Total

\* Attendance Hours for Non-residents broken down by:

- Out-of-State



- Foreign
- Total

\* Summary Totals are produced at the end of the report.



**Note**

No report calculations for the detail information are required. ■

**Summary Elements on Report:**

Attendance Hours for Non-credit courses broken down by residents and non-residents.

Attendance Hours for Credit courses broken down by residents and non-residents, then by Day and Ext. Day within residents and non-residents.

Non-Credit and Credit break downs are also provided.

**Report Calculations for the Summary Information:**

If the First Period calculation has been requested, then the following is performed at the end of the report:

***Non-Credit Actual Hours of Attendance Procedure Courses FTES equals:***

Total Non-Credit Contact Hours for Period 1 \* First Period ADA Annualizer  
525

***Credit Actual Hours of Attendance Procedure Courses FTES equals:***

Total Credit Contact Hours for Period 1 \* First Period ADA Annualizer  
525

If the Second Period calculation has been requested, then the following is performed at the end of the report:

***Second Period FTES equals:***

Total Non-Credit Contact Hours for Period 1 and Period 2 \* Second Period ADA Annualizer  
525

Total Credit Contact Hours for Period 1 and Period 2 \* Second Period ADA Annualizer  
525

If the Third Period calculation has been requested, then the following is performed at the end of the report:

***Third Period FTES equals:***

(Total Non-Credit Contact Hours for Periods 1, 2 and 3)  
525

(Total Credit Contact Hours for Periods 1, 2 and 3)  
525

## Report Sample—Actual Hours of Attendance Contact Hours Report (SADA3204)

Release 4.2		Banner University						REPORT ADA04			
11/12/1999 12:47:12		ACTUAL ATTENDANCE HOURS REPORT						PAGE 1			
199910											
ATTENDANCE METHOD:		PERIOD: FIRST		TERM: 199910		CAMPUS: Main					
		***** RESIDENTS *****				***** NON-RESIDENTS *****					
C	CR	ENROL				OUT OF				ATTND	
N S	SECTION IDENT	HRS	LMENT	IN STATE	TOTAL	STATE	FOREIGN	TOTAL	HOURS		
* D	10226 ACCT 1101 001	3.00	1	.00	----	.00	.00	.00	.00	.00	
	10005 ACCT 2310 001	3.00	23	.00	----	.00	.00	.00	.00	.00	
	10006 ACCT 2340 001	3.00	19	.00	----	.00	.00	.00	.00	.00	
	10007 ACCT 2430 001	3.00	4	.00	----	.00	.00	.00	.00	.00	
*	10298 ACCT 245 0	4.00	0	.00	----	.00	.00	.00	.00	.00	
*	10125 ANTH 1001 0	3.00	0	.00	----	.00	.00	.00	.00	.00	
	10008 ANTH 2010 0	6.00	9	.00	----	.00	.00	.00	.00	.00	
	10138 ANTH 2010 0	6.00	0	.00	----	.00	.00	.00	.00	.00	
	10010 ANTH 2510 001	3.00	8	.00	----	.00	.00	.00	.00	.00	
	10302 ANTH 2510 050	3.00	1	.00	----	.00	.00	.00	.00	.00	
	10067 ANTH 3020 001	3.00	0	.00	----	.00	.00	.00	.00	.00	
	10009 ANTH 3030 001	3.00	16	.00	----	.00	.00	.00	.00	.00	
	10011 ANTH 3040 001	3.00	1	.00	----	.00	.00	.00	.00	.00	
	10149 ART 1010 001	3.00	2	.00	----	.00	.00	.00	.00	.00	
*	10094 BHS 220 001	3.00	1	.00	----	.00	.00	.00	.00	.00	
D	10002 BIOL 1011 001	1.00	8	.00	----	.00	.00	.00	.00	.00	
D	10003 BIOL 1011 002	1.00	6	.00	----	.00	.00	.00	.00	.00	
*	10013 BIOL 1205 001	4.00	0	.00	----	.00	.00	.00	.00	.00	
* D	10004 BIOL 1401 001	3.00	3	.00	----	.00	.00	.00	.00	.00	
*	10283 BIOL 260 005	4.00	1	.00	----	.00	.00	.00	.00	.00	

*	10018	BUAD	2185	001	3.00	1	.00	----	.00	.00	.00	.00	.00
	10020	CHEM	1103	001	1.00	5	.00	----	.00	.00	.00	.00	.00
	10021	CHEM	1103	002	1.00	1	.00	----	.00	.00	.00	.00	.00
	10019	CHEM	1131	001	3.00	1	.00	----	.00	.00	.00	.00	.00
*	10022	CHSM	1000	001	9.00	15	.00	----	.00	.00	.00	.00	.00
*	10080	CHSM	1000	002	9.00	0	.00	----	.00	.00	.00	.00	.00
*	10089	CHSM	1000	003	9.00	0	.00	----	.00	.00	.00	.00	.00
*	10023	ECON	1101	001	3.00	3	.00	----	.00	.00	.00	.00	.00
	10024	ECON	2110	001	3.00	0	.00	----	.00	.00	.00	.00	.00
*	10269	ECON	3000	A	3.00	2	.00	----	.00	.00	.00	.00	.00
*	10270	ECON	3000	B	3.00	0	.00	----	.00	.00	.00	.00	.00
*	10278	EE	3032	BD	3.00	0	.00	----	.00	.00	.00	.00	.00
*	10068	ELET	101	001	4.00	0	.00	----	.00	.00	.00	.00	.00
*	10069	ELET	121	001	3.00	0	.00	----	.00	.00	.00	.00	.00
*	10070	ELET	150	001	1.00	0	.00	----	.00	.00	.00	.00	.00
*	10071	ELET	210	001	4.00	0	.00	----	.00	.00	.00	.00	.00
*	10072	ELET	220	001	2.00	0	.00	----	.00	.00	.00	.00	.00
*	10073	ELET	225	001	2.00	0	.00	----	.00	.00	.00	.00	.00
*	10074	ELET	243	001	4.00	0	.00	----	.00	.00	.00	.00	.00
*	10075	ELET	291	001	1.00	0	.00	----	.00	.00	.00	.00	.00
*	10134	ENGL	078	1	.00	2	.00	----	.00	.00	.00	.00	.00
*	10145	ENGL	1001	0	3.00	2	.00	----	.00	.00	.00	.00	.00
*	10016	ENGL	1005	001	3.00	4	.00	----	.00	.00	.00	.00	.00
*	10088	ENGL	1005	002	3.00	0	.00	----	.00	.00	.00	.00	.00
*	10281	ENGL	1005	01A	3.00	2	.00	----	.00	.00	.00	.00	.00
*	10111	ENGL	1005	055	3.00	1	.00	----	.00	.00	.00	.00	.00
*	10106	ENGL	1005	05A	3.00	0	.00	----	.00	.00	.00	.00	.00
*	10116	ENGL	1006	0	3.00	0	.00	----	.00	.00	.00	.00	.00
*	10092	ENGL	1006	005	3.00	0	.00	----	.00	.00	.00	.00	.00
*	10015	ENGL	101	001	4.00	4	.00	----	.00	.00	.00	.00	.00

ATTENDANCE METHOD:

PERIOD: FIRST TERM: 199910

CAMPUS: Main

\*\*\*\*\* RESIDENTS \*\*\*\*\*

\*\*\*\*\* NON-RESIDENTS \*\*\*\*\*

C	CR	ENROL	ATTND
N S	SECTION IDENT	HRS	ENROL
			IN STATE
			TOTAL
			OUT OF
			STATE FOREIGN TOTAL
			HOURS
*	10209 ENGL 101 003	4.00	0
*	10199 ENGL 103 01	3.00	1
	10017 ENGL 1201 001	3.00	0
	10025 FINA 1113 001	3.00	1
	10026 FNAR 1040 001	3.00	0
	10028 FREN 1010 001	3.00	2
	10027 FREN 2010 001	3.00	0
	10290 FWEB 101 0	3.00	3
	10029 GEOL 1030 001	3.00	0
	10030 GEOL 1031 001	1.00	2
*	10303 HIST 112 0	5.00	0
	10282 HIST 1201 01A	3.00	0
	10301 HIST 1201 GRC	3.00	0
*	10087 HP CPR1 C01	2.00	0
*	10289 LAW 7051 0	3.00	2
*	10229 MATH 010 001	3.00	1
	10031 MATH 1030 001	3.00	3
	10032 MATH 1230 001	3.00	0
*	10266 MATH 1507 N1	5.00	1
*	10279 MATH 1509 0	5.00	1

*	10271	MATH	2502	A2	3.00	0	.00	----	.00	.00	.00	.00	.00
*	10287	MATH	300	0	3.00	0	.00	----	.00	.00	.00	.00	.00
*	10288	MATH	300	0	3.00	3	.00	----	.00	.00	.00	.00	.00
*	10053	MGMT	1006	001	3.00	2	.00	----	.00	.00	.00	.00	.00
	10054	MGMT	1102	001	3.00	0	.00	----	.00	.00	.00	.00	.00
	10055	MGMT	3301	001	3.00	0	.00	----	.00	.00	.00	.00	.00
	10056	MKRT	1137	001	3.00	0	.00	----	.00	.00	.00	.00	.00
	10057	NURS	1100	001	1.00	0	.00	----	.00	.00	.00	.00	.00
	10097	NURS	1100	002	1.00	0	.00	----	.00	.00	.00	.00	.00
	10059	NURS	2105	001	1.00	0	.00	----	.00	.00	.00	.00	.00
	10062	NURS	3030	001	3.00	0	.00	----	.00	.00	.00	.00	.00
	10060	NURS	3100	001	6.00	0	.00	----	.00	.00	.00	.00	.00
	10061	NURS	3105	001	6.00	0	.00	----	.00	.00	.00	.00	.00
	10063	NURS	4100	001	6.00	0	.00	----	.00	.00	.00	.00	.00
	10064	NURS	4105	001	6.00	0	.00	----	.00	.00	.00	.00	.00
	10065	NURS	4130	001	3.00	0	.00	----	.00	.00	.00	.00	.00
	10066	NUTR	2120	001	3.00	0	.00	----	.00	.00	.00	.00	.00
*	10148	PE	100	001	1.50	0	.00	----	.00	.00	.00	.00	.00
*	10267	PHYS	2122	D3	5.00	1	.00	----	.00	.00	.00	.00	.00
*	10268	PHYS	2122	L3	.00	1	.00	----	.00	.00	.00	.00	.00
*	10033	POLS	1100	001	3.00	1	.00	----	.00	.00	.00	.00	.00
*	10144	POLS	1100	005	3.00	1	.00	----	.00	.00	.00	.00	.00
*	10143	POLS	59999	001	3.00	0	.00	----	.00	.00	.00	.00	.00
*	10163	PREQ	ENG3	001	3.00	0	.00	----	.00	.00	.00	.00	.00
*	10175	PREQ	M120	001	3.00	0	.00	----	.00	.00	.00	.00	.00
	10035	PSYC	2100	001	3.00	0	.00	----	.00	.00	.00	.00	.00
	10034	PSYC	2200	001	3.00	2	.00	----	.00	.00	.00	.00	.00
	10090	PSYC	2200	002	3.00	0	.00	----	.00	.00	.00	.00	.00
	10118	PSYC	32	0	5.00	0	.00	----	.00	.00	.00	.00	.00
*	10105	PSYC	341	001	4.00	0	.00	----	.00	.00	.00	.00	.00

ATTENDANCE METHOD:

PERIOD: FIRST TERM: 199910

CAMPUS: Main

\*\*\*\*\* RESIDENTS \*\*\*\*\*

\*\*\*\*\* NON-RESIDENTS \*\*\*\*\*

C	N S	SECTION IDENT	CR	HRS	ENROL	MENT	IN STATE	TOTAL	OUT OF	STATE	FOREIGN	TOTAL	ATTND	HOURS
*		10036 RELS 1050 001	3.00		1		.00	----	.00	.00	.00	.00	.00	
		10037 RELS 2000 001	3.00		0		.00	----	.00	.00	.00	.00	.00	
		10038 RELS 2100 001	3.00		1		.00	----	.00	.00	.00	.00	.00	
		10040 SOCI 1000 001	3.00		4		.00	----	.00	.00	.00	.00	.00	
*		10039 SOCI 201 001	4.00		0		.00	----	.00	.00	.00	.00	.00	
		10041 SOCI 2020 001	3.00		0		.00	----	.00	.00	.00	.00	.00	
		10119 SOCI 31 0	5.00		0		.00	----	.00	.00	.00	.00	.00	
		10120 SOCI 48 0	5.00		1		.00	----	.00	.00	.00	.00	.00	
		10042 STAT 2107 001	3.00		0		.00	----	.00	.00	.00	.00	.00	
*		10076 TMTM 101 001	5.00		0		.00	----	.00	.00	.00	.00	.00	
*		10077 TMTM 105 001	2.00		0		.00	----	.00	.00	.00	.00	.00	
*		10078 TMTM 201 001	2.00		0		.00	----	.00	.00	.00	.00	.00	
*		10079 TMTM 202 001	2.00		0		.00	----	.00	.00	.00	.00	.00	
		10310 Z00L 1000 0	9.00		0		.00	----	.00	.00	.00	.00	.00	
		10219 Z00L 1000 99	9.00		2		.00	----	.00	.00	.00	.00	.00	
+++		TOTAL SECTIONS	115		183		.00	----	.00	.00	.00	.00	.00	
+++		ACTUAL DAY					.00	----	.00	.00	.00	.00	.00	
+++		ACTUAL EXT DAY					.00	----	.00	.00	.00	.00	.00	
		CREDIT					.00	----	.00	.00	.00	.00	.00	
		CREDIT - DAY					.00	----	.00	.00	.00	.00	.00	
		CREDIT - EVE					.00	----	.00	.00	.00	.00	.00	
*		NON-CREDIT					.00	----	.00	.00	.00	.00	.00	
		NON-CREDIT DAY					.00	----	.00	.00	.00	.00	.00	
		NON-CREDIT EVE					.00	----	.00	.00	.00	.00	.00	

SUMMARY INFORMATION

-----

1ST PERIOD FTES	.00 (CREDIT )
	.00 (Resident )
	.00 (Non-resident)
	.00 (NON-CREDIT )
	.00 (Resident )
	.00 (Non-resident)
2ND PERIOD FTES	.00 (CREDIT )
	.00 (Resident )
	.00 (Non-resident)
	.00 (NON-CREDIT )
	.00 (Resident )
	.00 (Non-resident)
3RD PERIOD FTES	.00 (CREDIT )
	.00 (Resident )
	.00 (Non-resident)
	.00 (NON-CREDIT )
	.00 (Resident )
	.00 (Non-resident)



# Independent Study Weekly Student Contact Hours Report (SADA3205)

**Description** This report provides section statistics for user selected attendance methods, as well as provides Weekly Contact Calculations for those sections.

The reporting domain is only those sections within the term specified which have not been excluded via the parameter selections. Report only registered students in those sections whose registration status has the **Count in Enrollment** checkbox on the Course Registration Status Code Validation Form (STVRSTS) checked or set to Y.

Parameters	Name	Required?	Description	Values
	Campus Code	Yes	Single  Enter the campus code for which the data is to be extracted, or enter % for all.	Campus Code Validation Form (STVCAMP)
	Attendance Method	Yes	Single	Attendance Accounting Method Validation Form (STVACCT)
	First Period Calculation	Yes	The first period report will include all sections which are held during the time period specified by the user. (The existing reporting dates are 7/1 to 12/31.) Any course whose census one date is between 7/1 and 12/31 will be included in the report. Each term will be reported separately.	Y Include period calculation N Do not include period calculation
	Term	Yes	Multiple  Regular terms to be used for determining first period courses. For example, Fall may be reviewed for first period courses.	Term Code Validation Form (STVTERM)
	Unused Parameter			
	First Period Beginning Date	Yes	Single  Format DD-MON-YYYY	

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	First Period Ending Date	Yes	Single Format DD-MON-YYYY	
	First Period ADA Annualizer	Yes	Single Format 99.9999	
	Term Length Multiplier 1 (TLM1)	Yes	Single Format 99.99	
	Second Period Calculation	Yes	The second period report will include all sections which are held during the time period specified by the user. (The existing reporting dates are 1/1 to 4/15.) Any course whose census one date is between 1/1 and 4/15 will be included in the report. Each term will be reported separately.	Y Include period calculation N Do not include period calculation
	Term	Yes	Multiple Regular terms to be used for determining second period courses. For example, Fall and Spring may be reviewed for second period courses.	Term Code Validation Form (STVTERM)
	Second Period Beginning Date	Yes	Single Format DD-MON-YYYY	
	Second Period Ending Date	Yes	Single Format DD-MON-YYYY	
	Second Period ADA Annualizer	Yes	Single Format 99.9999 Required if Second Period Calculation is set to Y.	

<i>Parameters</i>	<i>Name</i>	<i>Required?</i>	<i>Description</i>	<i>Values</i>
	Term Length Multiplier 2 (TLM2)	Yes	Single  Format 99.99  Required if Second Period Calculation is set to <i>Y</i> .	
	Third Period Calculation	Yes	The third period report will include all sections which are held during the time period specified by the user. (The existing reporting dates are 4/16 to 6/30.) Any course whose census one date is between 4/16 and 6/30 will be included in the report. Each term will be reported separately.	Y Include period calculation N Do not include period calculation
	Term	Yes	Multiple  Regular terms used for determining the Third Period Calculation. For example, Spring may be reviewed for third period courses.	Term Code Validation Form (STVTERM)
	Unused Parameter			
	Third Period Beginning Date	Yes	Single  Format DD-MON-YYYY	
	Third Period Ending Date	Yes	Single  Format DD-MON-YYYY	
	Term Length Multiplier 3 (TLM3)	Yes	Single  Format 99.99  Required if Third Period Calculation is set to <i>Y</i> .	
	Unused Parameter			
	Foreign Residence Codes	No	Multiple	Residence Code Validation Form (STVRES)

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	State Residence Codes	No	Multiple	Residence Code Validation Form (STVRES D)
	Outside State Residence Codes	No	Multiple	Residence Code Validation Form (STVRES D)
	Non-Credit Approval Codes	No	Multiple If no match, default to C.	Catalog Approval Code Validation Form (STVAPRV)
	Credit Approval Codes	No	Multiple If no match, default to C.	Catalog Approval Code Validation Form (STVAPRV)
	Schedule Type Codes to be Excluded	No	Multiple Sections with those codes are excluded from the report. If Null, all Schedule Types are included.	Schedule Type Code Validation Form (STVSCHD)
	Exclude Co-operative Education Courses	No	Single Enter Y to exclude sections with these codes from the report.	Y Exclude co-oped sections N Do not exclude co-oped sections
	Classification Codes to be Excluded	No	Multiple May be %. Sections with these codes are excluded from the report.	Classification Code Validation Form (STVCCSL)
	Occupational Course Codes to be Excluded	No	Multiple Sections with these codes are excluded from the report. This will be used to exclude work experience courses.	Occupational Course Code Validation Form (STVOCCS)

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	Contract Codes to be Excluded	No	Multiple May be %.  Sections with these codes are excluded from the report.	Schedule Contract Code Validation Form (STVSCCD)
	Section Attribute Codes to be Excluded	No	Multiple	Attribute Validation Form (STVATTR)
	Day Session Codes	Yes	Multiple  Not required for Selection but used in totaling.	Session Code Validation Form (STVSESS)
	Ext. Day Session Codes	Yes	Multiple  Not required for Selection but used in totaling.	Session Code Validation Form (STVSESS)
	In-Service Section Attributes	No	Multiple  If entered then the courses with these attributes will be reported separately as in-service courses.	Attribute Validation Form (STVATTR)
	Basic Skills Attributes	No	Multiple  If entered then the courses with these attributes will be reported separately as Basic Skills courses.	Attribute Validation Form (STVATTR)
	Unused Parameter			
	Citizenship Type	No	Single  This field is used for the amnesty totals for Basic Skills courses.	Citizen Type Code Validation Form (STVCITZ)
	Debug - Print Extract Record?	Yes	Single  When this parameter is <i>Y</i> , the extract record will be printed to the log file.	Y Print to log file N Do not print to log file

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	Part-of-Term	Yes	Single Enter the code for the part-of-term for which data is to be extracted, or enter % to extract records for all parts-of-term.	Part of Term Code Validation Form (STVPTRM)
	Academic Year	Yes	Single Enter the academic year for the reporting period.	Academic Year Validation Form (STVACYR)
	Collect Course Detail Data	Yes	Single When this parameter is <i>Y</i> , course data will be collected and stored in a temporary table.	Y Collect and store data N Do not collect and store data
	Leased (Building) Facilities Codes	No	Multiple Enter the codes for leased facilities to report separately on courses that are taught there.	Building/Room Attribute Code Validation Form (STVRDEF)
	Registration Status Codes to Exclude Students from Enrollment Counts	Yes	Multiple Enter the registration status codes for students who are not to be included in enrollment counts.	Course Registration Status Code Validation Form (STVRSTS)

### Page Breaks:

Page breaks are produced by term.

Page breaks are produced for:

- Basic Skills sections
- Basic Skills sections - Amnesty Students
- Leased Facilities sections

## **Report Headings:**

Term

Campus

Attendance Method

## **Sort By:**

Subject, Course Number within Section Number

## **Detail Elements on Report:**

Credit/Non-Credit Indicator (CN)

Day/Ext. Day Indicator (S)

Course Reference Number (SECTION IDENTIFIER)

Subject code and Course number (SECTION IDENTIFIER)

Section Number (SECTION IDENTIFIER)

Section Credit Hours (CR HRS)

\* Census Week One Section Enrollment (ENROLLMENT)

\* Enrollment Census Week One

\* Credit Hours for California Residents broken down by:

- In-state
- Total

\* Credit Hours for Non-residents broken down by:

- Out-of-State

- Foreign
- Total

\* Summary Totals are produced at the end of the report for:

- Weekly Credit Hours Day Sections
- Weekly Credit Hours Extended Day Sections
- Weekly Credit Hours Credit Sections
- Weekly Credit Hours Non-Credit Sections

### **Report Calculations for the Detail Information:**

Weekly Credit Hours for Census Week One (WSCH1) equals:

Section Weekly Credit Hours \* Census Week 1 Enrollment

*Example:*

Section Weekly Credit Hours = 3

Census Week One (CW1) = 25

WSCH1 = 3 \* 25

This is a rounded Calculation.



#### **Note**

TLM1 and ADA Annualizer are all obtained from the parameter values entered by the user. ■

### **Report Calculations for the Summary Information:**

If the First Period calculation has been requested, then the following is performed at the end of the report for each regular term in the parameter selection:



***First Period FTES equals:***

$(\text{WSCH1}) * \text{TLM1} * \text{First Period ADA Annualizer}$   
525

If the Second Period calculation has been requested, then the following is performed at the end of the report for each regular term in the parameter selection:

***Second Period FTES equals:***

$(\text{WSCH1 Term 1} * \text{TLM1}) + (\text{WSCH1 Term 2} * \text{TLM 2}) * \text{Second Period ADA Annualizer}$   
525

If the Third Period Calculation has been requested, then the following is performed at the end of the report:

***Third Period FTES equals:***

$(\text{WSCH1 Term 1} * \text{TLM1}) + (\text{WSCH1 Term 2} * \text{TLM 2}) + (\text{WSCH1 Term 3} * \text{TLM3})$   
525

## Report Sample—Independent Study Weekly Student Contact Hours Report (SADA3205)

Release 4.2

Banner University

11/12/1999 13:20:16

INDEPENDENT STUDY WEEKLY RPT

REPORT ADA05

199910

PAGE 1

ATTENDANCE METHOD:

PERIOD: FIRST TERM: 199910

CAMPUS: Main

\*\*\*\*\* RESIDENTS \*\*\*\*\*

\*\*\*\*\* NON-RESIDENTS \*\*\*\*\*

C	CR	ENROL	***** RESIDENTS *****				***** NON-RESIDENTS *****			
N S	SECTION IDENT	HRS	LMENT	IN STATE	TOTAL	OUT OF STATE	FOREIGN	TOTAL	TOTAL	
* D	10226 ACCT 1101 001	3.00	1	.00	----	.00	3.00	3.00	3.00	
	10005 ACCT 2310 001	3.00	28	51.00	----	63.00	3.00	3.00	69.00	
	10006 ACCT 2340 001	3.00	24	58.00	----	58.00	.00	.00	58.00	
	10007 ACCT 2430 001	3.00	6	12.00	----	12.00	.00	.00	12.00	
*	10298 ACCT 245 0	4.00	0	.00	----	.00	.00	.00	.00	
*	10125 ANTH 1001 0	3.00	0	.00	----	.00	.00	.00	.00	
	10008 ANTH 2010 0	6.00	11	33.00	----	33.00	.00	.00	33.00	
	10138 ANTH 2010 0	6.00	0	.00	----	.00	.00	.00	.00	
	10010 ANTH 2510 001	3.00	8	24.00	----	24.00	.00	.00	24.00	
	10302 ANTH 2510 050	3.00	1	3.00	----	3.00	.00	.00	3.00	
	10067 ANTH 3020 001	3.00	0	.00	----	.00	.00	.00	.00	
	10009 ANTH 3030 001	3.00	17	48.00	----	48.00	.00	.00	48.00	
	10011 ANTH 3040 001	3.00	1	.00	----	3.00	.00	.00	3.00	
	10149 ART 1010 001	3.00	1	3.00	----	3.00	.00	.00	3.00	
*	10094 BHS 220 001	3.00	0	.00	----	3.00	.00	.00	3.00	
D	10002 BIOL 1011 001	1.00	7	5.00	----	6.00	1.00	.00	7.00	
D	10003 BIOL 1011 002	1.00	6	5.00	----	6.00	.00	.00	6.00	
*	10013 BIOL 1205 001	4.00	0	.00	----	.00	.00	.00	.00	
* D	10004 BIOL 1401 001	3.00	4	9.00	----	9.00	.00	.00	9.00	

*	10283	BIOL	260	005	4.00	1	.00	----	.00	.00	.00	.00	.00
*	10018	BUAD	2185	001	3.00	2	.00	----	.00	3.00	.00	3.00	3.00
	10020	CHEM	1103	001	1.00	4	4.00	----	4.00	.00	.00	.00	4.00
	10021	CHEM	1103	002	1.00	1	1.00	----	1.00	.00	.00	.00	1.00
	10019	CHEM	1131	001	3.00	1	3.00	----	3.00	.00	.00	.00	3.00
*	10022	CHSM	1000	001	9.00	15	78.00	----	78.00	.00	.00	.00	78.00
*	10080	CHSM	1000	002	9.00	0	.00	----	.00	.00	.00	.00	.00
*	10089	CHSM	1000	003	9.00	0	.00	----	.00	.00	.00	.00	.00
*	10023	ECON	1101	001	3.00	2	6.00	----	6.00	.00	.00	.00	6.00
	10024	ECON	2110	001	3.00	0	.00	----	.00	.00	.00	.00	.00
*	10269	ECON	3000	A	3.00	2	6.00	----	6.00	.00	.00	.00	6.00
*	10270	ECON	3000	B	3.00	0	.00	----	.00	.00	.00	.00	.00
*	10278	EE	3032	BD	3.00	0	.00	----	.00	.00	.00	.00	.00
*	10068	ELET	101	001	4.00	0	.00	----	.00	.00	.00	.00	.00
*	10069	ELET	121	001	3.00	0	.00	----	.00	.00	.00	.00	.00
*	10070	ELET	150	001	1.00	0	.00	----	.00	.00	.00	.00	.00
*	10071	ELET	210	001	4.00	0	.00	----	.00	.00	.00	.00	.00
*	10072	ELET	220	001	2.00	0	.00	----	.00	.00	.00	.00	.00
*	10073	ELET	225	001	2.00	0	.00	----	.00	.00	.00	.00	.00
*	10074	ELET	243	001	4.00	0	.00	----	.00	.00	.00	.00	.00
*	10075	ELET	291	001	1.00	0	.00	----	.00	.00	.00	.00	.00
*	10134	ENGL	078	1	.00	1	.00	----	.00	.00	.00	.00	.00
*	10145	ENGL	1001	0	3.00	1	3.00	----	3.00	.00	.00	.00	3.00
*	10016	ENGL	1005	001	3.00	5	12.00	----	12.00	.00	.00	.00	12.00
*	10088	ENGL	1005	002	3.00	0	.00	----	.00	.00	.00	.00	.00
*	10281	ENGL	1005	01A	3.00	2	6.00	----	6.00	.00	.00	.00	6.00
*	10111	ENGL	1005	055	3.00	1	3.00	----	3.00	.00	.00	.00	3.00
*	10106	ENGL	1005	05A	3.00	0	.00	----	.00	.00	.00	.00	.00
*	10116	ENGL	1006	0	3.00	0	.00	----	.00	.00	.00	.00	.00
*	10092	ENGL	1006	005	3.00	0	.00	----	.00	.00	.00	.00	.00
*	10015	ENGL	101	001	4.00	5	12.00	----	16.00	.00	.00	.00	16.00

ATTENDANCE METHOD:

PERIOD: FIRST TERM: 199910

CAMPUS: Main

\*\*\*\*\* RESIDENTS \*\*\*\*\*

\*\*\*\*\* NON-RESIDENTS \*\*\*\*\*

C	CR	ENROL	***** RESIDENTS *****				***** NON-RESIDENTS *****			
N S	SECTION IDENT	HRS	ENROL	IN STATE	TOTAL	OUT OF	STATE	FOREIGN	TOTAL	TOTAL
*	10209 ENGL 101 003	4.00	0	.00	----	.00	.00	.00	.00	.00
*	10199 ENGL 103 01	3.00	0	.00	----	.00	.00	.00	.00	.00
	10017 ENGL 1201 001	3.00	0	.00	----	.00	.00	.00	.00	.00
	10025 FINA 1113 001	3.00	1	3.00	----	3.00	.00	.00	.00	3.00
	10026 FNAR 1040 001	3.00	0	.00	----	.00	.00	.00	.00	.00
	10028 FREN 1010 001	3.00	2	3.00	----	6.00	.00	.00	.00	6.00
	10027 FREN 2010 001	3.00	0	.00	----	.00	.00	.00	.00	.00
	10290 FWEB 101 0	3.00	3	6.00	----	9.00	.00	.00	.00	9.00
	10029 GEOL 1030 001	3.00	0	.00	----	.00	.00	.00	.00	.00
	10030 GEOL 1031 001	1.00	2	2.00	----	2.00	.00	.00	.00	2.00
*	10303 HIST 112 0	5.00	0	.00	----	.00	.00	.00	.00	.00
	10282 HIST 1201 01A	3.00	0	.00	----	.00	.00	.00	.00	.00
	10301 HIST 1201 GRC	3.00	0	.00	----	.00	.00	.00	.00	.00
*	10087 HP CPR1 C01	2.00	0	.00	----	.00	.00	.00	.00	.00
*	10289 LAW 7051 0	3.00	2	3.00	----	6.00	.00	.00	.00	6.00
*	10229 MATH 010 001	3.00	1	3.00	----	3.00	.00	.00	.00	3.00
	10031 MATH 1030 001	3.00	3	9.00	----	9.00	.00	.00	.00	9.00
	10032 MATH 1230 001	3.00	1	.00	----	.00	.00	.00	.00	.00
*	10266 MATH 1507 N1	5.00	1	5.00	----	5.00	.00	.00	.00	5.00
*	10279 MATH 1509 0	5.00	1	5.00	----	5.00	.00	.00	.00	5.00
*	10271 MATH 2502 A2	3.00	0	.00	----	.00	.00	.00	.00	.00

*	10287	MATH	300	0	3.00	0	.00	----	.00	.00	.00	.00	.00
*	10288	MATH	300	0	3.00	4	6.00	----	9.00	.00	.00	.00	9.00
*	10053	MGMT	1006	001	3.00	2	6.00	----	6.00	.00	.00	.00	6.00
	10054	MGMT	1102	001	3.00	0	.00	----	.00	.00	.00	.00	.00
	10055	MGMT	3301	001	3.00	0	.00	----	.00	.00	.00	.00	.00
	10056	MKRT	1137	001	3.00	0	.00	----	.00	.00	.00	.00	.00
	10057	NURS	1100	001	1.00	0	.00	----	.00	.00	.00	.00	.00
	10097	NURS	1100	002	1.00	0	.00	----	.00	.00	.00	.00	.00
	10059	NURS	2105	001	1.00	0	.00	----	.00	.00	.00	.00	.00
	10062	NURS	3030	001	3.00	0	.00	----	.00	.00	.00	.00	.00
	10060	NURS	3100	001	6.00	0	.00	----	.00	.00	.00	.00	.00
	10061	NURS	3105	001	6.00	0	.00	----	.00	.00	.00	.00	.00
	10063	NURS	4100	001	6.00	0	.00	----	.00	.00	.00	.00	.00
	10064	NURS	4105	001	6.00	0	.00	----	.00	.00	.00	.00	.00
	10065	NURS	4130	001	3.00	0	.00	----	.00	.00	.00	.00	.00
	10066	NUTR	2120	001	3.00	0	.00	----	.00	.00	.00	.00	.00
*	10148	PE	100	001	1.50	0	.00	----	.00	.00	.00	.00	.00
*	10267	PHYS	2122	D3	5.00	1	5.00	----	5.00	.00	.00	.00	5.00
*	10268	PHYS	2122	L3	.00	1	.00	----	.00	.00	.00	.00	.00
*	10033	POLS	1100	001	3.00	1	3.00	----	3.00	.00	.00	.00	3.00
*	10144	POLS	1100	005	3.00	1	3.00	----	3.00	.00	.00	.00	3.00
*	10143	POLS	59999	001	3.00	0	.00	----	.00	.00	.00	.00	.00
*	10163	PREQ	ENG3	001	3.00	0	.00	----	.00	.00	.00	.00	.00
*	10175	PREQ	M120	001	3.00	0	.00	----	.00	.00	.00	.00	.00
	10035	PSYC	2100	001	3.00	3	.00	----	.00	.00	.00	.00	.00
	10034	PSYC	2200	001	3.00	0	.00	----	.00	.00	.00	.00	.00
	10090	PSYC	2200	002	3.00	0	.00	----	.00	.00	.00	.00	.00
	10118	PSYC	32	0	5.00	0	.00	----	.00	.00	.00	.00	.00
*	10105	PSYC	341	001	4.00	0	.00	----	.00	.00	.00	.00	.00

ATTENDANCE METHOD:

PERIOD: FIRST TERM: 199910

CAMPUS: Main

\*\*\*\*\* RESIDENTS \*\*\*\*\*

\*\*\*\*\* NON-RESIDENTS \*\*\*\*\*

C	CR	ENROL	***** RESIDENTS *****				***** NON-RESIDENTS *****			
N S	SECTION IDENT	HRS	LMENT	IN STATE	TOTAL	OUT OF	STATE	FOREIGN	TOTAL	TOTAL
*	10036 RELS 1050 001	3.00	3	3.00	----	3.00	.00	.00	.00	3.00
	10037 RELS 2000 001	3.00	2	.00	----	.00	.00	.00	.00	.00
	10038 RELS 2100 001	3.00	1	3.00	----	3.00	.00	.00	.00	3.00
	10040 SOCI 1000 001	3.00	5	12.00	----	12.00	.00	.00	.00	12.00
*	10039 SOCI 201 001	4.00	0	.00	----	.00	.00	.00	.00	.00
	10041 SOCI 2020 001	3.00	1	.00	----	.00	.00	.00	.00	.00
	10119 SOCI 31 0	5.00	0	.00	----	.00	.00	.00	.00	.00
	10120 SOCI 48 0	5.00	0	.00	----	.00	.00	.00	.00	.00
	10042 STAT 2107 001	3.00	1	.00	----	.00	.00	.00	.00	.00
*	10076 TMTM 101 001	5.00	0	.00	----	.00	.00	.00	.00	.00
*	10077 TMTM 105 001	2.00	0	.00	----	.00	.00	.00	.00	.00
*	10078 TMTM 201 001	2.00	0	.00	----	.00	.00	.00	.00	.00
*	10079 TMTM 202 001	2.00	0	.00	----	.00	.00	.00	.00	.00
	10310 ZOOL 1000 0	9.00	0	.00	----	.00	.00	.00	.00	.00
	10219 ZOOL 1000 99	9.00	2	6.00	----	6.00	.00	.00	.00	6.00

+++ TOTAL SECTIONS	115	203	471.00	----	507.00	7.00	6.00	13.00	520.00
+++ WSCH DAY			471.00	----	507.00	7.00	6.00	13.00	520.00
+++ WSCH EXT. DAY			.00	----	.00	.00	.00	.00	.00
CREDIT			294.00	----	317.00	4.00	3.00	7.00	324.00
CREDIT - DAY			294.00	----	317.00	4.00	3.00	7.00	324.00
CREDIT - EVE			.00	----	.00	.00	.00	.00	.00
* NON-CREDIT			177.00	----	190.00	3.00	3.00	6.00	196.00
NON-CREDIT DAY			177.00	----	190.00	3.00	3.00	6.00	196.00
NON-CREDIT EVE			.00	----	.00	.00	.00	.00	.00

Release 4.2	Banner University
11/12/1999 13:20:16	INDEPENDENT STUDY WEEKLY RPT
199910	REPORT ADA05
	PAGE 4
SUMMARY INFORMATION	
-----	
1ST PERIOD FTES	.20
Resident	.19
Non-resident	.00
2ND PERIOD FTES	.00
Resident	.00
Non-resident	.00
3RD PERIOD FTES	.00
Resident	.00
Non-resident	.00

# Independent Study Daily Student Contact Hours Report (SADA3206)

**Description** This report provides sections statistics for user selected attendance methods, as well as Daily Contact Calculations for those sections.

The reporting domain is only those sections within the term specified which have not been excluded via the parameter selections. Report only registered students in those sections whose registration status has the **Count in Enrollment** checkbox on the Course Registration Status Code Validation Form (STVRSTS) checked or set to *Y*.

Parameters	Name	Required?	Description	Values
	Campus Code	Yes	Single Enter the campus code for which the data is to be extracted, or enter % for all.	Campus Code Validation Form (STVCAMP)
	Attendance Method	Yes	Single	Attendance Accounting Method Validation Form (STVACCT)
	First Period Calculation	Yes	The first period report will include all sections which are held during the time period specified by the user. (The existing reporting dates are 7/1 to 12/31.) Any course whose census one date is between 7/1 and 12/31 will be included in the report. Each term will be reported separately.	Y Include period calculation N Do not include period calculation
	Term	Yes	Multiple Regular terms to be used for determining first period courses. For example, Fall may be reviewed for first period courses.	Term Code Validation Form (STVTERM)
	Unused Parameter			
	First Period Beginning Date	Yes	Single Format DD-MON-YYYY	



<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	First Period Ending Date	Yes	Single Format DD-MON-YYYY	
	First Period ADA Annualizer	Yes	Single Format 99.9999	
	Unused Parameter			
	Second Period Calculation	Yes	The second period report will include all sections which are held during the time period specified by the user. (The existing reporting dates are 1/1 to 4/15.) Any course whose census one date is between 1/1 and 4/15 will be included in the report. Each term will be reported separately.	Y Include period calculation N Do not include period calculation
	Term	Yes	Multiple Regular terms to be used for determining second period courses. For example, Fall and Spring may be reviewed for second period courses.	Term Code Validation Form (STVTERM)
	Second Period Beginning Date	Yes	Single Format DD-MON-YYYY	
	Second Period Ending Date	Yes	Single Format DD-MON-YYYY	
	Second Period ADA Annualizer	Yes	Single Format 99.9999 Required if Second Period Calculation is set to Y.	
	Unused Parameter			

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	Third Period Calculation	Yes	The third period report will include all sections which are held during the time period specified by the user. (The existing reporting dates are 4/16 to 6/30.) Any course whose census one date is between 4/16 and 6/30 will be included in the report. Each term will be reported separately.	Y Include period calculation N Do not include period calculation
	Term	Yes	Multiple  Regular terms used for determining the Third Period Calculation. For example, Spring may be reviewed for third period courses.	Term Code Validation Form (STVTERM)
	Unused Parameter			
	Third Period Beginning Date	Yes	Single  Format DD-MON-YYYY	
	Third Period Ending Date	Yes	Single  Format DD-MON-YYYY	
	Unused Parameter			
	Unused Parameter			
	Foreign Residence Codes	No	Multiple	Residence Code Validation Form (STVRES D)
	State Residence Codes	No	Multiple	Residence Code Validation Form (STVRES D)
	Outside State Residence Codes	No	Multiple	Residence Code Validation Form (STVRES D)

<b>Parameters</b>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	Non-Credit Approval Codes	No	Multiple If no match, default to C.	Catalog Approval Code Validation Form (STVAPRV)
	Credit Approval Codes	No	Multiple If no match, default to C.	Catalog Approval Code Validation Form (STVAPRV)
	Schedule Type Codes to be Excluded	No	Multiple Sections with those codes are excluded from the report. If Null, all Schedule Types are included.	Schedule Type Code Validation Form (STVSCHD)
	Exclude Co-operative Education Courses	No	Single Enter Y to exclude sections with these codes from the report.	Y Exclude co-oped sections N Do not exclude co-oped sections
	Classification Codes to be Excluded	No	Multiple May be %. Sections with these codes are excluded from the report.	Classification Code Validation Form (STVCCSL)
	Occupational Course Codes to be Excluded	No	Multiple Sections with these codes are excluded from the report. This will be used to exclude work experience education courses.	Occupational Course Code Validation Form (STVOCCS)
	Contract Codes to be Excluded	No	Multiple May be %. Sections with these codes are excluded from the report.	Schedule Contract Code Validation Form (STVSCCD)
	Section Attribute Codes to be Excluded	No	Multiple	Attribute Validation Form (STVATTR)

<b>Parameters</b>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	Day Session Codes	Yes	Multiple Not required for Selection but used in totaling.	Session Code Validation Form (STVSESS)
	Ext. Day Session Codes	Yes	Multiple Not required for Selection but used in totaling.	Session Code Validation Form (STVSESS)
	In-Service Section Attributes	No	Multiple If entered then the courses with these attributes will be reported separately as in-service courses.	Attribute Validation Form (STVATTR)
	Basic Skills Attributes	No	Multiple If entered then the courses with these attributes will be reported separately as Basic Skills courses.	Attribute Validation Form (STVATTR)
	Unused Parameter			
	Citizenship Type	No	Single This field is used for the amnesty totals for Basic Skills courses.	Citizen Type Code Validation Form (STVCITZ)
	Debug - Print Extract Record?	Yes	Single When this parameter is <i>Y</i> , the extract record will be printed to the log file.	Y Print to log file N Do not print to log file
	Part-of-Term	Yes	Single Enter the code for the part-of-term for which data is to be extracted, or enter % to extract records for all parts-of-term.	Part of Term Code Validation Form (STVPTRM)
	Academic Year	Yes	Single Enter the academic year for the reporting period.	Academic Year Validation Form (STVACYR)

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	Collect Course Detail Data	Yes	Single  When this parameter is <i>Y</i> , course data will be collected and stored in a temporary table.	Y Collect and store data N Do not collect and store data
	Leased (Building) Facilities Codes	No	Multiple  Enter the codes for leased facilities to report separately on courses that are taught there.	Building/Room Attribute Code Validation Form (STVRDEF)
	Registration Status Codes to Exclude Students from Enrollment Counts	Yes	Multiple  Enter the registration status codes for students who are not to be included in enrollment counts.	Course Registration Status Code Validation Form (STVRSTS)

### **Page Breaks:**

Page breaks are produced by term.

Page breaks are produced for:

- Basic Skills sections
- Basic Skills sections - Amnesty Students
- Leased Facilities sections

### **Report Headings:**

Term

Campus

Attendance Method

### **Sort By:**

Subject, Course Number within Section Number

## Detail Elements on Report:

Credit/Non-Credit Indicator (CN)

Day/Ext. Day Indicator (S)

CRN-Course Reference Number (SECTION IDENTIFIER)

Subject code and Course number (SECTION IDENTIFIER)

Section Number (SECTION IDENTIFIER)

Section Credit Hours (CR HRS)

\* Enrollment Census One (ENROLLMENT)

\* Contact Hours for California Residents broken down by:

- In-state
- Total

\* Contact Hours for Non-residents broken down by:

- Out-of-State
- Foreign
- Total

\* Summary Totals are produced at the end of the report for:

- Daily Credit Hours Day Sections
- Daily Credit Hours Extended Day Sections
- Daily Credit Hours Credit Sections
- Daily Credit Hours Non-Credit Sections

### Report Calculations for the Detail Information:

Daily Credit Hours for Census One Enrollment (DSCH1) equals:

Section Daily Credit Hours \* Term Length Multiplier \* Census One Enrollment

*Example:*

Section Daily Credit Hours = 2

Term Length Multiplier = 17.5

Census One Enrollment = 15

DSCH1 = 2 \* 17.5 \* 15 = 525

### Report Calculations for the Summary Information:

If the First Period calculation has been requested, then the following is performed at the end of the report:

***First Period FTES equals:***

Total DSCH1 for all Sections (Day and Ext. Day) \* First Period ADA Annualizer  
525

If the Second Period calculation has been requested, then the following is performed at the end of the report:

***Second Period FTES equals:***

Total DSCH1 Term 1 + Total DSCH1 Term 2 \* Second Period ADA Annualizer  
525

If the Third Period Calculation has been requested, then the following is performed at the end of the report:

***Third Period FTES equals:***

Total DSCH1 Term 1 + Total DSCH1 Term 2 + Total DSCH1 Term 3  
525

## Report Sample—Independent Study Daily Student Contact Hours Report (SADA3206)

Release 4.2

Banner University

11/11/1999 19:29:09

INDEPENDENT STUDY DAILY RPT

REPORT ADA06

199910

PAGE 1

ATTENDANCE METHOD:

PERIOD: FIRST TERM: 199810

CAMPUS: Main

\*\*\*\*\* RESIDENTS \*\*\*\*\*

\*\*\*\*\* NON-RESIDENTS \*\*\*\*\*

C	CR	ENROL	***** RESIDENTS *****				***** NON-RESIDENTS *****			
N S	SECTION IDENT	HRS	LMENT	IN STATE	TOTAL	OUT OF STATE	FOREIGN	TOTAL	TOTAL	
*	10281 ACCT 0001 0	.00	3	.00	----	.00	.00	.00	.00	
*	10318 ACCT 0001 0	.00	0	.00	----	.00	.00	.00	.00	
*	10126 ACCT 1101 01	3.00	3	.00	----	.00	.00	.00	.00	
	10005 ACCT 2310 001	4.00	20	.00	----	.00	.00	.00	.00	
	10006 ACCT 2340 001	3.00	7	.00	----	.00	.00	.00	.00	
	10007 ACCT 2430 001	3.00	3	.00	----	.00	.00	.00	.00	
*	10125 ANTH 1001 0	3.00	1	.00	----	.00	.00	.00	.00	
	10138 ANTH 2010 0	6.00	0	.00	----	.00	.00	.00	.00	
	10008 ANTH 2010 001	6.00	14	.00	----	.00	.00	.00	.00	
	10010 ANTH 2510 001	3.00	14	.00	----	.00	.00	.00	.00	
	10302 ANTH 2510 005	3.00	3	.00	----	.00	.00	.00	.00	
	10067 ANTH 3020 001	3.00	1	.00	----	.00	.00	.00	.00	
	10009 ANTH 3030 001	3.00	13	.00	----	.00	.00	.00	.00	
	10011 ANTH 3040 001	3.00	1	.00	----	.00	.00	.00	.00	
	10149 ART 1010 001	3.00	7	.00	----	.00	.00	.00	.00	
*	10225 ARTS 80005 005	3.00	1	.00	----	.00	.00	.00	.00	
*	10094 BHS 220 001	3.00	8	.00	----	.00	.00	.00	.00	
* D	10002 BIOL 1011 001	1.00	23	.00	----	.00	.00	.00	.00	
* D	10003 BIOL 1011 002	1.00	7	.00	----	.00	.00	.00	.00	



*	10013	BIOL	1205	001	4.00	7	.00	----	.00	.00	.00	.00	.00
*	10014	BIOL	1205	002	4.00	3	.00	----	.00	.00	.00	.00	.00
* D	10004	BIOL	1401	001	3.00	7	.00	----	.00	.00	.00	.00	.00
*	10012	BIOL	1401	002	.00	0	.00	----	.00	.00	.00	.00	.00
*	10018	BUAD	2185	001	3.00	2	.00	----	.00	.00	.00	.00	.00
	10020	CHEM	1103	001	1.00	5	.00	----	.00	.00	.00	.00	.00
	10021	CHEM	1103	002	1.00	0	.00	----	.00	.00	.00	.00	.00
	10019	CHEM	1131	001	3.00	7	.00	----	.00	.00	.00	.00	.00
*	10022	CHSM	1000	0	9.00	5	.00	----	.00	.00	.00	.00	.00
*	10080	CHSM	1000	002	9.00	7	.00	----	.00	.00	.00	.00	.00
*	10089	CHSM	1000	003	3.00	1	.00	----	.00	.00	.00	.00	.00
*	10223	CHSM	1010	001	3.00	1	.00	----	.00	.00	.00	.00	.00
*	10383	ECO	201	0	3.00	1	.00	----	.00	.00	.00	.00	.00
*	10023	ECON	1101	001	3.00	9	.00	----	.00	.00	.00	.00	.00
	10024	ECON	2110	001	3.00	3	.00	----	.00	.00	.00	.00	.00
*	10068	ELET	101	001	4.00	1	.00	----	.00	.00	.00	.00	.00
*	10069	ELET	121	001	3.00	1	.00	----	.00	.00	.00	.00	.00
*	10070	ELET	150	001	1.00	1	.00	----	.00	.00	.00	.00	.00
*	10071	ELET	210	001	4.00	0	.00	----	.00	.00	.00	.00	.00
*	10072	ELET	220	001	2.00	0	.00	----	.00	.00	.00	.00	.00
*	10073	ELET	225	001	2.00	0	.00	----	.00	.00	.00	.00	.00
*	10074	ELET	243	001	4.00	0	.00	----	.00	.00	.00	.00	.00
*	10075	ELET	291	001	1.00	0	.00	----	.00	.00	.00	.00	.00
*	10145	ENGL	1001	0	3.00	1	.00	----	.00	.00	.00	.00	.00
*	10016	ENGL	1005	001	3.00	13	.00	----	.00	.00	.00	.00	.00
*	10088	ENGL	1005	002	3.00	4	.00	----	.00	.00	.00	.00	.00
*	10152	ENGL	1005	005	3.00	1	.00	----	.00	.00	.00	.00	.00
*	10106	ENGL	1005	05A	3.00	0	.00	----	.00	.00	.00	.00	.00
*	10116	ENGL	1006	0	6.00	0	.00	----	.00	.00	.00	.00	.00
*	10092	ENGL	1006	005	6.00	3	.00	----	.00	.00	.00	.00	.00
*	10015	ENGL	101	001	4.00	11	.00	----	.00	.00	.00	.00	.00

ATTENDANCE METHOD:

PERIOD: FIRST TERM: 199810

CAMPUS: Main

\*\*\*\*\* RESIDENTS \*\*\*\*\*

\*\*\*\*\* NON-RESIDENTS \*\*\*\*\*

C	CR	ENROL	***** RESIDENTS *****				***** NON-RESIDENTS *****			
N S	SECTION IDENT	HRS	LEMENT	IN STATE	TOTAL	OUT OF STATE	FOREIGN	TOTAL	TOTAL	
*	10209 ENGL 101 003	4.00	1	.00	----	.00	.00	.00	.00	
*	10199 ENGL 103 01	3.00	0	.00	----	.00	.00	.00	.00	
	10017 ENGL 1201 0	3.00	9	.00	----	.00	.00	.00	.00	
	10025 FINA 1113 001	3.00	3	.00	----	.00	.00	.00	.00	
	10026 FNAR 1040 001	3.00	1	.00	----	.00	.00	.00	.00	
	10028 FREN 1010 001	3.00	2	.00	----	.00	.00	.00	.00	
	10027 FREN 2010 001	3.00	0	.00	----	.00	.00	.00	.00	
*	10380 FREN 302 0	3.00	0	.00	----	.00	.00	.00	.00	
	10029 GEOL 1030 001	3.00	2	.00	----	.00	.00	.00	.00	
	10030 GEOL 1031 001	1.00	4	.00	----	.00	.00	.00	.00	
*	10087 HP CPR1 C01	2.00	0	.00	----	.00	.00	.00	.00	
*	10044 LAW 6001 001	.00	0	.00	----	.00	.00	.00	.00	
*	10047 LAW 6201 001	.00	0	.00	----	.00	.00	.00	.00	
*	10046 LAW 6301 001	.00	0	.00	----	.00	.00	.00	.00	
*	10043 LAW 6401 001	.00	0	.00	----	.00	.00	.00	.00	
*	10045 LAW 6701 001	.00	0	.00	----	.00	.00	.00	.00	
*	10048 LAW 6792 001	.00	0	.00	----	.00	.00	.00	.00	
	10085 LAW 7760 001	2.00	0	.00	----	.00	.00	.00	.00	
	10031 MATH 1030 001	3.00	5	.00	----	.00	.00	.00	.00	
	10032 MATH 1230 001	3.00	2	.00	----	.00	.00	.00	.00	

*	10156	MATH	1508	001	10.00	2	.00	----	.00	.00	.00	.00	.00
*	10382	MATH	635	0	3.00	0	.00	----	.00	.00	.00	.00	.00
*	10053	MGMT	1006	001	3.00	0	.00	----	.00	.00	.00	.00	.00
	10054	MGMT	1102	001	3.00	0	.00	----	.00	.00	.00	.00	.00
	10055	MGMT	3301	001	3.00	0	.00	----	.00	.00	.00	.00	.00
	10056	MKRT	1137	001	3.00	0	.00	----	.00	.00	.00	.00	.00
*	10151	NURS	1090	001	2.00	1	.00	----	.00	.00	.00	.00	.00
	10057	NURS	1100	001	1.00	1	.00	----	.00	.00	.00	.00	.00
	10097	NURS	1100	002	1.00	0	.00	----	.00	.00	.00	.00	.00
	10058	NURS	2104	001	2.00	0	.00	----	.00	.00	.00	.00	.00
	10059	NURS	2105	001	1.00	0	.00	----	.00	.00	.00	.00	.00
	10062	NURS	3030	001	3.00	0	.00	----	.00	.00	.00	.00	.00
	10060	NURS	3100	001	6.00	0	.00	----	.00	.00	.00	.00	.00
	10061	NURS	3105	001	6.00	0	.00	----	.00	.00	.00	.00	.00
	10063	NURS	4100	001	6.00	0	.00	----	.00	.00	.00	.00	.00
	10064	NURS	4105	001	6.00	0	.00	----	.00	.00	.00	.00	.00
	10065	NURS	4130	001	3.00	2	.00	----	.00	.00	.00	.00	.00
	10066	NUTR	2120	001	3.00	0	.00	----	.00	.00	.00	.00	.00
*	10148	PE	100	001	1.50	1	.00	----	.00	.00	.00	.00	.00
*	10127	PHYS	101	001	4.00	2	.00	----	.00	.00	.00	.00	.00
*	10033	POLS	1100	001	3.00	0	.00	----	.00	.00	.00	.00	.00
*	10144	POLS	1100	005	3.00	0	.00	----	.00	.00	.00	.00	.00
*	10143	POLS	59999	001	3.00	0	.00	----	.00	.00	.00	.00	.00
*	10163	PREQ	ENG3	001	3.00	0	.00	----	.00	.00	.00	.00	.00
*	10175	PREQ	M120	001	3.00	0	.00	----	.00	.00	.00	.00	.00
	10035	PSYC	2100	001	3.00	0	.00	----	.00	.00	.00	.00	.00
	10034	PSYC	2200	001	3.00	0	.00	----	.00	.00	.00	.00	.00
	10090	PSYC	2200	002	3.00	0	.00	----	.00	.00	.00	.00	.00
	10118	PSYC	32	0	5.00	3	.00	----	.00	.00	.00	.00	.00
*	10105	PSYC	341	001	4.00	0	.00	----	.00	.00	.00	.00	.00

ATTENDANCE METHOD:

PERIOD: FIRST TERM: 199810

CAMPUS: Main

\*\*\*\*\* RESIDENTS \*\*\*\*\*

\*\*\*\*\* NON-RESIDENTS \*\*\*\*\*

C	CR	ENROL	***** RESIDENTS *****				***** NON-RESIDENTS *****			
N S	SECTION IDENT	HRS	LEMENT	IN STATE	TOTAL	OUT OF	STATE	FOREIGN	TOTAL	TOTAL
*	10036 RELS 1050 001	3.00	2	.00	----	.00	.00	.00	.00	.00
	10037 RELS 2000 001	3.00	1	.00	----	.00	.00	.00	.00	.00
	10038 RELS 2100 001	3.00	0	.00	----	.00	.00	.00	.00	.00
	10040 SOCI 1000 001	3.00	5	.00	----	.00	.00	.00	.00	.00
*	10039 SOCI 201 001	4.00	1	.00	----	.00	.00	.00	.00	.00
	10041 SOCI 2020 001	3.00	0	.00	----	.00	.00	.00	.00	.00
	10119 SOCI 31 0	5.00	1	.00	----	.00	.00	.00	.00	.00
	10120 SOCI 48 0	5.00	2	.00	----	.00	.00	.00	.00	.00
*	10381 SPAN 101 0	3.00	1	.00	----	.00	.00	.00	.00	.00
	10042 STAT 2107 001	3.00	0	.00	----	.00	.00	.00	.00	.00
*	10076 TMTM 101 001	5.00	1	.00	----	.00	.00	.00	.00	.00
*	10077 TMTM 105 001	2.00	1	.00	----	.00	.00	.00	.00	.00
*	10078 TMTM 201 001	2.00	0	.00	----	.00	.00	.00	.00	.00
*	10079 TMTM 202 001	2.00	0	.00	----	.00	.00	.00	.00	.00
*	10261 Z00L 1500 6	3.00	0	.00	----	.00	.00	.00	.00	.00
*	10253 Z00L 1500 D01	3.00	0	.00	----	.00	.00	.00	.00	.00
*	10306 Z00L 2000 2	8.00	1	.00	----	.00	.00	.00	.00	.00
*	10226 Z00L 3000 0	3.00	0	.00	----	.00	.00	.00	.00	.00
*	10345 Z00L 3000 5	3.00	0	.00	----	.00	.00	.00	.00	.00

+++ TOTAL SECTIONS	119	280	.00	----	.00	.00	.00	.00	.00
+++ DSCH DAY			.00	----	.00	.00	.00	.00	.00
+++ DSCH EXT. DAY			.00	----	.00	.00	.00	.00	.00
CREDIT			.00	----	.00	.00	.00	.00	.00
CREDIT - DAY			.00	----	.00	.00	.00	.00	.00
CREDIT - EVE			.00	----	.00	.00	.00	.00	.00
* NON-CREDIT			.00	----	.00	.00	.00	.00	.00
NON-CREDIT DAY			.00	----	.00	.00	.00	.00	.00
NON-CREDIT EVE			.00	----	.00	.00	.00	.00	.00

ATTENDANCE METHOD: FN

PERIOD: FIRST TERM: 199810

CAMPUS: Main

\*\*\*\*\* RESIDENTS \*\*\*\*\*

\*\*\*\*\* NON-RESIDENTS \*\*\*\*\*

C	CR	ENROL	***** RESIDENTS *****				***** NON-RESIDENTS *****			
N S	SECTION IDENT	HRS	LMENT	IN STATE	TOTAL	OUT OF	STATE	FOREIGN	TOTAL	TOTAL
* D	10001 BIOL 1010 001	4.00	40	.00	----	.00	.00	.00	.00	.00
+++	TOTAL SECTIONS	1	40	.00	----	.00	.00	.00	.00	.00
+++	DSCH DAY			.00	----	.00	.00	.00	.00	.00
+++	DSCH EXT. DAY			.00	----	.00	.00	.00	.00	.00
	CREDIT			.00	----	.00	.00	.00	.00	.00
	CREDIT - DAY			.00	----	.00	.00	.00	.00	.00
	CREDIT - EVE			.00	----	.00	.00	.00	.00	.00
*	NON-CREDIT			.00	----	.00	.00	.00	.00	.00
	NON-CREDIT DAY			.00	----	.00	.00	.00	.00	.00
	NON-CREDIT EVE			.00	----	.00	.00	.00	.00	.00

ATTENDANCE METHOD: P

PERIOD: FIRST TERM: 199810

CAMPUS: Main

\*\*\*\*\* RESIDENTS \*\*\*\*\*

\*\*\*\*\* NON-RESIDENTS \*\*\*\*\*

C	CR	ENROL	***** RESIDENTS *****				***** NON-RESIDENTS *****		
N S	SECTION IDENT	HRS	IN STATE	TOTAL	STATE	FOREIGN	TOTAL	TOTAL	
D	10186 ANIM 10000 2	3.00	.00	----	.00	.00	.00	.00	
+++	TOTAL SECTIONS	1	.00	----	.00	.00	.00	.00	
+++	DSCH DAY		.00	----	.00	.00	.00	.00	
+++	DSCH EXT. DAY		.00	----	.00	.00	.00	.00	
	CREDIT		.00	----	.00	.00	.00	.00	
	CREDIT - DAY		.00	----	.00	.00	.00	.00	
	CREDIT - EVE		.00	----	.00	.00	.00	.00	
*	NON-CREDIT		.00	----	.00	.00	.00	.00	
	NON-CREDIT DAY		.00	----	.00	.00	.00	.00	
	NON-CREDIT EVE		.00	----	.00	.00	.00	.00	

Release 4.2

11/11/1999 19:29:09

199910

Banner University

INDEPENDENT STUDY DAILY RPT

REPORT ADA06

PAGE 6

SUMMARY INFORMATION

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1ST PERIOD FTES	.00
Resident	.00
Non-resident	.00
2ND PERIOD FTES	.00
Resident	.00
Non-resident	.00
3RD PERIOD FTES	.00
Resident	.00
Non-resident	.00



## Faculty Contact Hours of Flex-Time Activities Report (SADAFLEX)

**Description** This report provides section information based on user selected attendance methods, as well as Flex Time Contract information.

The reporting domain is only those sections within the term specified which have not been excluded via the parameter selections.

Parameters	Name	Required?	Description	Values
	Campus Code	Yes	Single Enter the campus code for which the data is to be extracted, or enter % for all.	Campus Code Validation Form (STVCAMP)
	Attendance Method	Yes	Single	Attendance Accounting Method Validation Form (STVACCT)
	First Period Calculation	Yes	The first period report will include all sections which are held during the time period specified by the user. (The existing reporting dates are 7/1 to 12/31.) Any course whose census one date is between 7/1 and 12/31 will be included in the report. Each term will be reported separately.	Y Include period calculation N Do not include period calculation
	Term	Yes	Multiple Regular terms to be used for determining first period courses. For example, Fall may be reviewed for first period courses.	Term Code Validation Form (STVTERM)
	Unused Parameter			
	First Period Beginning Date	Yes	Single Format DD-MON-YYYY	
	First Period Ending Date	Yes	Single Format DD-MON-YYYY	

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	Unused Parameter			
	Unused Parameter			
	Second Period Calculation	Yes	The second period report will include all sections which are held during the time period specified by the user. (The existing reporting dates are 1/1 to 4/15.) Any course whose census one date is between 1/1 and 4/15 will be included in the report. Each term will be reported separately.	Y Include period calculation N Do not include period calculation
	Term	Yes	Multiple  Regular terms to be used for determining second period courses. For example, Fall and Spring may be reviewed for second period courses.	Term Code Validation Form (STVTERM)
	Second Period Beginning Date	Yes	Single  Format DD-MON-YYYY	
	Second Period Ending Date	Yes	Single  Format DD-MON-YYYY	
	Unused Parameter			
	Unused Parameter			
	Third Period Calculation	Yes	The third period report will include all sections which are held during the time period specified by the user. (The existing reporting dates are 4/16 to 6/30.) Any course whose census one date is between 4/16 and 6/30 will be included in the report. Each term will be reported separately.	Y Include period calculation N Do not include period calculation

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	Term	Yes	Multiple Regular terms used for determining the Third Period Calculation. For example, Spring may be reviewed for third period courses.	Term Code Validation Form (STVTERM)
	Unused Parameter			
	Third Period Beginning Date	Yes	Single Format DD-MON-YYYY	
	Third Period Ending Date	Yes	Single Format DD-MON-YYYY	
	Unused Parameter			
	Unused Parameter			
	Unused Parameter			
	Unused Parameter			
	Unused Parameter			
	Non-Credit Approval Codes	No	Multiple If no match, default to C.	Catalog Approval Code Validation Form (STVAPRV)
	Credit Approval Codes	No	Multiple If no match, default to C.	Catalog Approval Code Validation Form (STVAPRV)
	Schedule Type Codes to be Excluded	No	Multiple Sections with those codes are excluded from the report. If Null, all Schedule Types are included.	Schedule Type Code Validation Form (STVSCHD)

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	Exclude Co-operative Education Courses	No	Single Enter <i>Y</i> to exclude sections with these codes from the report.	Y Exclude co-oped sections N Do not exclude co-oped sections
	Classification Codes to be Excluded	No	Multiple May be %. Sections with these codes are excluded from the report.	Classification Code Validation Form (STVCCSL)
	Occupational Course Codes to be Excluded	No	Multiple Sections with these codes are excluded from the report. This will be used to exclude work experience courses.	Occupational Course Code Validation Form (STVOCCS)
	Contract Codes to be Excluded	No	Multiple May be %. Sections with these codes are excluded from the report.	Schedule Contract Code Validation Form (STVSCCD)
	Section Attribute Codes to be Excluded	No	Multiple	Attribute Validation Form (STVATTR)
	Unused Parameter			
	Unused Parameter			
	Unused Parameter			
	Unused Parameter			

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	Flex-Time Dates	Yes	Multiple Format DD-MON-YYYY	
	Unused Parameter			

**Page Breaks:**

Page breaks are produced by term.

**Report Headings:**

Term

Campus

Attendance Method

**Sort By:**

Subject, Course Number within Section Number

**Detail Elements on Report:**

Credit/Non-Credit Indicator (CN)

Day/Ext. Day Indicator (S)

CRN-Course Reference Number (SECTION IDENTIFIER)

Subject code and Course number (SECTION IDENTIFIER)

Section Number (SECTION IDENTIFIER)

Section Credit Hours (CR HRS)

Total Number of all section meetings (sum of all session meetings) (MEETINGS)

Daily Hours

\* Section Flex Time Contact Hours (Flex/Contact time)

\* Total Contact Hours for this Section

\* Summary Totals are produced at the end of the report.

**Summary Elements on Report:**

Total Flex Time Hours

Total Contact Hours

## Report Sample—Faculty Contact Hours of Flex-Time Activities Report (SADAFLEX)

Release 4.2

Banner University

11/12/1999 13:43:05

FLEX-TIME CONTACT HRS RPT

REPORT ADAFX

199910

PAGE 1

ATTENDANCE METHOD:

PERIOD: FIRST TERM: 199910

CAMPUS: Main

FLEX DATES: 01-JAN-1999

FLEX DATES:

C		CR	MEET	DAILY	FLEX	FLEX CONTACT	TOTAL CONTACT
N S	SECTION IDENT	HRS	INGS	HOURS	MEETINGS	TIME	HOURS
D	10226 ACCT 1101 001	1.50	42	1.00	1	1.00	42.00
	10005 ACCT 2310 001	3.00	48	1.00	1	1.00	48.00
	10006 ACCT 2340 001	3.00	48	1.00	1	1.00	48.00
	10007 ACCT 2430 001	3.00	48	1.00	1	1.00	48.00
	10298 ACCT 245 0	.00	42	1.00	1	1.00	42.00
	10125 ANTH 1001 0	4.00	47	1.00	1	1.00	47.00
	10008 ANTH 2010 0	3.00	90	2.00	2	4.00	180.00
	10138 ANTH 2010 0	4.00	48	1.33	1	1.33	63.84
	10010 ANTH 2510 001	3.00	46	1.00	1	1.00	46.00
	10302 ANTH 2510 050	.00	42	1.00		.00	42.00
	10067 ANTH 3020 001	4.00	32	1.50		.00	48.00
	10009 ANTH 3030 001	3.00	75	11.66	1	11.66	874.50
	10011 ANTH 3040 001	3.00	32	1.50		.00	48.00
	10149 ART 1010 001	1.50	31	3.60		.00	111.60
	10094 BHS 220 001	4.00	15	9.16		.00	137.40
D	10002 BIOL 1011 001	.00	42	.66	1	.66	27.72
D	10003 BIOL 1011 002	.00	42	.66		.00	27.72
	10013 BIOL 1205 001	4.00	48	1.00	1	1.00	48.00

D 10004	BIOL	1401	001	3.00	29	1.80		.00	52.20
10283	BIOL	260	005	.00	14	1.00	1	1.00	14.00
10018	BUAD	2185	001	4.00	78	2.33	1	2.33	181.74
10020	CHEM	1103	001	4.00	16	2.00		.00	32.00
10021	CHEM	1103	002	4.00	45	.66	1	.66	29.70
10019	CHEM	1131	001	4.00	48	1.00	1	1.00	48.00
10022	CHSM	1000	001	4.00	32	1.50		.00	48.00
10080	CHSM	1000	002	4.00	32	1.80		.00	57.60
10089	CHSM	1000	003	4.00	32	1.50		.00	48.00
10023	ECON	1101	001	4.00	48	1.00	1	1.00	48.00
10024	ECON	2110	001	4.00	29	1.50		.00	43.50
10269	ECON	3000	A	.00	42	1.00	1	1.00	42.00
10270	ECON	3000	B	.00	42	1.00	1	1.00	42.00
10278	EE	3032	BD	.00	42	1.20	1	1.20	50.40
10068	ELET	101	001	4.00	64	3.00	1	3.00	192.00
10069	ELET	121	001	4.00	48	2.00		.00	96.00
10070	ELET	150	001	4.00	16	2.00	1	2.00	32.00
10071	ELET	210	001	4.00	64	3.00	1	3.00	192.00
10072	ELET	220	001	4.00	32	3.00		.00	96.00
10073	ELET	225	001	4.00	32	3.00		.00	96.00
10074	ELET	243	001	4.00	32	6.00		.00	192.00
10075	ELET	291	001	4.00	16	2.00	1	2.00	32.00
10134	ENGL	078	1	4.00	16	4.16		.00	66.56
10145	ENGL	1001	0	4.00	47	1.00	1	1.00	47.00
10016	ENGL	1005	001	4.00	92	2.00	2	4.00	184.00
10281	ENGL	1005	01A	.00	42	1.20	1	1.20	50.40
10111	ENGL	1005	055	4.00	16	10.00		.00	160.00
10106	ENGL	1005	05A	4.00	31	7.50		.00	232.50
10116	ENGL	1006	0	4.00	32	1.80		.00	57.60
10088	ENGL	1005	002	4.00	30	6.25		.00	187.50



ATTENDANCE METHOD:

PERIOD: FIRST TERM: 199910

CAMPUS: Main

FLEX DATES: 01-JAN-1999

FLEX DATES:

C	CR	MEET	DAILY	FLEX	FLEX CONTACT	TOTAL CONTACT		
N S	SECTION IDENT	HRS	INGS	HOURS	MEETINGS	TIME	HOURS	
	10092 ENGL 1006	005	4.00	46	4.16	1	4.16	191.36
	10015 ENGL 101	001	4.00	45	1.00	1	1.00	45.00
	10209 ENGL 101	003	1.50	203	1.00	1	1.00	203.00
	10199 ENGL 103	01	1.50	47	2.20		.00	103.40
	10017 ENGL 1201	001	4.00	32	1.50		.00	48.00
	10025 FINA 1113	001	4.00	48	1.00	1	1.00	48.00
	10026 FNAR 1040	001	4.00	48	1.00	1	1.00	48.00
	10028 FREN 1010	001	4.00	48	1.00	1	1.00	48.00
	10027 FREN 2010	001	4.00	48	1.00	1	1.00	48.00
	10290 FWEB 101	0	.00	42	1.30	1	1.30	54.60
	10029 GEOL 1030	001	4.00	48	1.00	1	1.00	48.00
	10030 GEOL 1031	001	4.00	16	2.00		.00	32.00
	10303 HIST 112	0	.00	29	1.20		.00	34.80
	10282 HIST 1201	01A	.00	42	1.20	1	1.20	50.40
	10301 HIST 1201	GRC	.00	42	1.00		.00	42.00
	10087 HP CPR1	C01	4.00	5	5.00		.00	25.00
	10289 LAW 7051	0	.00	29	2.10		.00	60.90
	10229 MATH 010	001	1.50	42	1.00		.00	42.00
	10031 MATH 1030	001	4.00	48	1.00	1	1.00	48.00
	10032 MATH 1230	001	4.00	14	3.00		.00	42.00
	10266 MATH 1507	N1	1.50	71	2.00	1	2.00	142.00
	10279 MATH 1509	0	.00	42	1.20	1	1.20	50.40
	10271 MATH 2502	A2	.00	42	1.00	1	1.00	42.00
	10287 MATH 300	0	.00	40	2.70	1	2.70	108.00

**Page 2, continued.**

10288	MATH	300	0	.00	42	1.80	1	1.80	75.60
10053	MGMT	1006	001	4.00	32	1.50		.00	48.00
10054	MGMT	1102	001	4.00	32	1.50		.00	48.00
10055	MGMT	3301	001	4.00	48	1.00	1	1.00	48.00
10056	MKRT	1137	001	4.00	48	1.00	1	1.00	48.00
10057	NURS	1100	001	4.00	15	1.00		.00	15.00
10097	NURS	1100	002	4.00	15	4.16		.00	62.40
10059	NURS	2105	001	4.00	16	2.00		.00	32.00
10062	NURS	3030	001	4.00	48	1.00	1	1.00	48.00
10060	NURS	3100	001	4.00	48	2.00	1	2.00	96.00
10061	NURS	3105	001	4.00	32	6.00		.00	192.00
10063	NURS	4100	001	4.00	48	2.00	1	2.00	96.00
10064	NURS	4105	001	4.00	33	10.80		.00	356.40
10065	NURS	4130	001	4.00	32	1.00		.00	32.00
10066	NUTR	2120	001	4.00	48	1.00	1	1.00	48.00
10148	PE	100	001	1.50	31	1.80		.00	55.80
10267	PHYS	2122	D3	5.00	57	3.33	1	3.33	189.81
10268	PHYS	2122	L3	.00	14	3.40		.00	47.60
10033	POLS	1100	001	4.00	32	1.50		.00	48.00
10144	POLS	1100	005	4.00	48	1.00	1	1.00	48.00
10143	POLS	59999	001	4.00	31	1.80		.00	55.80
10163	PREQ	ENG3	001	1.50	48	1.00	1	1.00	48.00
10175	PREQ	M120	001	1.50	204	1.00	1	1.00	204.00
10035	PSYC	2100	001	4.00	32	1.50		.00	48.00

ATTENDANCE METHOD:

PERIOD: FIRST TERM: 199910

CAMPUS: Main

FLEX DATES: 01-JAN-1999

FLEX DATES:

C	CR	MEET	DAILY	FLEX	FLEX CONTACT	TOTAL CONTACT		
N S	SECTION IDENT	HRS	INGS	HOURS	MEETINGS	TIME	HOURS	
	10034 PSYC 2200	001	4.00	48	1.00	1	1.00	48.00
	10090 PSYC 2200	002	4.00	15	1.50		.00	22.50
	10118 PSYC 32	0	4.00	48	10.00	1	10.00	480.00
	10105 PSYC 341	001	4.00	47	1.00	1	1.00	47.00
	10036 RELS 1050	001	4.00	48	1.00	1	1.00	48.00
	10037 RELS 2000	001	4.00	32	1.50		.00	48.00
	10038 RELS 2100	001	4.00	48	1.00	1	1.00	48.00
	10040 SOCI 1000	001	4.00	32	1.50		.00	48.00
	10039 SOCI 201	001	4.00	48	1.00	1	1.00	48.00
	10041 SOCI 2020	001	4.00	48	1.00	1	1.00	48.00
	10119 SOCI 31	0	4.00	48	7.50	1	7.50	360.00
	10120 SOCI 48	0	4.00	48	9.16	1	9.16	439.68
	10042 STAT 2107	001	4.00	48	1.00	1	1.00	48.00
	10076 TMTM 101	001	4.00	16	5.00		.00	80.00
	10077 TMTM 105	001	4.00	32	3.00		.00	96.00
	10078 TMTM 201	001	4.00	16	2.00		.00	32.00
	10079 TMTM 202	001	4.00	16	2.00		.00	32.00
	10310 Z00L 1000	0	.00	42	1.00	1	1.00	42.00
	10219 Z00L 1000	99	1.50	42	1.00	1	1.00	42.00
+++	TOTAL SECTIONS	115			67		124.39	10232.93

ATTENDANCE METHOD:

PERIOD: SECOND TERM: 199920

CAMPUS: Main

FLEX DATES: 01-JAN-1999

FLEX DATES:

C	CR	MEET	DAILY	FLEX	FLEX CONTACT	TOTAL CONTACT	
N S	SECTION IDENT	HRS	INGS	HOURS	MEETINGS	TIME	HOURS
	10004 ACCT 1102 001	.00	58	.83		.00	48.14
	10043 ARTS 100 020	.00	11	2.50		.00	27.50
	10042 ARTS 80005 020	.00	2	3.50		.00	7.00
	10039 ARTS 80005 050	.00	2	4.50		.00	9.00
	10041 HIST 1201 005	.00	38	1.50		.00	57.00
	10040 PHIL 1500 025	.00	2	4.50		.00	9.00
	10029 SPAN 101 0	.00	19	4.00		.00	76.00
+++	TOTAL SECTIONS	7				.00	233.64

Release 4.2

Banner University

11/12/1999 13:43:05

FLEX-TIME CONTACT HRS RPT

REPORT ADAFX

199910

PAGE 5

ATTENDANCE METHOD:

PERIOD:

TERM:

CAMPUS: Main

FLEX DATES: 01-JAN-1999

FLEX DATES:

C	CR	MEET	DAILY	FLEX	FLEX CONTACT	TOTAL CONTACT	
N S	SECTION IDENT	HRS	INGS	HOURS	MEETINGS	TIME	HOURS

SUMMARY INFORMATION

-----

TOTAL FLEX TIME 124.39

TOTAL CONTACT HOURS 10466.57

# FTES Reporting Print Program (SADAPRNT)

**Description** This program is used to print the various FTES reports.

A separate shell script has been created for each report as follows:

<b>Script</b>	<b>Report</b>
sadapr02.shl	Weekly Student Contact Hours Report
sadapr03.shl	Daily Student Contact Hours Report
sadapr04.shl	Actual Hours of Attendance Contact Hours Report
sadaprfx.shl	Faculty Contact Hours of Flex-Time Activities Report

This program also requires two parameter cards. These cards are found in the `sadaprnt.prm` file.

<b>Parameters</b>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	P00 Parameter Card	Yes	The P00 card should be modified to reflect the USERID and PASSWORD used when the data was extracted.	N/A
	P01 Parameter Card	Yes	The P01 card should be modified to reflect the term the user wishes to print in the heading of the report.	N/A

## Print Apportionment Detail by Course Report (SERADAL)

**Description** This report prints section detailed information on the user-selected academic year, campus, period, and course reference number. This is a C program that can be run from the host or from job submission.

<i>Parameters</i>	<b>Name</b>	<b>Required?</b>	<b>Description</b>	<b>Values</b>
	Academic Year	Yes	Enter the academic year for the reporting section.	Academic Year Validation Form (STVACYR)
	Campus	Yes	Enter the campus code for the reporting section.	Campus Code Validation Form (STVCAMP)
	Report Number	Yes	Enter the report number for which the detail section was collected: 02, 03, 04, 05, or 06.	02, 03, 04, 05, 06
	Section	Yes	Enter the course reference number(s), or enter % for all.	

# Report Sample—Print Appointment Detail by Course Report (SERADAL)

12-Nov-1999  
17:48:12

Apportionment Detail by Course  
Academic Year 1999 Period 1  
Fall 1998

Page 1  
SERADAL

Acctg Method: Invalid acctg code  
Part of Term: Full Term

Static ID	Course Title	Sct CRN	Begin Date	End Date	Census Date	No. Meet.	Daily Hours	Method of Instruction
ACCT 2310	Intermediate Accounting I	001 10005	08-Sep-1998	15-Dec-1998	10-Oct-1998	42	1.00	Lecture

Days Time  
M W F 0900-0950

ID	Name	Reg Stat	Status Date	Resident Hours	Non-Resident Hours	Total Hours
558921749	Aable, Lisa	WS	22-Jun-1999		1.00	1.00
558921740	Aable, Linda	RE	22-Jun-1999		1.00	1.00
444444444	Aaron, Aphelia	RE	03-Nov-1999		1.00	1.00
210009101	Adams, Andrew J	RE	03-Nov-1999		1.00	1.00
098765432	Bixby, Shirley	RE	02-Oct-1998		1.00	1.00
216483728	Block, Charles	RE	03-Nov-1999		1.00	1.00
710000033	Clark, William r	RE	03-Nov-1999		1.00	1.00
909000001	Davis, Abigail E	WL	03-May-1999		1.00	1.00
610009609	Donnor, Holly	RE	03-May-1999		1.00	1.00
622000005	Dudley, Hugh	RE	13-Oct-1998		1.00	1.00
210009607	Enys, Roberta	RE	03-Nov-1999		1.00	1.00
236010019	Friend, Rudy A	RE	03-Nov-1999		1.00	1.00
058643009	Galarza, Allison	DD	07-May-1999		1.00	1.00
210009107	George, Gail	WL	12-Aug-1999		1.00	1.00
202000030	Harmon, Andrew	RE	03-Nov-1999		1.00	1.00
058643034	Harris, Jennifer	NS	17-Nov-1998		1.00	1.00
058643035	Henning, Robert	RE	17-Nov-1998		1.00	1.00
207000001	Jansen, Barbara	RE	03-Nov-1999		1.00	1.00
610009610	Mervin, Mona	WL	03-May-1999		1.00	1.00
058643020	Mistroni, Alice	RE	17-Nov-1998		1.00	1.00
083406770	Oldham, Phillip	RE	01-Oct-1998		1.00	1.00
210009208	Ranson, Rose R	RE	03-Nov-1999		1.00	1.00
212584672	Robbins, Anne	RE	19-Oct-1998		1.00	1.00
210009505	Thompson, Mary Ann	RE	03-Nov-1999		1.00	1.00
612345678	Welker, George A	RE	13-Jan-1999		1.00	1.00
610009505	Wiggin, Kate	RE	03-Nov-1999		1.00	1.00
397171433	Wilson, Nolan	RE	08-Oct-1999		1.00	1.00
300744103	Winden, Susan	RE	13-Oct-1999		1.00	1.00
423739983	Yost, Connie	RE	14-Sep-1999		1.00	1.00

ACCT 2310	001 10005	** Total students:	29	Total hours:	.00	29.00	29.00
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12-Nov-1999  
17:48:12

Apportionment Detail by Course  
Academic Year 1999 Period 1  
Fall 1998

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SERADAL

\* \* \* REPORT CONTROL INFORMATION - SERADAL - Release 4.2 \* \* \*

ACADEMIC YEAR: 1999  
CAMPUS: %  
CRN: %  
REPORT NO: 03



## Contents



### Chapter 16 Interfaces

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Faculty Load Data . . . . .	.16-5



# 16 Interfaces



## Interfaces Used With Banner Student

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### Banner Accounts Receivable Interface to Banner Finance

This documentation is contained in the *Banner® Accounts Receivable User Guide*. Please refer to this guide for the interface information.

### Banner Accounts Receivable Interface to Banner Financial Aid

This documentation is contained in the *Banner Accounts Receivable User Guide*. Please refer to this guide for the interface information.

### Banner Student Interface to Banner Advancement

This documentation is contained in the *Banner Advancement User Guide*. Please refer to this guide for the interface information. Here is an introduction to this interface.

The Student-Advancement Interface Process (APPSTDI) loads information for selected individuals from Banner Student to Banner Advancement. Students can be selected for processing based on current, non-current, or degree awarded categories. They can then have data loaded to Banner Advancement based on the APPSTDI selection parameters for their respective category. The report output details the information that is loaded from Banner Student to Banner Advancement, including the number of records processed or not processed due to missing data and the number of new and updated database records.

A person is identified in Banner Advancement when information for that person exists on the Advancement Individual Information Form (APACONS). This information constitutes an advancement individual record. When the data for a selected student is loaded to Banner Advancement, the process determines whether the student is created as a new advancement individual or is updated as an existing advancement individual. If an advancement individual record already exists for a person selected by the interface, new academic and employment information is added to the record. Depending on the setting of an APPSTDI parameter, the preferred college code and preferred class year can be updated in Banner Advancement. Otherwise, existing information in the record is *not* overwritten.

All Banner systems share identification, person, and address information. The interface does not affect this shared information. Student academic information is retrieved from the Admissions, Academic History, and Registration modules. Depending on the process parameters used, cooperative employment information and student activity information can also be retrieved from Banner Student.

Please note that before APPSTDI is run, the Banner Student grade roll process must be run to create academic history records for students. The grade roll process can be run either online from the Class Roster Form (SFASLST) or the Class Attendance Roster Form (SFAALST), or in batch using the Grade Roll to Academic History (SHRROLL). APPSTDI uses information created by the grade roll process, such as term header records, degree records, and hours earned by the students. If no term header record exists for a student, then APPSTDI does not select that student for processing.

The timing of when the grade roll and APPSTDI are run needs to be coordinated and depends on your institution's needs. For example, if your institution wants students to become advancement individuals after their first semester, then APPSTDI must be run *after* the grade roll for the semester to ensure that the term header records exist.

Your institution name must be entered in the **Institution** field on the Institution window of the Advancement Control Form (AGACTRL).

 **Note**

APPSTDI uses two GTVSDAX rules for processing, *ALUMPRAD* for address types and *ALUMPUNC* for prefixes and suffixes. ■

## Banner Student Interface to Banner Human Resources

The Banner Human Resources and Banner Student Systems interface includes the sharing of data entered through General Person Module forms in both systems. There are also a number of Faculty Load Module forms in the Banner Student System, as well as a reporting process in the Banner Human Resources System which compares and pulls data from both systems. This process identifies where the data entered does not match, and when it does match there is a calculation and recording of Total Contact Hours and FTE on the Human Resource side from the data entered on the Banner Student side.

### General Person Data

The General Person Identification Form (SPAIDEN) shares data pertaining to ID, name, address, and telephone information with the Identification Form (PPAIDEN) in the Banner Human Resources System. The Banner Human Resources Identification Form data is displayed on three forms in the Banner Student System: the General Person Identification Form (SPAIDEN), the General Person Form (SPAPERS), and the Emergency Contact Form (SPAEMRG).

The General Person Form (SPAPERS) shares personnel data with the Banner Human Resources Identification Form (PPAIDEN) with the exception of veteran disability, and

driver's license number information. These items are not available on forms within the Banner Student System.

The Emergency Contact Form (SPAEMRG) shares all of its data with the Banner Human Resources Identification Form (PPAIDEN).

The following chart details the shared data for the interface.

### Banner Student General Person to Banner Human Resources Data

Banner Student Form	Data Shared	Banner Human Resources Form
SPAIDEN - General Person Identification Form	Current ID and Name Previous ID(s) and Name(s) Address data Telephone data Prefix Suffix Preferred Name Legal Name	PPAIDEN - Identification Form
SPAPERS - General Person Form	Gender Date of Birth SS Number Ethnic Code Marital Status Religion Legacy Vet File Number Veteran Category Special Disability Veteran * Deceased Date Age * Driver's License Number *	PPAIDEN - Identification Form
SPAEMRG - Emergency Contact Form	All data	PPAIDEN - Identification Form

\* = Not available in the Banner Student System

### Faculty Load Data

There is an integration point between the Banner Student Faculty Load Module and the Banner Human Resources System which begins on the optional Faculty Personnel Form (SIAFPER). Reports verifying the connection point exist in Banner Human Resources.

The Faculty Personnel Form (SIAFPER) shares faculty history and personnel information with the Faculty Information Form (PEAFACD) and the Employee Form (PEAEMPL) in the Banner Human Resources System, with the exception of discipline and home organization information. These items are not available on forms within the Banner Student System. The data for home organization, displayed on PEAEMPL, is validated against the Organization Code List (FTVORGN), a Banner Finance System validation form. If Banner Finance is not installed, the home organization is validated against the Organization Code List (PTVORGN).

The Faculty/Advisor Information Form (SIAINST) displays the home college and department information, which is not available on forms within the Banner Human Resources System. This is where you may enter the ID of the faculty member (which was created on the General Person Identification Form (SPAIDEN) in the General Person module) and set up the details which change over time, i.e., contract and workload rule information.

 **Note**

Degree information for a faculty member may be entered on both the Prior College Form (SOAPCOL) and Faculty Degree Information Form (SIAFDEG). If your institution has the Banner Human Resources System installed, you will need to decide if the information contained in SOAPCOL and SIAFDEG will be maintained in both systems or only in the Banner Human Resources System. ■

The Faculty Degree Information Form (SIAFDEG) shares faculty academic history information with the General Information Form (PPAGENL), with the exception of publications and examinations information, which is not available on forms within the Banner Student System.

The Instructor Schedule Report (SIRASGQ) can display the faculty member's salary via an optional parameter. The salary information originates in the Banner Human Resources data. The process displays the total salary recorded for all positions stored within the Banner Human Resources System.

The Faculty Assignment Form (SIAASGN) permits the recording of a position and a suffix, information which should exist in the Banner Human Resources System; however, no validation is done online.

The Faculty Load Process (PEPFACL) updates the Faculty Load Form (PEAFACL) with the contact hours and FTE from Student Faculty Assignment Form (SIAASGN).

After the Faculty Load Process (PEPFACL) is run, the Faculty Load Comparison Report (PERFACL) should be generated. This report displays comparative data in four different formats.

- Identifies faculty members whose position and suffix match on the Faculty Assignment Form (SIAASGN) and the Employee Job Form (NBAJOBS).



- Identifies faculty members whose position and suffix are missing on the Faculty Assignment Form (SIAASGN).
- Identifies faculty members whose have a position and suffix on the Faculty Assignment Form (SIAASGN) but do not have a position and suffix on the Employee Job Form (NBAJOBS).
- Identifies faculty members whose position and suffix do not match on the Faculty Assignment Form (SIAASGN) and the Employee Job Form (NBAJOBS).

The following chart details the shared data for the interface.

### Faculty Load to Human Resources Data

Banner Student Form/Report	Shared Data	Banner Human Resources Form/Report
SIAPER - Faculty Personnel Form	Tenure Code Tenure Date Review Date AAUP Membership Years Experience Sabbatical Dates Title Discipline * Home Organization *	PEAFACD - Faculty Information Form  If data exists on the Faculty Action Tracking Form (PEAFAC), then PEAFACD is not used.  PEAEMPL - Employee Form  - <i>validates against</i> -  FTVORGN - Organization Code List (Banner Finance)
SIAINST - Faculty/Advisor Information Form	Home College ** Department **	
SIAFDEG - Faculty Degree Information Form	Institution Code Transcript Dates Degree Year GPA Hours Major Minor Area of Concentration Publications * Examinations *	PPAGENL - General Information Form

Banner Student Form/Report	Shared Data	Banner Human Resources Form/Report
SIRASGQ - Instructor Schedule Report	Show salary option	from Banner Human Resources
SIAASGN - Faculty Assignment Form	Position *** Suffix *** FTE Contact Hours	NBAJOBS - Employee Job Form  PEPFACL - Faculty Load Update Process (updates PEAFACT below, with data from Banner Student System)  PEAFACL - Faculty Load Form  PERFACL - Faculty Load Comparison Report (compares information between SIAASGN and NBAJOBS, - Position, Suffix, Contact Hours, and FTE)

- \* = Not available in the Banner Student System
- \*\* = Not available in the Banner Human Resources System
- \*\*\* = No validation is performed between the systems online

# Contents



## Appendix A List Reports Reference

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Java Reports . . . . .	.A-15





## List of Reports and Processes by Module

### C Reports

Report/Module Name	Full Name	Description
<i>Catalog</i>		
SCRBULT	Bulletin Report	Used to print the catalog of courses with detail information including text, prerequisites, corequisites, etc.
SCRRICS	Course Catalog Extract	Used to extract course data and provide it in an XML format readable to third parties using IMS standards.
<i>Schedule</i>		
SSPMFEE	Section Fee Population Process	Examines course/section characteristics defined in SSADFEE, determines applicable sections, and inserts appropriate records in the SSRFEES table.
SSPRDEF	Schedule Open Learning Rule Default Process	Defaults open learning rules for sections, as defined on SOAORUL, for CRNs that have been created after the rules have been established.
SSPSCHD	Schedule Purge	Purges the schedule information.
SSRASTZ	Available Seats to Zero Process	Used to modify the available seats for a CRN by setting the number of available seats to zero.
SSRATSQ	Room Attribute Sequence Update Process	Used to automatically populate the sequence number of the room attribute information in the STVRDEF table.
SSRROLL	Term Roll	Rolls Sections of one term to another term.
SSRSECT	Class Schedule	Lists all sections for given term and/or part of term.

Report/Module Name	Full Name	Description
SSRSCMT	Update Building/Room Process	Reads the Scheduler Work Table (SSTSCHW) entries and updates the SSRMEET table with the room assignments generated in Schedule25
SSRSCPR	Schedule Work Table Purge Process	Used to delete Scheduler Work Table (SSTSCHW) data based on the term and/or campus specified in the parameters.
SSRSCRM	Schedule 25 Work File Creation Process	Used to create the building, room, partition, department (subject), class descriptor, and control files required to run the scheduling tool.
SSRSCUP	Scheduler Work Table Update Process	Reads the three Schedule25 export files (sortdp.dat, losers.dat, notposs.dat), updating the existing records in the Scheduler Work Table (SSTSCHW).
SSRTALY	Scheduled Section Tally	Produces detailed list of section information.
<i>General Person</i>		
SPRPDIR	Person Directory	Prints all persons by type (recruit, applicant, student, faculty).
<i>Support Services</i>		
SERLOAD	Support Services Load Process	Used to create service groups from a user-defined population selection.
<i>Faculty Load</i>		
SIPASGN	Faculty Load Purge	Purges instructional, non-instructional, and workload rules for a term.
SIRASGQ	Faculty Schedule Report	Used to print an instructor's schedule, with detailed information.
SIRCTAL	Faculty Load Contract Analysis Report	Used to calculate the Faculty Load contract analysis.
SIRTRAL	Faculty Load Term Analysis Report	Used to calculate and print the Faculty Load term analysis.
<i>Location Management</i>		
SLPHOUS	Housing Purge	Purges housing applications, housing, meal plan, and phone assignments for the user specified terms and activity dates.

Report/Module Name	Full Name	Description
SLRBACS	ACS Housing Interface	Produces file for ACS HIS for addresses of housing applicants.
SLRDADD	Dormitory Address Creation	Used to create dormitory addresses from the housing assignments.
SLRFASM	Batch Room/Meal/Phone Assessment	Used to assess room, meal, and phone charges in a batch mode.
SLRHLST	Active Housing Assignments Report	Lists all the active housing assignments.
SLRROLL	Assignment Roll Process	Used to roll the term's housing, meal, and phone assignments forward to a future term.
SLRSCHD	Batch Scheduler Report	Used to create housing assignments in batch based on the applicant's preferences.
<i>Recruiting</i>		
SRREMAL	Electronic Prospect Email Process	Used for sending out a mass mailing as an email letter to electronic prospects.
SRRENHR	Rec/Enroll Analysis - How Learned Report	Produces a statistical report of recruits, applicants, and enrollees by a How I Learned code for a term range.
SRRENRL	Recr/Enrl Analysis - Source/Recr Report	Produces a statistical report of recruits, applicants, and enrollees by source and recruiter for a term range.
SRRINQR	Recruits Never Applied to Inst. Report	Prints or deletes all recruits that expressed an interest in the institution but never applied.
SRRPREL	Migrate Electronic Prospects Process	Used to create or update Banner® recruiting records for the records in the Search Tape View (SRVPREL).
SRRSRIN	Prospect Tapeload Matching Process	Used to determine if a match exists between a record on the Search Tape View (SRVPREL) and Banner production data when loading search tape records en masse.
SRTLLOAD	Electronic Prospect Load	Loads data from an input file to temporary tables. Also creates an audit report detailing the status of each record on the input file.
SRTPURG	Electronic Prospect Purge	Used to delete records from the search tape temporary tables and designate which records to purge.

*Admissions*

Report/Module Name	Full Name	Description
SAPADMS	Admission Purge Report	Purges all the Admission records for a selected term.
SARACTM	Admissions Count by College/ Major	Prints admission application count by college/major.
SARADMS	Admissions Application Report	Prints admissions application report by ID or name and term, application number.
SARAMDP	AMCAS Date Purge	Used to purge the flat file of data that was electronically submitted to AMCAS.
SARAMXF	AMCAS Extract File Process	Used to create a flat file of data to be electronically submitted to AMCAS.
SARBDSN	Admissions Decision Calculation Report	Produces batch automated admissions decision.
SARDCBT	Rating Audit Report	Used to view applications that have been updated on the SAADCBT for a specific date or dates.
SARDCSN	Admissions Decision Criteria Report	Prints admissions decision criteria report and term roll with delete option.
SAREMAL	Batch Email for Elec. Apps. Process	Used for sending out a mass mailing as an email letter to electronic applicants.
SARETMT	Elec App Verify/Load Process	Used for matching electronic applicants to Banner production records by interface code, and SSN and Last Name, or all criteria.
SARETPG	Electronic App Purge Process	Used to purge old data from the electronic application holding tables by date range, application type, source, and term.
SAR189U	TS189 Upload to Banner	Used to receive an electronic (EDI) admissions application in SPEEDE format and to automate the entry of the admissions application data into the Banner Admissions module.
SARRATE	Admission Calculation Rating Report	Used to calculate the admissions rating for an ID or population.
<i>General Student</i>		
SGPCOOP	Cooperative Education Purge	Purges all the cooperative education data for all students.



Report/Module Name	Full Name	Description
SGPBLCK	Student Block Load Process	Associates a group of students defined through population selection to a block code for an effective term.
SGPHOLD	Hold Purge	Purges all expired holds which exist on the database.
SGPSTDN	General Student Purge	Purges the general student records for any non-registered students.
SGRCHRT	Cohort Load Process	Assigns cohort codes to a group via population selection.
SGRKNOW	Student Right to Know Report	Produces graduation/completion rates by cohort and sport for race and gender.
SGRSTDN	Student Report	Prints student list by term in alpha or ID order.
SGRVETN	Veteran Report	Prints veteran list by term.
<i>Registration</i>		
SFPAGRD	Auto Grade Assignment Process	Used to assign an incomplete or institutionally defined letter grade to long-standing, ungraded, open learning registration records.
SFPBLCK	Course Request Load Process	Tracks student populations by block schedule codes for effective and report terms.
SFPENRL	Enrollment Verification Request Purge	Used to purge all previously requested enrollment verification requests.
SFPFAUD	Purge Fee Assessment Audit Process	Used to purge audit history records from the database.
SFPREGS	Registration Purge	Purges all registration records for a selected term, as well as time status history.
SFPWAIT	Waitlist Enrollment Purge	Purges waitlist enrollment.
SFPWLRO	Waitlist Priority Reorder Process	Used to reorder positions in the waitlist queue based on the rules defined on SOAWLTC.
SFRBWLP	Batch Waitlist Notification Process	Used to produce waitlist notifications by term for new available seats based on entries in the SFRCOLW collector table.
SFRENRL	Enrollment Verification Request	Produces the pre-processed enrollment verification requests.

Report/Module Name	Full Name	Description
SFRFASC	Registration Fee Assessment Process	Used to run batch fee assessment.
SFRFEES	Fee Assessment Report	Used to assist in trouble shooting and debugging fee assessment processing.
SFRHCNT	Unduplicated Headcount Report	Prints headcount totals by level and major for a term, for students with a registration status and effective headcount activated.
SFRLINK	Unsatisfied Links Report	Produces a list of students who have unsatisfied or missing section links for a term.
SFRNSLC	Clearinghouse Extract Report	Extracts student enrollment information for reporting to the National Student Loan Clearinghouse (NSLC).
SFRRGAM	Registration Admin Messages Report	Tracks registration errors for administrative purposes, checks for in-progress prerequisites errors, views any potential schedule conflicts due to changes in class schedule, finds students who took in-progress prerequisites that may have not met the requirements.
SFRRNOP	Registered, Not Paid Process	Prints/purges all students registered but not paid for a term and their time status history.
SFRSCHD	Student Schedule	Prints student schedule for term.
SFRPINI	Compliance Listener Start Up Process	Initializes the SFRPIPE process to run in the background, listening for Oracle pipe calls to execute compliance for registration prerequisite processing.
SFRPIPE	Compliance Pipe Process	Used as a listening agent for Oracle pipes, to initiate compliance to perform prerequisite registration processing.
SFRSLST	Class Roster	Prints class list for term or part of term.
SFRSSCR	NSLDS SSCR Process	Reads and processes NSLDS Student Status Confirmation Report (SSCR) Roster and Error Notification files.
SFRMST	Time Status Calculation Update Process	Calculates student enrollment time statuses in batch mode and updates/inserts time status history records.
<i>Academic History</i>		
SHPTAEQ	Transfer Articulation Purge	Used to purge transfer articulation information.

Report/Module Name	Full Name	Description
SHPTRTC	Academic Transcript Request Purge	Used to purge the academic transcript request information.
SHRASTD	Calculate Academic Standing Report	Used to calculate academic standing for a selected term and group of students.
SHRCATT	Commencement Attendance Report	Used to print ceremony type and attendees, and cap, gown, hood order, pickup, and return information.
SHRCGPA	Calculate GPA Report	Used to calculate GPA for a selected term and group of students.
SHRCINC	Incomplete Grade Process	Used to automatically update incomplete grades to final grades.
SHRCOMM	Commencement Report	Prints camera-ready commencement program report.
SHRCONV	Calculate GPA Conversion Process	Calculates and stores campus GPAs calculated by term and level of the students.
SHRDEGS	Degree Status Update Report	Updates the existing degree status code to a new user-defined degree status.
SHRDEGV	Degree Verification Process	Used to collect degree data for a student at an institution for the NSC.
SHREDII	Electronic Data Interchange Institutions	Used to upload EDI Capable Institution file for matching of FICE codes.
SHREDIP	Upload of EDI Transcript	Used to load transcript data into interim Oracle tables in Banner, after the FLAT130 file produced by EDI.Smart has been uploaded to the host where Banner resides.
SHREDIR	Electronic Data Interchange Reconciliation	Used to reconcile EDI.Smart disposition files with transcript requests in the collector table.
SHREDIY	Electronic Data Interchange Extract	Used to produce Banner transcripts to be sent via EDI.Smart. Reads requests from the collector file and generates the flat file entries for the transcripts along with control and log file entries.
SHRETRP	Electronic Transcript Upload Purge Process	Used to purge electronic transcript data, after electronic transcripts have been processed in the Banner Student System.

Report/Module Name	Full Name	Description
SHRG PAC	GPA Recalculation Report	Used to calculate GPA for selected term for student or population selection.
SHRGRDE	Grade Mailer	Prints grade mailers by type (original, revised, and duplicate).
SHRIACT	IPEDS Total Activity Report	Prints institution's total student activity, required by Dept. of Education.
SHRIAGE	IPEDS Summary by Age Report	Used to produce the summary by age portion of the Fall Enrollment Reports.
SHRICIP	IPEDS Completion Report	Prints parts A, B, C, and D comprising IPEDS Completion Report.
SHRIETH	IPEDS Ethnic Status Report	Prints report by racial/ethnic category, attendance period, level, and sex of student.
SHRIGRS	Graduation Rate Survey Report	Tracks graduation, transfer, and withdrawal rates by cohort and with athletic aid by type of institution for IPEDS reporting.
SHRIPDS	IPEDS File Generation Process	Produces generation extract file, which is used to produce the Fall Enrollment Reports.
SHRIRES	First Time Residency Report	Prints a report on first time student's states of residency.
SHRPREV	Progress Evaluation Process	Used to determine progress evaluation and combined academic standing codes and print a report of the results.
SHRROLL	Grade Roll Process	Rolls grades entered on the Class Roster Form and creates Academic History.
SHRROUT	Roll Learner to Outcome Process	Used to roll learner curriculum records to the outcome curriculum and then insert new degree sequence records.
SHRRPTS	Repeat/Equivalency Course Check	Used to flag repeated courses.
SHRTAEQ	Transfer Equivalency Worksheet	Used to review the transfer equivalency for a student.
SHRTECA	Transfer Equivalency Catalog	Provides a listing of transfer courses entered for each institution.

Report/Module Name	Full Name	Description
SHRTPOP	Transcript Population Creation Process	Used to select a population from the student body for whom transcripts are to be printed.
SHRTRTC	Academic Transcript	Used to produce an academic transcript.
SHRTYPE	Student Type Update	Used to update the student type after completing the Grade Roll Process.
<i>CAPP</i>		
SMPCPRG	Compliance Purge Process	Used to purge compliance records.
SMRBCMP	Batch Compliance Process	Creates compliance and hardcopy requests from population, or performs outstanding compliance requests and produces outstanding hardcopy output. Calls <i>both</i> SMRCMPL and SMRCRLT.
SMRCMPL	Program Compliance Report	Checks courses taken by student against curriculum and program requirements.
SMRCRLT	Compliance Print Process	Prints hardcopy compliance output.
<i>Overall</i>		
SOPAPPT	Appointment Purge Process	Purges all appointment records for specified start and end dates.
SOPLCCV	Learner Curriculum Conversion Process	Used to read the input population and run the curriculum conversion process.
SOPLCPG	Learner Curriculum Purge Process	Used to purge SORLCUR rows and/or SORLFOS rows for Admissions and Recruiting records.
SOPMAUD	Purge Mass Entry Audit Process	Used to purge mass entry audit information displayed in SOAMAUD and keep the SORMAUD and SOBMAUD table sizes from getting too large.
SOPSATS	SAT Recentering Process	Recenters SAT scores for college board compliance.
SORAINF	Administrator Assignments Process	Allows institutions to use the rules defined on SOAADAS to assign administrators to recruit and applicant records.
SORCPLN	Communication Plan Processing Report	Shows person's movement from old to new communication plan.

Report/Module Name	Full Name	Description
SOREMAL	Student Email Process	Used for sending out a mass mailing as an email letter using population selection on IDs.
SORHSRP	Admissions High School Report	Prints totals and percentage for applicants, students, enrollment and GPA.
SORLCHG	Non-Destructive Curric Update Report	Used to show non-destructive updates made to curriculum and/or field of study records.
SORMEBP	Process Mass Entry Report	Used to execute mass entry updates that have been held for job submission processing using the Results window of a mass entry form.
SORSBSM	Source/Background Summary Report	Used to collect source/background institution summary information similar to what is found on SOASBSM.
SURDELT	Communication Removal Process	Used to perform a mass removal of mail records.
SURLOAD	Communication Load Process	Used to perform a mass entry of mail records.
<i>Course Request and Scheduling</i>		
SFPCREQ	Course Request Edit Report	Lists course request transactions containing errors, with error messages, and updates valid transactions for course request processing.
SFPFREQ	Course Request Update Report	Used to load course request and schedule data to registration tables and to update section counts in Banner Student System.
<i>FTES</i>		
SERADAL	Print Apportionment Detail by Course Report	Used to print section detailed information on the user-selected academic year, campus, period, and course reference number.

## COBOL Reports

Report/Module Name	Full Name	Description
<i>Location Management</i>		
SLRSCHE	Batch Housing Schedules Report	Processes housing assignments based on information on SLARMAP.
<i>Course Request and Scheduling</i>		<b>Note:</b> C% and D% reports for Course Request and Scheduling are generated by SCT% reports.
C1501	Course Schedule Load Control Report	Lists input/output file counts in program Load Course Database to Disk.
C2001	Course Request Update Control Report	Produces printer listing of file, transaction, and summary counts.
C2002	Course Request Audit Trail	Produces report of students with request set errors.
C3001	Print Requests Control Report	Produces printer listing of file counts in program Print Course Request Reports.
C3002	Section Request Tally/ Closed Section Tally	Lists sections on Reformatted Course Interface File and students requesting each section. Use to measure student demand for courses and specific sections.
C3003	Section Request List	Lists sections on Reformatted Course Interface File and students requesting each section. Use for quick identification of students requesting specific sections, and students in sections which are to be canceled or have restricted enrollment.
C3004	Student Request List	Lists request set of each student prior to scheduling and any errors found.
C3005	Request Segregated Error List	Produces printer listing of each registering student and course requests for that student with specific type of selected error in their request set.
C3007	Acknowledgment of Pre-Registration	Lists all section requests and error messages for pre-registered students.
C3008	Valid Requested Hours	Lists registering students and valid requests hours.
D0601	Student Scheduling Control Report	Lists summary totals and results of current Student Scheduling Cycle for evaluation of scheduling run.

Report/Module Name	Full Name	Description
D0603	Scheduling Results Matrix	Identifies counts of students by number of requests submitted versus number of requests satisfied for evaluation of scheduling run.
D3001	Print Scheduling Control Report	Produces printer listing of file counts in Print Scheduling Reports Program.
D3002	Scheduling Enrollment Tally	Lists capacity, total requests, and enrolled counts for each section, as a result of scheduling, for scheduling trial run modifications and/or late registration.
D3003	Section Enrollment List/Unscheduled Student By Section	Lists each section in Course Master File. Use as preliminary class list for Section Enrollment List. Use as wait list for drop and add for Unscheduled Student By Section.
D3008	Student Schedule Analysis	Lists counts of students by class level within major for evaluation of schedule type.
SCTC1000	Course Interface Extract	Used to extract course schedule data from Banner Student System.
SCTC1500	Course Schedule Load	Creates tables with restriction and relative course information for each section extracted from Banner Student System.
SCTC2000	Course Request Update	Used to begin Course Request Process and to produce audit trail/Change Register for request validation and error detection.
SCTC3000	Course Request Extract	Used to generate other reports for Course Request (edit mode) and Scheduling (update mode).
SCTD0600	Student Schedule Update	Used to begin student scheduling.
SCTH1000	Person Interface Extract	Used to extract course request and bio/demo data from Student System.
SCTSORT	CRS Sort Program	Used to sort file on specified order.
<i>FTES</i>		<b>Note:</b> FTES reports are produced after SADAPRNT is run.
SADA3202	Weekly Student Contact Hours Report	Produces section statistics for specified attendance methods and weekly contact calculations for those sections.



Report/Module Name	Full Name	Description
SADA3203	Daily Student Contact Hours Report	Produces section statistics for specified attendance methods and daily contact calculations for those sections.
SADA3204	Actual Hours of Attendance Contact Hours Report	Produces section statistics for specified attendance methods and actual hours of attendance contact hours calculations for those sections.
SADA3205	Independent Study Weekly Student Contact Hours Report	Produces section statistics for specified attendance methods and weekly contact calculations for those sections.
SADA3206	Independent Study Daily Student Contact Hours Report	Produces section statistics for specified attendance methods and daily contact calculations for those sections.
SADAFLEX	Faculty Contact Hours of Flex-Time Activities Report	Produces section statistics for specified attendance methods and flex time contract information.
SADAPRNT	FTES Reporting Print Program	Used to produce the FTES reports.
SADASORT	MIS Sort Program	Used to sort files on specified order.

## Oracle Report

Report/Module Name	Full Name	Description
<i>Admissions</i>		
SARETBL	Electronic Application Report	Used to view information about a student's electronic admissions application.

## Java Reports

Report/Module Name	Full Name	Description
<i>Catalog</i>		
SCRDATE	Course Catalog Data Extract Process	Used to extract course catalog data and create an XML output file for download or third party use.

### *Academic History*

Report/Module Name	Full Name	Description
SHRPESE	PESC/XML Transcript Export Process	Used to create electronic transcripts in XML format by producing a .xml file that can be read by the receiving institution.
SHRPESI	PESC/XML Transcript Import Process	Used to import XML transcript files into an institution from other institutions.
SHRTCIM	Transfer Catalog Data Import Process	Used to import an XML extract file of course catalog data into a Banner database and compare incoming records with transfer course records in the system.

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# B EDI Job Aid

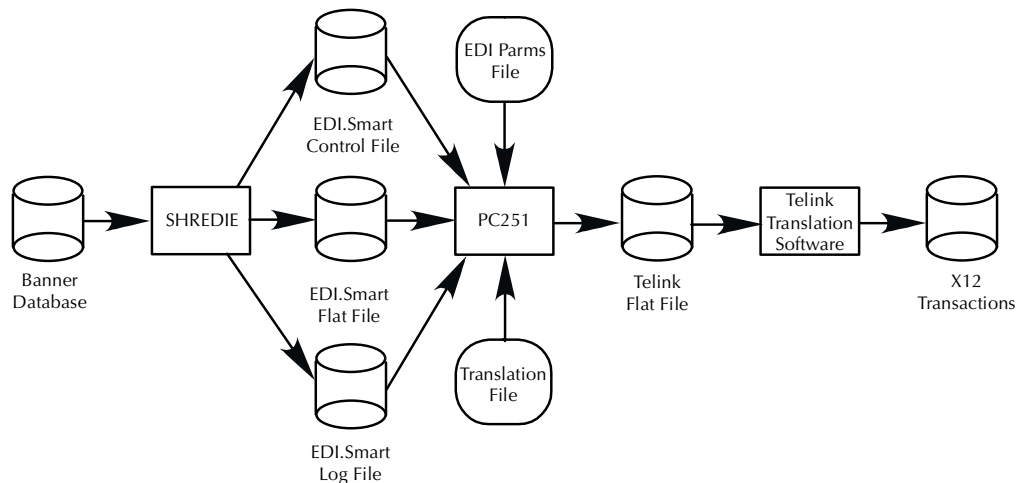


## Introduction

This job aid appendix is provided to assist you with the data mapping required to implement EDI.Smart. Before you start, it will be helpful to review the purpose of the data mappings.

As described in your *EDI.Smart Host System Integration Guide*, EDI.Smart extracts the student's transcript-related data from Banner® and performs a series of conversions to generate an ANSI X12-compliant electronic transcript -- transactions formatted and coded as per Academic Transcript Transaction Set 130 (TS130), which is defined in Version 1 of *A Guide to the Implementation of the SPEEDE/ExPRESS Electronic Transcript* (hereafter referred to as *SPEEDE*).

The process is represented below. The portion in bold is particularly relevant to this discussion.



SHREDIY extracts data from Banner and moves it into the EDI.Smart Flat File. This file is an intermediate file in the conversion process -- its record layout defines the information that can or must be extracted from Banner to generate the *SPEEDE* 130 transactions.

Thus, on one side, each field in the Flat File has been mapped to a corresponding TS130 field. This mapping of Flat File field to TS130 field, as delivered, is a given; you will not need to modify it.

On the other side, each pair of Flat File/TS130 fields has been mapped to a corresponding Banner element or elements. This is the mapping that requires your review; it was developed based on the Banner “Seed” Database which you may have modified by adding or changing data elements, as well as element values.

As you work your way through this job aid, you'll notice that for many of the Flat File fields, Banner has a data element that corresponds exactly. In these cases, the Electronic Date Interchange Extract (SHREDIY) simply moves the student's native *Banner value* into the Flat File field.

For other Flat File fields, however, Banner does not have a data element that corresponds exactly. In these cases, SHREDIY must perform an *interpolation* and values translation across multiple elements to derive the information needed to populate the Flat File field. The interpolation and translation takes this general form:

If Banner data element 1 =  $a$ , and Banner data element 2 =  $b$ , then populate Flat File field 1 with value  $z$  for X12 element  $nnn$ . [As you will recall from *SPEEDE*, each TS130 field references one of the X12 data elements for its set of valid values.]

Thus, in cases where an interpolation is needed, SHREDIY moves the *X12 value* into the Flat File field. It is important to note that, theoretically, the translated value does not have to be an X12 value. You could just as well develop your own translated values to serve as intermediate values in this conversion process. As delivered, however, SHREDIY does use X12 values for the translated values.

You should be aware that, in addition to interpolations, there are two other circumstances under which SHREDIY would need to be coded to perform a translation and move the translated value into the Flat File.

- If the field length of the Banner element is greater than the corresponding Flat File field (otherwise, the value would be truncated). Several Banner validation forms have been modified to allow entry of X12 equivalent values where field lengths vary, for example, Banner Nation code is five positions long and the X12 standard is only two positions. An X12 value needs to be entered for each nation code using the Nation Code Validation Form (STVNATN). For these elements SHREDIY moves the X12 equivalent value into the Flat File field.
- If the field characteristics (i.e., alpha vs. numeric) of the two fields are not the same.

Thus, SHREDIY reads the Banner database and builds the student's Flat File records, field-by-field, by either moving in the Banner value, or by performing an interpolation and translation to supply the appropriate X12 value. Referring back to Figure 1, you can see that this Flat File is one of the inputs into the next step of the process, which takes place on the PC Workstation.

The PC Workstation houses the EDI.Smart Translation Program -- PC251 -- and two additional input files -- the EDI Parms File and the Translation File. Using information from the EDI Parms File and the Translation File, PC251 processes the EDI.Smart Flat



File to complete the transformation of Banner data into correctly formatted 130 transactions coded with the appropriate X12 values. Specifically, it supplies both additional TS130 fields and the remaining Banner to X12 value translations. Let's look at those TS130 fields first.

As you go through this job aid and *SPEEDE*, you'll notice that certain mandatory TS130 fields are not represented in the EDI.Smart Flat File. This is because those fields are not populated with information from Banner. Rather, they describe or “qualify” the information in another TS130 field that is in the Flat File and populated from Banner. These TS130 qualifier types of fields fall into two groups:

- Some are not institution-specific. That is, there is one value which is valid for all users of Banner. A good example is the TS130 date qualifier field -- it must accompany each date field to indicate the format of the date. PC251 is hard-coded to supply the correct X12 value for this group of TS130 qualifier fields -- you don't need to review them or do anything about them.
- Others are institution-specific *installation options* for which you must specify the appropriate X12 value in the EDI Parm File (worksheets are provided to assist). As indicated in Figure 1, PC251 retrieves the specified value during processing.

Now, let's look at how PC251 supplies the remaining Banner to X12 value translations: As you will recall, SHREDIY has populated many of the Flat File fields with Banner values. For some fields, the Banner value does not need any translation -- dates, and text fields such as the student's street address, for example, will be passed directly to TELINK as is. Other fields, however, as noted in *SPEEDE*, require a translation to an X12 code.

Here is the translation rule: If a non-X12 value (i.e., a Banner value or some intermediate value) is moved into a Flat File field, and that field requires specific X12 codes as per *SPEEDE*, then a translation must be entered in the Translation File.

Again, worksheets are provided to assist you with changing and adding to the translations delivered in the Translation File.

Thus, in this job aid, you will:

- Review the delivered mappings of Banner elements to the TS130/Flat File fields and modify them to reflect your Banner Database.
- Review the interpolations and value translations performed by SHREDIY as delivered, and modify them as needed to reflect your Banner Database.
- Review the installation options as delivered in EDI Parm, and change them to reflect your Banner Database.
- Review the value mappings delivered in the Translation File, and modify them to reflect your Banner database.

# Procedures

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## Prerequisites

- You should have read the “Introduction” to this job aid, as well as Chapter 1 and Chapter 2 in the *EDI.Smart Host System Integration Guide*.
- You should know how to use *A Guide to the Implementation of SPEEDE/ExPRESS Electronic Transcript*. And, you should be familiar with the segment and field descriptions in that guide for Academic Transcript Transaction Set 130.

## Materials

- Worksheet 1: Data Mapping
- EDI.Smart Flat File Notes
- Worksheets A - E: Installation Options
- Worksheets 2.10 - 2.62: Interpolations and Translations

This job aid provides the following Worksheets and Notes; they are designed to be used together throughout this procedure:

In addition, you will need:

- *A Guide to the Implementation of SPEEDE/ExPRESS Electronic Transcript* Version 1, dated March 1992 or later
- Access to your Banner Forms

## Participants

This procedure represents a collaborative effort between Administrative and Technical staff. We suggest that Administrative staff who are most familiar with your institutional transcript assume overall responsibility for the data mappings and value translations; they may need to work closely with Technical staff at various points. Technical staff necessarily assume responsibility for implementing SHREDIY code changes.

After your value mappings have been identified, the actual data entry required to build the Translation File could be performed by data entry staff with a few minutes of training on how to use the X12TRANS utility on the PC Workstation.

A suggested division of labor (tech vs. admin) is indicated at various points in the procedure. The procedure is divided into three parts. There is a bit of paper shuffling involved, and things will go more smoothly if worksheets are inserted back into this job aid, in order, as soon as they are completed.

## Part 1: Specifying Installation Options

1. Identify country codes (Admin).

Review Worksheet A in Chapter 3. *SPEEDE* values can be entered using the Banner Nation Code Validation Form (STVNATN) now.

2. Identify state/province codes (Admin).

Review Worksheet B in Chapter 3. If translations are needed, they can be entered into the Translation File now, using the X12TRANS Utility provided on the PC Workstation.

3. Identify high school code qualifier (Admin).

- 3.1. Review Worksheet C.

- 3.2. In the Wksht column on Worksheet 1, find all references to Worksheet C.

- 3.3. For each reference:

- Review the TS130 qualifier field in *SPEEDE*.
- Review the “qualified” field in *SPEEDE*.
- Review the Banner data element and the 2.nn Worksheet for the “qualified” field.

- 3.4. Complete the “paper and pencil” parts of Worksheet C.

- 3.5. If the delivered mapping for the “qualified” field must be changed, note the changes on both Worksheet 1 and the 2.nn Worksheet.

4. Identify college code qualifier (Admin).

Using Worksheet D instead, repeat Step 2 above.

5. Identify curriculum code qualifier (Admin).

Using Worksheet E instead, repeat Step 2 above.

6. Review with Technical staff all Worksheets that reflect any change from the delivered version.

7. Modify SHREDIY code if needed, based on code references cited on worksheets (Tech).

8. Modify EDI.Parms File if needed, based on Worksheets (Tech).

9. If high school, college, or curriculum code translations are needed, they can be entered into the Translation File now, using the X12TRANS Utility on the PC Workstation.

## Part 2: Modifying the Delivered Mappings, Interpolations, and Translations

Worksheet 1 is the “master” worksheet for this part of the procedure. Using it as your starting point, you will work your way, field-by-field, through the EDI.Smart Flat File. Here is a sample plan of attack . . .

1. Read the note indicated in the Note column associated with the EDI record name. (Admin) (Notes are in Chapter 5.)
2. For the first field (Admin):
  - 2.1. Review the TS130 segment and field description in *SPEEDE*.
  - 2.2. Read the associated note (if any) in Chapter 5.
  - 2.3. Review the associated worksheet (if any) in Chapter 6.
  - 2.4. Review the associated Banner data element (if any).
  - 2.5. Complete the “paper and pencil” portions of the 2.nn worksheet.
  - 2.6. If you are changing the associated Banner data element, update the Element column on Worksheet 1.
3. Repeat Step 2 for each field in the EDI record. After you complete one EDI record or so, stop and review completed worksheets with Technical staff. Record any adjustments on the worksheets and provide Technical staff with copies so they can begin modifications.

When all worksheets are completed and reviewed, Administrative staff can move on to Part 3 while Technical staff continue with modifications.

## Part 3: Building the Translation File

1. Gather all your 2.nn Worksheets together and sort them by the X12 data element number in the upper right corner.
2. Ensure that Translation File entries will be unique (Admin and Tech).

The Translation File is an indexed file; its key is the combination of X12 element # and Flat File value (which could be an Banner value, an X12 value, or any intermediate code, as discussed previously). PC251 reads the value in the Flat File field and attempts to find a match in the Translation File. If there is no match, it

passes the Flat File value without performing a translation. If there is a match, there must be *only one* match -- PC251 can't "choose" between two different translations for the same Flat File value.

Thus, for each X12 element:

- 2.1. Review all Banner (i.e., Flat File) values, including values for TS130 fields that don't require translation. Flag all duplicates.
- 2.2. Review duplicates with Technical staff who will need to modify SHREDIY to perform a translation for one of the duplicates.
- 2.3. After duplicates have been resolved, you can use the 2.nn Worksheets as source documents for adding translations and modifying delivered translations. You should delete the entries you will not be using.

## Worksheets

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### Worksheet A: Country Codes #26

#### SHREDIY Processing

SHREDIY moves the EDI equivalent value for your Banner Nation Code (STVNATN) into the following EDI Flat File fields:

EDI-CITIZ-COUNTRY  
EDI-BIRTH-COUNTRY  
EDI-COUNTRY  
EDI-HS-COUNTRY  
EDI-SCH-COUNTRY

The Nation Code Validation Form (STVNATN) in Banner contains an **EDI Equivalent** field to hold the ANSI X12 standard values that equate to your Nation Code values. The *SPEEDE/ExPRESS Implementation Guide* lists the ANSI X12 values under data element #26.

Review the EDI Equivalent values on the Nation Code Validation Form (STVNATN) against the ANSI X12 values, and enter any values needing modification.

## Worksheet B: State/Province Codes #156

### SHREDIY Processing

SHREDIY moves the EDI equivalent value for your Banner State/Province Code (STVSTAT) into the following EDI Flat File fields:

EDI-BIRTH-STAT-PROV  
EDI-STATE-PROV  
EDI-HS-STATE  
EDI-SCH-ST-PROV

If the EDI equivalent value is blank, SHREDIY will move the first two characters of the **(State/Province) Code** field into the EDI Flat File fields.

The State/Province Code Validation Form (STVSTAT) in Banner contains an **EDI Equivalent** field to hold the ANSI X12 standard values that equate to your State/Province Code values. The *SPEEDE/ExPRESS Implementation Guide* lists the ANSI X12 values under data element #156.

Review the EDI Equivalent values on the State/Province Code Validation Form (STVSTAT) against the ANSI X12 values and enter any values needing modification.

## Worksheet C: High School Code Qualifier #66

### SHREDIY Processing

SHREDIY moves your Banner values for High School Institution Code (SORHSCH\_SBGI\_CODE) into the only Flat File field requiring a High School Code: EDI-HS-CODE.

The High School Code Qualifier (X12 element #66) indicates which standard code set your institution is using to populate EDI-HS-CODE. It must be sent, along with the High School Code if you want the ability to send the EDI Last High School Record. The High School Code Qualifier is specified in the EDI Parms File. PC251 reads the Parms File and supplies the specified qualifier when it processes the Flat File.

This value has been delivered in the Parms File for High School Code Qualifier:

72 The College Board's Admissions Testing Program administered by the ETS

If you use ETS codes for high schools, you don't need to change anything.

If you don't use ETS codes, here are some alternatives:

1. Review the other values for X12 element #66. If you use one of the other code sets:
  - 1.1. Specify the qualifier here.
  - 1.2. Enter it in the EDI Parms File.
2. If you use FICE codes to populate the **FICE (Code)** field on the Banner Source/Background Institution Code Validation Form (STVSBGI):
  - 2.1. Specify the FICE code qualifier here.
  - 2.2. Enter the qualifier in EDI Parms File.
  - 2.3. Modify SHREDIY: Function `GENERATE_TRANSCRIPT` and `SELECT_HIGH_SCH_DESC` to retrieve the FICE code from the STVSBGI table.
3. If all else fails, for each of your Institution Codes for High Schools enter an X12 translation into the Translation File for element #66.

## Worksheet D: College Code Qualifier #66

### SHREDIY Processing

SHREDIY moves Banner Student Institution Codes (`SHRTRIT_SBG_CODE`) for colleges into these Flat File fields:

```
EDI - PD - SCHOOL  
EDI - SCH - CODE
```

The College Code Qualifier (X12 element #66) indicates which standard code set your institution is using to populate those fields. If a college code is sent, it must be accompanied by the qualifier. The Code Qualifier for colleges is specified in the EDI Parms File. PC251 reads the Parms File and supplies the specified qualifier when it processes the Flat File.

This value has been delivered in the Parms File for College Code Qualifier:

```
72 ETS
```

If you use ETS codes for colleges, you don't need to change anything.

If you don't use ETS codes, here, in order from most to least desirable, are some alternatives:

1. Review the other values for element #66. If you use one of the other code sets:
  - 1.1. Specify the qualifier here.
  - 1.2. Enter it in the EDI Parms File.
2. If you use FICE codes to populate the **FICE (Code)** field on the Banner Source/Background Institution Code Validation Form (STVSBGI):
  - 2.1. Specify the FICE code qualifier here.
  - 2.2. Enter the qualifier in EDI Parms File.
  - 2.3. Modify SHREDIY: Function GET\_TRANSFER\_COURSES and SELECT\_TRANS\_INST\_DESC to retrieve the FICE code from the STVSBGI table.
3. If all else fails, for each of your Institution Codes for colleges, you will need to enter an X12 translation into the Translation File for element #66.

## Worksheet E: Curriculum Code Qualifier (1 of 2) #66

### SHREDIY Processing

SHREDIY uses these Banner database fields (for major or subject area) to populate the following Flat File fields:

STVMAJR\_CIPC\_CODE to EDI-SES-CURRIC-CODE  
SHRTCKN\_SUBJ\_CODE to EDI-CRS-SUBJ-CODE  
SSBSECT\_SUBJ\_CODE to EDI-CRS-SUBJ-CODE  
SHRTRCE\_SUBJ\_CODE to EDI-CRS-SUBJ-CODE  
SHRDGMR\_MAJR\_CODE\_(all extensions) to EDI-DEG-FOS-CODE

The curriculum code must be accompanied by a Curriculum Code Qualifier (X12 element #66) to indicate which standard code set your institution is using for curriculum codes. The Curriculum Code Qualifier is specified in the EDI Parms File. PC251 reads the Parms File and supplies the specified qualifier when it processes the Flat File.

Accordingly, this value has been delivered in the Parms File for Curriculum Code Qualifier:

81 CIP

If you store CIP numbers on majors (SHRDGMR\_MAJR\_CODE\_(all extensions) and STVMAJR\_CIPC\_CODE) and on subject areas (SHRTCKN\_SUBJ\_CODE, SSBSECT\_SUBJ\_CODE, and SHRTRCE\_SUBJ\_CODE), you don't need to change anything.



## Worksheet E: Curriculum Code Qualifier (2 of 2) #66

If you do not store CIP numbers, here are some alternatives:

1. Review the other values for X12 element #66. If you use one of the other code sets:
  - 1.1. Specify the qualifier here.
  - 1.2. Enter it in the EDI Parm File.
2. If you use one of the code sets to populate a different database column name:
  - 2.1. Specify the qualifier here.
  - 2.2. Specify the Banner database table column name(s) here.
  - 2.3. Enter the qualifier in EDI Parm File.
  - 2.4. Modify SHREDIY: Functions CREATE\_DEGREE\_AWD\_RECORD, CREATE\_SESSION\_RECORD, CREATE\_TRANS\_COURSE\_REC, GET\_STUDENT\_COURSES, GET\_TRANSFER\_COURSES, PROCESS\_IN\_PROGRESS, SELECT\_DEGREES\_AWARDED, SELECT\_IN\_PROGRESS, SELECT\_MAJOR\_CIPC\_CODE, SELECT\_STUDENT\_COURSES, and SELECT\_TRANS\_COURSE.
3. If all else fails, for each major and for each subject area, you will need to enter an X12 translation into the Translation File for element #66.



# Worksheet Data Map

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## Worksheet 1: Explanation of Mapping Data Elements

### Key

*na* in any column means “not applicable.”

### EDI Smart Flat File Columns

*Len* indicates the length of the flat file field.

### TS130 Record Columns

*Ref* is the Reference Designator ID in *SPEEDE* for the TS 130 field. Use this ID to locate the description of the field in *SPEEDE*.

*Status* indicates whether the TS 130 segment/field is M(andatory) or C(onditionally required), as per *SPEEDE*. For example, O/C means that the segment is optional and, if the segment is sent, the field may be required, based on which other elements are sent. See the segment description in *SPEEDE* for specific conditions.

*Page* is the page number of the segment description in *SPEEDE*, Version 1 of March 31, 1992.

### Banner Student Columns

*Table Column Name* indicates the table and column name in the Banner Student Database that is read by SHREDIY to populate the flat file field with Banner Student values. If no table column is listed, it indicates that SHREDIY performs an interpolation among multiple database elements to populate the Flat File field with TS130 values; see the worksheet listed in the worksheet column.

*Len* indicates the length of the segment.

*Note* is the number of an associated note in the Worksheet 1 Processing Notes packet delivered with this workbook.

*Wksht* A worksheet is provided if you need to review a mapping of Banner Student values to TS130 values in the Indexed Translation File, or if you need to review a SHREDIY interpolation and the resulting mapping of TS130 values to TS 130 values in the Indexed Translation File.

## Worksheet 1: Mapping Data Elements

EDI Smart Flat File Record		TS130 Record (SPEEDE ExPRESS)			Banner Student	Note	Wksht
		Ref	Status	Name	Pg	Table Column Name	Len
Len	Bio/Demo Record						1
	supplied by PC251	REF01	M/M	Reference No.Qualifier	13	N/A	
X(12)	STUDENT-ID	REF02	M/C	Student Number		SPRIDEN_ID	Char 9
X(01)	PAPER-COPY	SST04	O/O	Status Reason Code		Interpolated	2.10
X(01)	SEX	DMG03	O/O	Gender Code	15	SPBPERS_SEX	Char 1 2.12
X(01)	MARITAL-STAT	DMG04	O/O	Marital Status		SPBPERS_MRTL_CODE	Char 1 2.14
X(01)	ETHNICITY	DMG05	O/O	Ethnicity		SPBPERS_ETHN_CODE	Char 2 2.16
X(02)	CITIZ-STATUS	DMG06	O/O	Citizenship Status		SPBPERS_CITZ_CODE	Char 2 2.18
X(02)	CITIZ-COUNTRY	DMG07	O/O	Country Code		GOBINTL_NATN_CODE_LEGAL	Char 5 A
X(03)	RESIDENCY	SST09	O/O	Residency Code (fee)	52	SGBSTDN_RESN_CODE	Char 1 2.20
X(03)	ENROLLED-NOW	SST07	O/O	Current Enrollment Status		Interpolated	2.22
X(03)	ELIG-TO-RETURN	SST04	O/O	Eligible to Return Code		Not Sent	2
X(06)	ELIG-TO-RETURN-DATE	SST06	O/C	Eligible to Return Date		Not Sent	2
	supplied by PC251	DMG01	O/C	Date Qualifier	15		
X(06)	BIRTH-YYMMDD	DMG02	O/C	Date of Birth		SPBPERS_BIRTH_DATE	Date 7 3

EDI Smart Flat File Record		TS130 Record (SPEEDE EXPRESS)			Banner Student		Note	Wksht	
X(02)	BIRTH-COUNTRY	IND01	O/O	Country of Birth	18	GOBINTL_NATN_CODE_BIRTH	Char 5	A	
X(02)	BIRTH-STAT-PROV	IND02	O/O	State of Birth		SPBPERS_STAT_CODE_BIRTH	Char 2	B	
X(02)	BIRTH-COUNTY	IND03	O/O	County of Birth		Not Sent		4	
X(20)	BIRTH-CITY	IND04	O/O	City of Birth		SPBPERS_CITY_BIRTH	Char 20		
	<i>Name Record</i>							5	
X(01)	ENTITY-TYPE	IN101	M/M	Entity Type Qualifier	39	1	Char 1	6	
X(02)	NAME-CODE	IN102	M/M	Name Type Code		4	Char 2	6 A	
X(20)	LAST-NAME	IN202	M/M	Name	42	SPRIDEN_LAST_NAME	Char 60	7	
X(15)	FIRST-NAME	IN202				SPRIDEN_FIRST_NAME	Char 15		
X(15)	MID-NAME-INIT	IN202				SPRIDEN_MI	Char 15		
X(10)	SUFFIX	IN202				SPBPERS_NAME_SUFFIX	Char 20	7	
X(10)	PREFIX	IN202				SPBPERS_NAME_PREFIX	Char 20	7	
X(20)	PREV-NAME	IN202				Not Sent			
X(35)	FULL-NAME	IN202				Not Sent			
X(02)	COMP-QUALIFIER	IN201	M/M	Name Component Qualifier				8	
	<i>Address Record</i>							9	
X(35)	STREET-1	N301	O/M	Street 1	44	SPVADDS_STREET_LINE1	Char 30		

EDI Smart Flat File Record		TS130 Record (SPEEDE EXPRESS)			Banner Student		Note	Wksht
X(35)	STREET-2	N302	O/O	Street 2		SPVADDS_STREET_LINE2	Char 30	
X(19)	CITY	N401	O/C	City Name	46	SPVADDS_CITY	Char 20	10
X(02)	STATE-PROV	N402	O/C	State/Province		SPVADDS_STAT_CODE	Char 2	B
X(09)	ZIP	N403	O/O	Postal Code		SPVADDS_ZIP	Char 10	11
X(02)	COUNTRY	N404	O/O	Country Code		SPVADDS_NATN_CODE	Char 5	A
<i>Last High School Record</i>								12
X(02)	HS-ENTITY	N101	M/M	Entity Identifier Code	26	HS		13
	installation option	N103	M/C	Institutional Code Qualifier				C
X(07)	HS-CODE	N104	M/C	Institution Code		SORHSCH_SBG_I_CODE	Char 6	2.24
X(03)	HS-GRAD-TYPE	SST01	O/O	HS Graduation Type	52	SORHSCH_DIPL_CODE		2.26
	supplied by PC251	SST02	O/C	Date Qualifier				
X(06)	HS-LAST-YYMMDD	SST03	O/C	HS Graduation date		SORHSCH_GRADUATION_DATE	Date 7	3
X(35)	HS-NAME	N102	O/C	HS Name		STVSBGI_DESC	Char 30	
X(19)	HS-CITY	N401	O/C	City	62	SOBSBGI_CITY	Char 20	10
X(02)	HS-STATE	N402	O/O	State		SOBSBGI_STAT_CODE	Char 2	B
X(02)	HS-COUNTRY	N404	O/O	Country		SOBSBGI_NATN_CODE	Char 5	A
<i>Immunization Record</i>								14
X(02)	IMMUN-TYPE	IMM01	O/M	Immun Type Code	87	Not Sent		

EDI Smart Flat File Record		TS130 Record (SPEEDE EXPRESS)			Banner Student		Note	Wksht
X(06)	IMMUN-DATE	IMM02	O/C	Date Qualifier		Not Sent		
X(02)	IMMUN-STAT	IMM04	O/C	Immun Date		Not Sent		
	reference record							15
X(02)	REF-QUAL	REF01	M/M	Reference No. Qualifier	13	Not Sent		
X(30)	REF-NUM	REF02	M/C	Student No.		Not Sent		
X(78)	REF-DESCR	REF03	M/C	Description		Not Sent		
	<i>Prior Degree</i>							16
	installation option	PCL01	O/M	Instit Code Qualifier	20	73 - FICE code		D
X(10)	PD-SCHOOL	PCL02	O/M	Institution Code		SHRTRIT_SBG_I_CODE	Char 6	2.28
X(06)	PD-BEGIN	PCL04	O/O	Dates Attended (range)		SHRTRAM_ATT_N_BEGIN	Date 7	3
X(06)	PD-END	PCL04		Dates Attended (range)		SHRTRAM_ATT_N_END	Date 7	3
X(04)	PD-CODE	PCL05	O/C	Degree Recvd		SHRTRAM_DEGC_CODE , STVDEGC_ACAT_CODE	Char 6	2.30
X(04)	PD-AWARDED-CCYY	PCL06	O/O	Degree Date		Not Sent		
X(35)	PD-SCHOOL-NAME	PCL07	O/O	Instit Name (text)		STVSBGI_DESC	Char 30	17
	<i>Session 1 Record</i>							18
X(06)	SES-SEQUENCE	SES02	O/O	Session Counter	113	Not Sent		19
X(06)	SES-START-YYMMDD	SES01	O/M	Session Start Date		STVTERM_START_DATE	Date 7	3
X(06)	supplied by PC251	SES08	O/C	Date Qualifier		N/A		

EDI Smart Flat File Record		TS130 Record (SPEEDE EXPRESS)			Banner Student		Note	Wksht
	SES-END-YYMMDD	SES09	O/C	Session End Date	STVTERM_TERM_END	Date 7	3	
X(01)	SES-CODE	SES04	O/O	Session Type Code	STVTERM_TRMT_CODE, SHBCGPA_TRMT_CODE	Char 1	20	2.32
X(03)	SES-STUDENT-LEVEL	SES10	O/O	Sess/Stu Level	Computed	Char 2		2.34
X(03)	SES-STATUS	SES14	O/O	Honors/Delinquency	SHRTTRAM_ASTD_CODE_END_ OF_TERM	Char 2		2.36
X(35)	SES-NAME	SES05	O/O	Session Name	STVTERM_DESC	Char 30		
	installation option	SES11	O/C	Curriculum Code Qualifier				E
X(17)	SES-CURRIC-CODE	SES12	O/C	Curriculum Code	SHRDGMR_MAJR_CODE_1, STVMAJR_CIPC_CODE_1	Char 6		
X(35)	SES-CURRIC-NAME	SES13	O/O	Curriculum Name			21	
	<i>Academic Summary Record</i>						22	
X(01)	SUM-CUMULATIVE	SUM03	O/O	Cumulative Summary Ind	75 N = Term, Y = Cumulative		23	
X(01)	SUM-CREDIT-TYPE	SUM01	O/C	Academic Credit Type	S (semester) or C (CEU credit)			2.38
X(02)	SUM-LEVEL-CODE	SUM02	O/O	Academic Level	SHRLGPA_LEVL_CODE	Char 2	24	2.40
X(01)	SUM-EXC-GPA	SUM10	O/O	Excessive GPA Ind	N			2.42
ZZ9.99.	SUM-QHRS	SUM04	O/O	Credit Hrs in GPA	SHRTGPA_GPA_HOURS, SHRLGPA_GPA_HOURS	Num 5,2	25	
ZZ9.99.	SUM-AHRS	SUM05	O/O	Attempted Hrs in GPA	SHRTGPA_HOURS_ATTEMPTED, SHRLGPA_HOURS_ATTEMPTED	Num 5,2	25	
ZZ9.99.	SUM-EHRS	SUM06	O/O	Earned Hrs in GPA	SHRTGPA_HOURS_EARNED, SHRLGPA_HOURS_EARNED	Num 5,2	25	



EDI Smart Flat File Record		TS130 Record (SPEEDE EXPRESS)			Banner Student		Note	Wksht
X(06)	SUM-GPA	SUM09	O/O	GPA for Session	SHRTGPA_, SHRLGPA_GPA		Num 3,2	25
X(07)	SUM-GPA-MIN	SUM07	O/C	Lowest Possible GPA	0			2.44
X(07)	SUM-GPA-MAX	SUM08	O/C	Highest Possible GPA	4			2.44
X(04)	SUM-RANK	SUM11	O/O	Class Rank	Not Sent			26
X(04)	SUM-CLASS-SIZE	SUM12	O/O	Number in Class	Not Sent			26
X(06)	RANK-DATE	SUM14	O/C	Class Ranking Date	Not Sent			26
ZZ9.99.	SUM-QPTS	na			SHRTGPA_QUALITY_POINTS, SHRLGPA_QUALITY_POINTS		Num 6,2	25
<i>Course 1 Record</i>								27
X(01)	CRS-CRED-BASIS	CRS01	O/M	Basis for Academic Credit	134	T or R		2.46
X(01)	CRS-CREDIT-TYPE	CRS02	O/O	Credit Type Code	S (semester) or C (CEU credit)			2.38
X(03)	CRS-GRADE-QUAL	CRS05	O/C	Grade Qualifier	Interpolated			2.48
ZZ9.99.	CRS-AHRS	CRS03	O/O	Course Credit Hours	Computed		Num 4,2	28
ZZ9.99.	CRS-EHRS	CRS04	O/O	Credit Hours Earned	Computed		Num 4,2	29
999V99.	CRS-QPTS	CRS12	O/O	Quality Points	SHRGRDE_QUALITY_POINTS		Num 4,2	
X(08)	CRS-GRADE	CRS06	O/C	Grade	SHHRTCKG_GRADE_CODE_ FINAL, SFRSTCR_GRADE_CODE_ FINAL		Char 3	30
X(01)	CRS-HONORS	CRS07	O/O	Honors Indicator	Not Sent			31

EDI Smart Flat File Record		TS130 Record (SPEEDE EXPRESS)			Banner Student	Note	Wksht
X(02)	CRS-LVL-CODE	CRS08	O/O	Course Level Code	SHRTCKL_LEVEL_CODE_, SFRSTCR_LEVEL_CODE	Char 2 32	2.40
X(01)	CRS-RPT-CNT	CRS09	O/O	Course Repeat indicator	SHRTCKN_REPEAT_COURSE_ IND	Char 1	2.50
X(35)	CRS-TITLE	CRS16	O/O	Course Title	SHRTCKN_CRSE_TITLE, SSBSECT_CRSE_TITLE	Char 30	33
X(06)	CRS-DROP-DATE	CRS19	O/O	Student Drop Date	Not sent		
<i>Course 2 Record</i>							
X(08)	CRS-SUBJ-ABBREV	CRS14	O/O	Subject Abbreviation	SHRTCKN_SUBJ_CODE	Char 4 34	
X(08)	CRS-LEVEL-NUMBER	CRS15	O/O	Course Number	SHRTCKN_CRSE_NUMB	Char 4 35	
	installation option	CRS10	O/C	Subj Area Code Qualifier			E
X(17)	CRS-SUBJ-CODE	CRS11	O/C	Subject Area Code	Not Sent		
X(02)	CRS-OR-SOURCE	CRS20	O/O	Credit Source Override	TC or Not Sent	36	
X(06)	CRS-SUPPL-SUBJ	CSU01	O/O	Subject Area (offering inst)	143 Not Sent	37	
X(06)	CRS-SUPPL-LEVL	CSU02	O/O	Course No. (offering inst)	Not Sent	37	
	supplied by PC251	CSU03	O/C	Date Qualifier	N/A		
X(06)	CRS-SUPPL-START	CSU04	O/C	Course Start Date	Not sent	37	
	supplied by PC251	CSU05	O/C	Date Qualifier	N/A		
X(06)	CRS-SUPPL-END	CSU06	O/C	Course End Date	Not Sent	37	
X(16)	CRS-ALTERNATE-ID	REF02			Not Sent	37	
<i>EDI Degree Record</i>							38

EDI.Smart Flat File Record		TS130 Record (SPEEDE EXPRESS)			Banner Student		Note	Wksht
X(04)	DEG-CODE	DEG01	O/M	Acad. Degree Code	152	SHRDGMR_DEGC ,_CODE, STVDEGC_ACAT_CODE	Char 6	2.30
		DEG02	O/C	Date Qualifier		N/A		
X(06)	DEG-DATE	DEG03	O/C	Degree Date Awarded		SHRDGMR_GRAD_DATE	Date 7	3
X(03)	DEG-HONORS	DEG05	O/O	Degree Honors		SHRDGIH_HONR_CODE	Char 6	39 2.52
X(58)	DEG-TITLE	DEG04	O/O	Degree Title (text)		SHRDEGC_DESC	Char 30	
	<i>EDI Degree Field of Study 1</i>							40
X(01)	DEG-FOS-TYPE	FOS01	O/M	Field of Study Type	160			2.54
	installation option	FOS02	O/M	FOS Code Qualifier				E
X(17)	DEG-FOS-CODE	FOS03	O/M	FOS Code		SHRDGMR_MAJR_CODE_1	Char 4	2.56
X(40)	DEG-FOS-TITLE	FOS04	O/O	FOS Literal		STVMAJR_DESC	Char 30	
	<i>EDI Degree Field of Study 2</i>							
X(40)	DEG-FOS-HON-LIT	FOS05	O/O	FOS Honors Literal		Not Sent		
	EDI School							41
X(02)	SCH-IDENTIFIER	N101	O/M	Entity Code	121	OS		42
	installation option	N103		Institution Code Qualifier		N/A		D
X(08)	SCH-CODE	N104	O/C	Institution Code		SHRTRIT_SBGI_CODE	Char 6	2.58
X(35)	SCH-NAME	N102	O/C	Institution Name (text)		STVSBGI_DESC	Char 30	
X(19)	SCH-CITY	N401	O/C	City name	62	SOBSBGI_CITY	Char 20	11

EDI.Smart Flat File Record		TS130 Record (SPEEDE ExPRESS)			Banner Student	Note	Wksht
X(02)	SCH-ST-PROV	N402	O/O	State/Province	SOBSBGI_STAT_CODE	Char 2	B
X(02)	SCH-COUNTRY	N404	O/O	Country	SOBSBGI_NATN_CODE	Char 5	A

# Flat File Notes

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The EDI.Smart Flat File record layout reflects the typical range of requirements for post-secondary transcripts. It should *not* be modified. It is divided into logical segments or “records.” Each is described briefly below, along with notes about specific fields that did not require the more lengthy explanation provided on individual 2.nn Worksheets. The notes are numbered, and the numbers have been entered in the Notes column on Worksheet 1 to provide easy cross-reference.

## 1. *EDI Bio/Demo Record*

One EDI Bio/Demo record is sent. It provides the information required to uniquely identify the student.

2. ELIG-TO-RETURN and ELIG-TO-RETURN-DATE are not stored in Banner and cannot be interpolated from data that are stored in Banner. Therefore, SHREDIY cannot populate this field.
3. All dates will be converted from the Banner format of dd-mon-yyyy to the yyyymmdd standard format for EDI.
4. BIRTH-COUNTY is not populated by SHREDIY; as per *SPEEDE*, it is rarely sent in the post-secondary transcript.

## 5. *EDI Name Record*

One Name record is sent. Although *SPEEDE* does permit more than one type of transcript entity (such as parent or guardian), transcripts from post-secondary institutions are always sent by student name.

6. Accordingly, ENTITY-TYPE is hard-coded in SHREDIY to an X12 value of **1** (person) and NAME-CODE is hard-coded to an X12 value of **04** (name of record).
7. SPRIDEN\_LAST\_NAME is sixty characters, the first twenty will be used to populate LAST-NAME. The first ten characters of SPBPERS\_NAME\_SUFFIX and SPBPERS\_NAME\_PREFIX will be used to populate SUFFIX and PREFIX, respectively.
8. Multiple occurrences of the TS130 Name field can be sent for the student; each occurrence is populated from a different field in the Flat File. PC251 on the Workstation side supplies the appropriate Name Component Qualifier (IN201) for each field.

## 9. *EDI Address Record*

One Address record is sent. SHREDIY selects the address by using the view SPVADDR.

10. The last character of city information will be truncated to fit in the EDI standard.

**11.** To reduce the ten character ZIP/Postal code to nine characters for EDI, ZIP/Postal codes will be parsed to remove a blank at the end or a dash in the middle.

**12.** *EDI Last High School Record*

A maximum of one Last High School record is sent. SHREDIY uses the first high school returned from the select on table SORHSCH.

**13.** HS-ENTITY is hard-coded in SHREDIY to an X12 value of HS (high school).

**14.** *EDI Immunization Record*

As per *SPEEDE*, this information is not typically sent as part of the post-secondary transcript; therefore, SHREDIY as delivered does not populate this record. If this information is stored or could be interpolated from information stored in the Banner database, SHREDIY can be modified to populate it in the flat file.

**15.** *EDI Reference Record*

The purpose of this record is to provide an alternative identifier for the student. If you store student identification numbers other than the one stored in SPRIDEN\_ID, you may wish to modify SHREDIY to select this information from the database and send this record.

**16.** *EDI Prior Degree Record*

SHREDIY creates one Prior Degree record for each Previous Degree from a prior institution stored in Banner. Thus, all prior degrees from each previous institution are reported.

**17.** Previous college school name is populated from STVSBGI\_DESC unless the SBGI code is 999999 then SHRTRIT\_SBGI\_DESC will be used.

**18.** *EDI Session Record*

EDI Session records are sent for each Term in which the student has course work.

**19.** SES-SEQUENCE is not populated: It is assumed that “Session” is analogous to the Banner “Term”. For example, 199201 (Fall of 1992) is an EDI “Session.” Courses (Course 1 and 2 record), Statistics (Academic Summary record) and Degrees Awarded (Degree record) are reported by EDI Session; no further sub groupings are provided.

**20.** SES-CODE is populated using STVTERM\_TRMT\_CODE for the term or the default SHBCGPA\_TRMT\_CODE, if STVTERM\_TRMT\_CODE is null.

**21.** *EDI Academic Summary Record*

One Academic Summary record is sent for each EDI Session record at each academic level. Additional Academic Summary records are sent by level for cumulative

statistics. Pre-system institutional statistics are included in the cumulative statistics summary record for the level. Currently, *SPEEDE* has no other way of handling pre-system statistics.

22. SUM-CUMULATIVE is hard-coded to a value of *N* (No, means term statistics) for the academic summary for each term. Also, SUM-CUMULATIVE is hard-coded to a value of *Y* (Yes, means cumulative statistics) for each cumulative academic summary record.
23. The transcript lists all courses awarded transfer credit, as well as all courses taken at the home institution. Note that the term and cumulative statistics for each EDI Session -- the EDI Academic Summary records -- reflect *only* those courses that were applied to the transcript level. Pre-system statistics will be included in the cumulative statistics for each academic level.
24. For term statistics SHREDIY will use the table SHRTGPA to populate the academic summary record. For cumulative statistics by level SHREDIY will use the table SHRLGPA to populate EDI-SUM-QHRS, EDI-SUM-AHRS, EDI-SUM-EHRS, EDI-SUM-GPA and EDI-SUM-QPTS.
25. As per *SPEEDE*, EDI-SUM-RANK, EDI-SUM-CLASS-SIZE, and EDI-RANK-DATE are not populated for the post-secondary transcript.
26. *EDI Course 1 Record and Course 2 Record*

The Course 2 record is a continuation of the Course 1 record. SHREDIY creates one Course 1 and one Course 2 record for each internal (home institution) course and for each transfer course.

Different fields are populated (and populated differently) depending on whether the course is internal or transfer. Looking at Worksheet 1, you'll see that many of the fields have individual 2.nn worksheets which provide details. Among the fields that don't have worksheets:

27. CRS-AHRS is computed by multiplying SHRTCKG\_CREDIT\_HOURS, for courses in history, or SFRSTCR\_CREDIT\_HR, for courses in progress, times the decoded value of SHRGRDE\_ATTEMPTED\_IND, or is populated from SHRTRCE\_CREDIT\_HOURS for transfer courses.
28. CRS-EHRS is computed by multiplying SHRTCKG\_CREDIT\_HOURS times the decoded value of SHRGRDE\_COMPLETED\_IND times the decoded value of SHRTCKN\_REPEAT\_COURSE\_IND, or is populated from SHRTRCE\_CREDIT\_HOURS for transfer courses.
29. CRS-GRADE is populated from SHRTCKG\_GRDE\_CODE\_FINAL for courses in history, or SFRSTCR\_GRDE\_CODE for courses in progress or not yet moved to history, or SHRTRCE\_GRDE\_CODE for transfer courses.
30. Information is not available in the base Banner database to indicate if a course is an honors course, therefore CRS-HONORS is not populated.

31. CRS-LVL-CODE is populated from SHRTCKL\_LEVL\_CODE for courses in history, SFRSTCR\_LEVL\_CODE for courses in progress or not yet moved to history, or SHRTRCE\_LEVL\_CODE for transfer courses.
32. CRS-TITLE is populated from SHRTCKN\_CRSE\_TITLE for courses in history, SSBSECT\_CRSE\_TITLE for courses in progress or not yet moved to history, or SHRTRCE\_CRSE\_TITLE for transfer courses.
33. CRS-SUBJ-ABBREV is populated from SHRTCKN\_SUBJ\_CODE for courses in history, or SSBSECT\_SUBJ\_CODE for courses in progress or not yet moved to history, or SHRTRCE\_SUBJ\_CODE for transfer courses.
34. CRS-LEVL-NUMBER is populated from SHRTCKN\_CRSE\_NUMB for courses in history, or SSBSECT\_CRSE\_NUMB for courses in progress or not yet moved to history, or SHRTRCE\_CRSE\_NUMB for transfer courses.
35. CRS-OR-SOURCE: “TC” for transfer courses, not sent for institutional courses.
36. CRS-SUPPL-SUBJ, CRS-SUPPL-LEVL, CRS-SUPPL-START, CRS-SUPPL-END, and CRS-ALTERNATE-ID are not sent.
37. *EDI Degree Record*

One Degree record is sent for each degree awarded by the home institution within the EDI Session.
38. A student may have multiple institutional and/or departmental honors for a degree. *SPEEDE* standard allows for only one honors code per degree. Therefore institutional honors will take precedence over departmental honors and the institutional honor marked as EDI default will be used over other institutional honors.
39. *EDI Field of Study Record 1 and Record 2*

EDI Degree Field of Study record pertains to the EDI Degree record. The students primary major code and the major description will be used to denote Field of Study.
40. *EDI School Record*

One occurrence of this record is sent for each institution from which transfer credit has been accepted.
41. PC251 is hard-coded to supply the N101 value of **OS** (Override School) for EDI-SCH-IDENTIFIER (N101).



# Worksheets 2.10-2.62

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## Worksheet 2.10: EDI-PAPER-COPY #641

### SHREDIY Interpolation

None.

### SHREDIY Processing

SHREDIY checks for the existence of pre-Banner statistics for the transcript level, at your institution. If found, SHREDIY populates EDI-PAPER-COPY with Y which PC251 will translate to the X12 value below:

ERP02 (641)

<i>Code</i>	<i>Description</i>
B44	“Part of requested record is being sent; remainder to be sent by hard-copy.”

### Translation File Entry

None.

### Modification

If you wish to handle pre-Banner statistics differently:

1. Describe the processing here:
2. Change SHREDIY: Function `GENERATE_TRANSCRIPT` and `SELECT_PRE_SYSTEM_STATS`.

## Worksheet 2.12: EDI-SEX #1068

### SHREDIY Interpolation

None.

### Translation File Entry

PC251 translates the Banner values in *EDI-SEX* based on these entries for X12 element #1068:

<i>Code</i>	<i>Description</i>	<i>Value</i>
F	Female	F
M	Male	M
U	Unknown or not available	N

### Modification

If your Banner table column name or values for Sex are different:

1. Specify your mapping below:

<i>Code</i>	<i>Description</i>	<i>Value</i>
F	Female	
M	Male	
U	Unknown or not available	

2. Change SHREDIY: Function `SELECT_BIO_DEMO_INFO`, if table column name is different.
3. Enter your mapping in the Translation File for element #1068.

## Worksheet 2.14: EDI-MARITAL-STAT #1067

### SHREDIY Interpolation

None.

### Translation File Entry

PC251 translates the Banner values in EDI-MARITAL-STAT based on these entries for X12 element #1067:

DMG04 (1067)		SPBPERS_MRTL_CODE
<i>Code</i>	<i>Description</i>	<i>Value</i>
D	Divorced	D
I	Single	S
K	Unknown	blank
M	Married	M
R	Unreported	not sent
S	Separated	P
U	Unmarried	not sent
W	Widowed	W
X	Legally separated	not sent

### Modification

1. If your Banner table column name or values for Marital Status are different, cross out the delivered mappings and specify yours in the table above.
2. Change SHREDIY: Function SELECT\_BIO\_DEMO\_INFO, if table column name is different.
3. Enter your mapping in the Translation File for element #1067.

## Worksheet 2.16: EDI-ETHNICITY #1109

### SHREDIY Interpolation

None.

### SHREDIY Processing

SHREDIY moves the EDI equivalent value for your Banner Ethnic Code into EDI-ETHNICITY.

The Ethnic Code Validation Form (STVETHN) contains an **EDI Equiv(alent)** field to hold the ANSI X12 standard values that equate to your Ethnic Code values. The *SPEEDE/ExPRESS Implementation Guide* lists the X12 values under data element #1109.

### Translation File Entry

None.

### Modification

Match your Ethnic Code values to the ANSI X12 values:

1. Specify your mapping below:

<i>Code</i>	<i>Description</i>	<i>Value</i>
DMG05 (1109)		SPBPERS_ETHN_CODE
A	Asian/Pacific Islander	
N	Black -- non-Hispanic	
O	White -- non-Hispanic	
H	Hispanic	
I	American Indian/Alaskan Native	

2. Modify values on the Ethnic Code Validation Form (STVETHN).

## Worksheet 2.18: EDI-CITIZ-STATUS #1066

### SHREDIY Interpolation

None.

### Translation File Entry

PC251 translates the Banner values in EDI-CITIZ-STATUS based on these entries for X12 element #1066:

DMG06 (1066)		SPBPERS_CITZ_CODE
<i>Code</i>	<i>Description</i>	<i>Value</i>
1	US Citizen	US
2	Non-resident alien	N
3	Resident alien	not sent
4	Illegal alien	not sent
5	Alien	not sent
6	US Citizen - non-resident	not sent
7	US Citizen- resident	not sent

### Modification

1. If your Banner table column name or values for Citizenship Status are different, specify your mapping below:

DMG06 (1066)		SPBPERS_CITZ_CODE
<i>Code</i>	<i>Description</i>	<i>Value</i>
1	US Citizen	
2	Non-resident alien	
3	Resident alien	
4	Illegal alien	
5	Alien	
6	US Citizen - non-resident	
7	US Citizen- resident	

2. Change SHREDIY: Function SELECT\_BIO\_DEMO\_INFO, if table column name is different.
3. Enter you mapping in the Translation File for element #1109.

## Worksheet 2.20: EDI-RESIDENCY #1073

### SHREDIY Interpolation

None.

### SHREDIY Processing

SHREDIY reads the Residency code `SGBSTDN_RESD_CODE` for the student's effective term.

### Translation File Entry

PC251 translates the Banner values in `EDI-RESIDENCY` based on these entries for X12 element #1073:

SST09 (1073)		SGBSTDN_RESD_CODE
<i>Code</i>	<i>Description</i>	<i>Value</i>
N	No, not a legal resident for fee purposes	N
Y	Yes, a legal resident for fee purposes	R

### Modification

If your Banner table column name or values for Residency are different:

1. Specify your mapping below:

SST09 (1073)		SGBSTDN_RESD_CODE
<i>Code</i>	<i>Description</i>	<i>Value</i>
N	No, not a legal resident for fee purposes	
Y	Yes, a legal resident for fee purposes	
U	Residency unknown/not available	

2. Change SHREDIY: Function `SELECT_RESIDENCY_STATUS`, if table column name is different.
3. Enter your mapping in the Translation File for element #1109.

## Worksheet 2.22: EDI-ENROLLED-NOW (1 of 2) #641

### SHREDIY Interpolation

SHREDIY determines whether the student is currently enrolled by selecting student courses that have not been graded in any term less than or equal to the in-progress cut off term entered by the user on the transcript request.

It populates EDI-ENROLLED-NOW with codes for X12 element #641 (SST07) as follows:

SST07 (641)

<i>Code</i>	<i>Description</i>	<i>Banner Interpolation</i>
B31	Not currently enrolled	No in-progress courses found
B34	Currently enrolled; transcript includes courses in progress	Ungraded course exists in a term less than or equal to the in-progress cut off term

### Translation File Entry

None.

### Modification

If you need to modify the delivered interpolation:

1. Enter your interpolation below:

SST07 (641)

<i>Code</i>	<i>Description</i>	<i>Banner Interpolation</i>
B30	Currently enrolled; transcript does not include courses in progress	
B31	Not currently enrolled	
B34	Currently enrolled; transcript includes courses in progress	

2. Change SHREDIY: Functions COUNT\_IN\_PROGRESS\_COURSES, GENERATE\_TRANSCRIPT, GET\_INSTITUTION\_COURSES, PROCESS\_IN\_PROGRESS and SELECT\_IN\_PROGRESS.

Note that no entry is required in the Translation File.

## Worksheet 2.24: EDI-HS-CODE #67

### SHREDIY Interpolation

None.

### SHREDIY Processing

SHREDIY uses the first high school returned from the select on table SORHSCH and populates EDI-HS-CODE with the Banner SORHSCH\_SBGI\_CODE Institution Code for the school.

### SHREDIY Modification/Translation File Entry

None, unless you are changing the High School Code Qualifier delivered in the EDI Parns File; see “Worksheet C: High School Code Qualifier” or if a change is needed to the selection criteria for the High School; change SHREDIY: Function SELECT\_HIGH\_SCHOOL.



## Worksheet 2.26: EDI-HS-GRAD-TYPE #641

### SHREDIY Interpolation

None.

### SHREDIY Processing

SHREDIY moves the EDI equivalent value for your Banner student Diploma Type Code into EDI-HS-GRAD-TYPE.

The Diploma Type Validation Form (STVDPLM) contains an **EDI Equivalent** field to hold the ANSI X12 standard values that equate to your Diploma Type values. The *SPEEDE/ExPRESS Implementation Guide* lists the X12 values under data element #641.

### Translation File Entry

None.

### Modification

Match your Diploma Type Code values to the ANSI X12 standard values:

1. Specify your mapping below:

SST01 (641)		STVDPLM_CODE
<i>Code</i>	<i>Description</i>	<i>Value</i>
B18	Standard high school diploma	
B33	Unreported	
B17	No degree received	

2. Modify values using the Diploma Type Validation Form (STVDPLM).

## Worksheet 2.28: EDI-PD-SCHOOL #67

### SHREDIY Interpolation

None.

### SHREDIY Processing

SHREDIY selects the Banner SHRTRIT\_SBG\_CODE (Institution code) for each school where transfer course work is present for the student and populates EDI-PD-SCHOOL with the SHRTRIT\_SBG\_CODE.

### Translation File Entry/Modification

None required unless you need to change the College Code Qualifier; see “Worksheet D: College Code Qualifier” and SHREDIY Functions GET\_TRANSFER\_COURSES and SELECT\_TRANSFER\_INST.

## Worksheet 2.30: EDI-PD-CODE and EDI-DEG-CODE #1126

### SHREDIY Interpolation

None.

### SHREDIY Processing

SHREDIY creates one Prior Degree record for each prior institution the student attended and one Degree Awarded record for each degree received at your institution.

SHREDIY reads the SHRTRAM\_DEGC\_CODE for prior institutions or the SHRDGMR\_DEGC\_CODE for your institution. Then selects the Degree Category Code (STVDEGC\_ACAT\_CODE) from the Degree Code Validation Table (STVDEGC) based on the value in SHRTRAM\_DEGC\_CODE or SHRDGMR\_DEGC\_CODE. This degree category code is then formatted 9.9 and used to populate EDI-PD-CODE or EDI-DEG-CODE.

### Translation File Entry

None.

### Modification

If your Banner Degree Category Code values are different than the ANSI X12 standard values:

1. Specify your mapping below:

PCL05 & DEG01(1126)		STVDEGC_ACAT_CODE
<i>Code</i>	<i>Description</i>	<i>Value</i>
2.1	Postsec. certificate - under 1 yr	
2.2	Postsec. certificate - over 1 yr	
2.3	Associates Degree	
2.4	Baccalaureate Degree	
3.1	First Professional Degree	
3.2	Post Professional Degree	
4.1	Graduate Certificate	
4.2	Masters Degree	
4.3	Intermediate Graduate Degree	
4.4	Doctoral Degree	

2. There are two options for change:
  - 2.1. Change your Banner Degree Category Codes, using the Degree Code Validation Form (STVDEGC) to match the X12 values.
  - OR
  - 2.2. Enter your mapping in the Translation File for element #1126.

## Worksheet 2.32: EDI-SES-CODE #1139

### SHREDIY Interpolation

None.

### SHREDIY Processing

SHREDIY moves the Term Type value designated for your Banner Term Code into EDI-SES-CODE.

The Term Type Validation Form (STVTRMT) contains all the ANSI X12 standard values that can be assigned to your Term Codes on the Term Code Validation Form (STVTERM). If you do not designate a term type for each term on STVTERM, SHREDIY will use the default term type specified on the Academic History Control Form (SHACTRL). The *SPEEDE/ExPRESS Implementation Guide* lists the X12 values under data element #1139.

### Translation File Entry

None.

### Modification

Your Term Type values must match the ANSI X12 values:

1. Check your mapping below:

SES04 (1139)		STVTRMT_CODE
<i>Code</i>	<i>Description</i>	<i>Value</i>
1	Full Year	
2	Semester	
3	Trimester	
4	Quarter	
5	Trimester	
6	Mini-term	
7	Summer Session	
8	Intersession (Year Round Schools)	
9	Long Session	

2. Modify values on the Term Type Validation Form (STVTRMT).
3. Determine which term type will be the default for your institution and enter it on the Academic History Control Form (SHACTRL).

## Worksheet 2.34: EDI-SES-STUDENT-LEVEL #1131

### SHREDIY Interpolation

None.

### SHREDIY Processing

SHREDIY moves the EDI equivalent value for your Banner Class Code into EDI-SES-STUDENT-LEVEL based on a summary of earned hours in academic history, for the student, compared against the classification hours set in the database table SGRCLSR.

The Class Code Validation Form (STVCLAS) contains an **EDI Eqv (Equivalent)** field to hold the ANSI X12 standard values that equate to your Class Code values. The *SPEEDE/EXPRESS Implementation Guide* lists the X12 values under data element #1131.

### Translation File Entry

None.

### Modification

Match your Banner Class Code values to the ANSI X12 values:

1. Specify your mapping below:

SES10 (1131)		STVCLAS_CODE
<i>Code</i>	<i>Description</i>	<i>Value</i>
20	Non-degree, temporary undergraduate	
21	Post secondary, 1st year	
22	Postsecondary, sophomore	
23	Postsecondary, junior	
24	Postsecondary, senior	
25	Postsecondary post baccalaureate	
26	Postsecondary, non-degree graduate	
27	Postsecondary professional	
28	Postsecondary masters	
29	Postsecondary doctoral	
30	Post doctoral	

2. Modify values on the Banner Class Code Validation Form (STVCLAS).

## Worksheet 2.36: EDI-SES-STATUS #641

### SHREDIY Interpolation

None.

### SHREDIY Processing

SHREDIY moves the EDI Equivalent value for your Banner student Academic Standing Code into EDI-SES-STATUS.

The Academic Standing Code Validation Form (STVASTD) contains an **EDI Eqv (Equivalent)** field to hold the ANSI X12 standard values that equate to your Academic Standing Code values. The *SPEEDE/ExPRESS Implementation Guide* lists the X12 values under data element #641.

### Translation File Entry

None.

### Modification

Match your Academic Standing Code values to the ANSI X12 values:

1. Specify your mapping below:

SES14 (641)		STVASTD_CODE
<i>Code</i>	<i>Description</i>	<i>Value</i>
B35	Highest honors	
B36	Second highest honors	
B37	Third highest honors	
B38	Dropped	
B39	Probation	
B40	Suspended	

2. Modify values on the Academic Standing Code Validation Form (STVASTD).

## Worksheet 2.38: EDI-SUM-CREDIT-TYPE and EDI-CRS-CRED-TYPE #1141

### SHREDIY Interpolation

None.

### SHREDIY Processing

SHREDIY is hard-coded to supply an X12 value of S (semester hours) or C (CEU hours) for EDI-SUM-CREDIT-TYPE (SUM01) and EDI-CRS-CRED-TYPE (CRS02). This assumes that your institution is a semester school and, although you may also have mini-sessions etc., it is appropriate to characterize your credit type for courses and summary statistics as “semester.” CEU credit type is used for courses taken at the CEU level.

### SHREDIY Modification

If your credit type is not “semester,” select the appropriate value from among the X12 values for element 1139, and modify the SUM01/CRS02 value for CREDIT\_TYPE in SHREDIY: Function MAIN.

### Translation File Entry

None.



## Worksheet 2.40: EDI-SUM-LEVEL-CODE and EDI-CRS-LVL-CODE #1142

### SHREDIY Interpolation

None.

### Translation File Entry

PC251 translates the Banner values in EDI-SUM-LEVEL-CODE and EDI-CRS-LVL-CODE based on these entries for X12 element #1142:

SUM02 & CRS08 (1142)		SHRLGPA_LEVEL_CODE
<i>Code</i>	<i>Description</i>	<i>Value</i>
G	Graduate	02
I	Institutional Credit	05
P	Professional	03
U	Undergraduate	01

### Modification

1. If your Banner values for Level are different, specify your mapping below:

SUM02 & CRS08 (1142)		SHRLGPA_LEVEL_CODE
<i>Code</i>	<i>Description</i>	<i>Value</i>
G	Graduate	
H	Higher/Upper Division	
I	Institutional Credit	
L	Lower Division	
M	Work in Major or Program	
P	Professional	
R	Remedial	
T	Summary Transfer Only	
U	Undergraduate	

2. Enter your mapping in the Translation File for element #1142.

## Worksheet 2.42: EDI-SUM-EXC-GPA #1073

### SHREDIY Interpolation

None.

### SHREDIY Processing

SHREDIY is hard-coded to supply an X12 value of N (No) for EDI-SUM-EXC-GPA (SUM10), indicating that no grade (i.e., an A+) has a value higher than the highest possible GPA as reported in EDI-SUM-GPA-MAX (see “Worksheet 2.44”).

### SHREDIY Modification

If this is not the case at your institution, change the SUM10 value to Y (Yes) for EXE\_GPA in SHREDIY: Function MAIN.

### Translation File Entry

None.

## Worksheet 2.44: EDI-SUM-GPA-MIN and EDI-SUM-GPA-MAX #740 and #741

### SHREDIY Interpolation

None.

### SHREDIY Processing

SHREDIY is hard-coded to supply X12 values of *0000000* for EDI-SUM-GAP-MIN (SUM07) and *0000004* for EDI-SUM-GPA-MAX (SUM08).

### SHREDIY Modification

If this does not reflect the minimum and maximum possible GPAs at your institution, change the SUM07 and SUM08 values for MIN\_GPA and MAX\_GPA in SHREDIY: Function MAIN.

### Translation File Entry

None.

## Worksheet 2.46: EDI-CRS-CRED-BASIS #1147

### SHREDIY Interpolation

SHREDIY is hard coded to supply X12 values of R (regular enrollment) or T (transfer credit) for EDI\_CRS\_CREDIT\_BASIS. R is used for all internal institution courses and T for all transfer courses.

### Modification

If your institution needs additional or different values:

**Change SHREDIY Functions:** CREATE\_TRANS\_COURSE\_REC, GET\_STUDENT\_COURSES, and PROCESS\_IN\_PROGRESS or values for variables CRS\_CRED\_BASIS and TRANS\_CRED\_BASIS in the define statements for flat file course record 1.

### Translation File Entry

None.

## Worksheet 2.48: EDI-CRS-GRADE-QUALIFIER #1148

### SHREDIY Interpolation

None.

### SHREDIY Processing

SHREDIY selects grade qualifier based on the level, grading mode and effective term, of the course, from entries on the EDI Academic Grade Qualifier Form (SHAGEDI), to populate EDI-CRS-GRADE-QUALIFIER. If no valid entries are found, SHREDIY will default to the X12 value of 01. See Element #1148, in Appendix B of *SPEEDE*.

For course work in progress, SHREDIY populates EDI-CRS-GRADE-QUALIFIER with the X12 value of 500 (current enrollment, course in progress).

### SHREDIY Modification

If your grade qualifier defaults are different:

1. Determine grade qualifiers for your level, grading mode, and effective term combinations and enter them with the appropriate X12 value, from Element #1148 in Appendix B of *SPEEDE*, on the EDI Academic Grade Qualifier Form (SHAGEDI).
2. Determine normal grading and in progress defaults from Element #1148 in Appendix B of *SPEEDE*.
3. Change SHREDIY: Function MAIN - values for variables EDI\_GRADE\_QUAL\_DEFAULT and IN\_PROGRESS\_GRADE\_QUAL.

### Translation File Entry

None.

## Worksheet 2.50: EDI-CRS-RPT-CNT #1150

### SHREDIY Interpolation

SHREDIY translates the Banner values for excluding or including repeated courses and populates EDI-CRS-RPT-CNT with codes for X12 element #1150 (CRS09) as follows:

CRS09 (1150)		SHRTCKN_REPEAT_COURSE_IND
<i>Code</i>	<i>Description</i>	<i>Value</i>
N	Repeated, Not counted in GPA	E
R	Repeated, Counted in GPA	I

### Translation File Entry

None.

### Modification

If your Banner table column name or values for Repeat Indicator are different:

1. Specify your mapping below:

CRS09 (1150)		SHRTCKN_REPEAT_COURSE_IND
<i>Code</i>	<i>Description</i>	<i>Value</i>
N	Repeated, Not counted in GPA	
R	Repeated, Counted in GPA	
X	Other, Not Counted in GPA	

2. Change SHREDIY: Function SELECT\_STUDENT\_COURSES and/or SELECT\_DEGREE\_INST\_TOTALS.

## Worksheet 2.52: EDI-DEG-HONORS #641

### SHREDIY Interpolation

None.

### SHREDIY Processing

SHREDIY moves the EDI equivalent value for your Banner Honors Code into EDI-DEG-HONORS.

The Institutional Honors Code Validation Form (STVHONR) contains an **EDI Equivalent** field to hold the ANSI X12 standard values that equate to your Honor Code values. The *SPEEDE/ExPRESS Implementation Guide* lists the X12 values under data element #641.

### Translation File Entry

None.

### Modification

Match your Degree Honors Code values to the ANSI X12 values:

1. Specify your mapping below:

<i>Code</i>	<i>Description</i>	<i>Value</i>
DEG05 (641)		STVHONR_COD
B35	Highest Honors	
B36	Second Highest Honors	
B37	Third Highest Honors	

2. Modify values on the Institutional Honors Code Validation Form (STVHONR).

## Worksheet 2.54: EDI-DEG-FOS-TYPE #1153

### SHREDIY Interpolation

None.

### SHREDIY Processing

EDI Field of Study records are generated for each EDI Degree Record. As delivered, SHREDIY creates one Field of Study record for each major and minor associated with the degree. It populates EDI-DEG-FOS-TYPE with the following X12 code for element #1153:

M Major

N Minor

### Translation File Entry

None.



## Worksheet 2.56: EDI-DEG-FOS-CODE #67

### SHREDIY Interpolation

None.

### SHREDIY Processing

**SHREDIY** populates EDI-DEG-FOS-CODE with the Banner Major and Minor database fields:

- SHRDGMR\_MAJR\_CODE\_1
- SHRDGMR\_MAJR\_CODE\_1\_2
- SHRDGMR\_MAJR\_CODE\_2
- SHRDGMR\_MAJR\_CODE\_2\_2
- SHRDGMR\_MAJR\_CODE\_MINR\_1
- SHRDGMR\_MAJR\_CODE\_MINR\_1\_2
- SHRDGMR\_MAJR\_CODE\_MINR\_2
- SHRDGMR\_MAJR\_CODE\_MINR\_2\_2

### Translation File Entry

None, unless you need to change the Curriculum Code Qualifier in EDI Params; see “Worksheet E: Curriculum Code Qualifier”.

## Worksheet 2.58: EDI-SCH-CODE #67

### SHREDIY Interpolation

None.

### SHREDIY Processing

SHREDIY populates EDI-SCH-CODE with the Banner Transfer Institution Code.

### Translation File Entry

None, unless you are changing the delivered value of 72 (ETS) in EDI Parm File for College Code Qualifier; see “Worksheet D: College Code Qualifier” and Function GET\_TRANSFER\_COURSES and SELECT\_TRANS\_INST\_DESC in SHREDIY.

## Worksheet 2.60: SOBSEQN SEQUENCE NUMBER

### Banner Database Modification

Insert the following record into your Banner database Sequence Number Base Table (SOBSEQN):

```
INSERT INTO SATURN.SOBSEQN
VALUES ('EDIREQUESTID', '',1,'01-JUN-93');
```

This record is needed by SHREDIY for creating a sequential request number for each transcript generated from the Transcript Request Form (SHARQTC). In the statement above you may change the starting sequence number, if you wish, and the date. The value of EDIREQUESTID must be entered exactly as is or if a different name is needed then SHREDIY must be modified in Function SELECT\_NEXT\_REQUEST\_ID to reflect the new name.

### Translation File Entry

None.

## Worksheet 2.62: ELECTRONIC STATUS CODE

### SHREDIR Processing

SHREDIR moves the Electronic Status Code, for a student transcript request, from the Disposition file and updates it in the Transcript Request Temporary Table (SHTTRAN). The status codes can then be viewed on the Transcript Request Form (SHARQTC), for the student. In order to display a description of the status code, the status codes and their descriptions need to be entered on the Electronic Status Code Validation Form (STVEDIS). These status codes are defined in the definition of the Disposition file in EDI.Smart and are shown below.

### Translation File Entry

None.

### Modification

Your EDI Status Code values must match the Disposition file values:

1. Check the mapping below:

#### Electronic Status Codes

<i>Code</i>	<i>Description</i>
00	Transcript request record created
05	All schedule conditions met
10	Batch ID recorded
15	Download completed
20	Host log records processed, PC251 input created
25	PC251 run completed
30	PC251 log records processed, no errors logged
31	Transaction set 131 records were created or are not required
35	PF251 run completed
40	PF251 log records processed, no errors logged
45	Combined all EDI flat files
50	Generation completed without errors
52	Communications initiated
53	Communications completed successfully and any required acknowledgment(s) have been received
55	Acknowledgement(s) received or not required - no errors returned
60	Acknowledgement(s) received - errors reported
99	Transcript canceled
ZZ	Error reporting, waiting for recovery

2. Modify values on the Electronic Status Code Validation Form (STVEDIS).

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## Appendix C Concurrent Curricula Processing

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## Using Concurrent Curricula Processing

Concurrent curricula processing allows an institution to record and use multiple curricula for a person who is moved through the student cycle. This functionality is used by the Recruiting, Admissions, General Student, Registration, and Academic History modules in the Banner® Student System. This appendix focuses on the structure used by concurrent curricula to store the multiple curricula. This structure provides a means to maintain a complete historical picture of a person's curricula and allows you to store unlimited curricula.

### Processing Summary

Curriculum data is being moved out of the Recruiting, Admissions, General Student, and Academic History tables (SRBRECR, SARADAP, SGBSTDN, and SHRDGMR), into two separate, distinct, centralized curriculum tables. One table (SORLCUR) allows for the entry of unlimited curricula (base curriculum), while the other (SORLFOS) stores unlimited majors, minors, and concentrations per curriculum (fields of study). Each row of curriculum data is associated with its corresponding module. Curricula can be prioritized as primary, secondary, etc. and are controlled by rules on SOACTRL as to the number of curricula, majors, minors, and concentrations that can be attached to a record.

Application Programming Interfaces (APIs) are used to update the original curricula columns so that existing processes will continue to recognize and reference the original curriculum data (two majors, two minors, six concentrations). These Recruit, Applicant, General Learner, and Learner Outcome APIs create, update, and delete rows from the corresponding tables and provide separate table APIs for the curriculum tables (SORLCUR and SORLFOS). They work with the SRARECR, SRAQUIK, SAAADMS, SAAQUIK, SGASTDN, SFAREGS, and SHADEGR forms.

#### Note

In a 7.x release, functionality and rules will be implemented to allow for the tracking and use of concurrent curricula. At that time, the APIs used to update the original curricula columns will be desupported. ■

Banner views are used in the selection process for the curriculum table structure and for non-destructive update processing to facilitate tracking of priority and current and active records by effective term. These views can process curriculum and field of study records

for recruits, applicants, learners, and learner outcomes, that are specific to a module's curriculum information.

Concurrent curricula processing also builds a bridge back to the curriculum fields on the SRBRECR, SARADAP, SGBSTDN, and SHRDGMR tables. The data is inserted by backfilling the curriculum columns in these tables with the data from the SORLCUR and SORLFOS tables. Forms and reports reference the SRBRECR, SARADAP, SGBSTDN, SHRDGMR table structure for curriculum information.

The SRARECR, SRAQUIK, SAAADMS, SAAQUIK, SFAREGS, SGASTDN, and SHADEGR forms are used to maintain curriculum data through a central curriculum window or curriculum blocks. The Learner Curriculum Query Form (SOILCUR) is used to reference the same information through query-only searches.

The SRARECR, SRASUMI, SAAADMS, SAASUMI, SGASTDN, SGASTDQ, SHADEGR, SHADGMQ, SHQTERM, SOAIDNS, SFARQST forms are used to query data via Curriculum Summary and Field of Study Summary blocks. The SRAQUIK and SAAQUIK forms contain Curriculum and Field of Study mini-blocks so you can quickly enter or update curriculum data.

In the Admissions module, users can enter separate applicant acceptance decision codes on multiple admissions applications for the same applicant within the same term. In the General Student module, certain learner status values are used with the curriculum table so they can be associated with a specific program.

## Concepts

Concurrent curricula processing uses the following concepts:

- specific terminology
- curriculum tables
- assignment of priorities to curricula and fields of study
- backfill of curriculum data
- non-destructive updates
- **Attached to Major** field
- status codes
- Curriculum/Field of Study windows
- Curriculum/Field of Study blocks

## Terminology

Students are referred to as "learners," General Student is referred to as the "Learner" module, and academic history is referred to as the "learner outcome."

- "Learner" encompasses both the traditional student (someone 18 - 22 years of age pursuing an undergraduate degree), as well as the person pursuing additional education for a variety of reasons such as work or personal fulfillment.
- "Outcome" identifies the result a learner expects to obtain after their educational experience with the institution (i.e., degree, certificate, etc.).

## Curriculum Tables

Two separate tables (SORLCUR and SORLFOS) are used to store base curriculum data and field of study data. Base curriculum data stored in the SORLCUR table includes: program, level, college, degree, and campus, while the SORLFOS table stores the majors, minors, and concentrations. The SORLCUR table contains a Module field which identifies the module (*RECRUIT*, *ADMISSIONS*, *LEARNER*, *OUTCOME*) in which the curriculum data was created.

In addition, the SORLCUR table contains a Key Sequence Number field that ties the curriculum record to its corresponding recruiting (recruit sequence number), application (application number), or degree (degree sequence number) record. The SORLFOS table includes a Type field which indicates if the row is for a major, minor, or concentration. The table structure allows for unlimited occurrences of both types of information.

### Note

With Release 8.3, the key sequence number in the learner curriculum record ties the curriculum to a study path.

See *Appendix E - Study Path Processing* for more information on using study paths. ■

SORLCUR also includes certain general student/learner data that can be specific to each curriculum record. This allows you to enter a student type code, rate code, site code, leave of absence code with from and to dates, and graduation term/date on each learner curriculum record. The original fields for these data will remain on the general student record, but you have the option of tracking these codes for each curriculum. Data on the curriculum record will override the values on the general student record when a specific curriculum is being processed.

You can decide the number of curricula and fields of study you want to allow to be entered per module. The data counts for the maximums currently allowed are delivered as seed data. They are: two curricula (one for recruiting), two majors, two minors, and six concentrations. These counts can be increased or decreased on SOACTRL, in the Number of Curricula Allowed block, where you can specify by module the number of curricula, majors, minors, and concentrations that can be entered, and in the Number of Fields of Study Allowed block, where you can specify the number of fields of study that can be

entered. Curricula are backfilled to the existing Banner Student tables up to the delivered counts. SunGard® Higher Education suggests that clients continue to restrict the number of curriculum records that can be active concurrently to just a primary and secondary curriculum.

 **Note**

The CAPP compliance request is populated with the primary or first secondary curriculum record from SORLCUR along with the first two majors, two minors, and six concentrations from SORLFOS. The compliance request can be created in baseline from the Compliance Request Management Form (SMARQCM) or the Batch Compliance Process (SMRBCMP) for a population selection and from the Degree Evaluation Record page in Banner Student Self-Service. The compliance process pulls the curriculum data from the request and does not refer back to concurrent curriculum data. ■

## Assigning and Using Priorities

When a learner is enrolled in multiple concurrent curricula, a method must exist to categorize or organize those multiple curricula as they relate to one another. The **Priority** field is used to accomplish this. The **Priority** field is also used to identify which curriculum is the primary curriculum, which is the secondary curriculum, and so forth. This is necessary to support the backfill of the new curriculum information into the existing curriculum columns in the Recruiting, Admissions, Learner (General Student), and Outcome (Academic History degree) table structures (the structures as they exist in Banner 6.X).

All Banner 8.0 baseline processes use the SORLCUR and SORLFOS curriculum tables. (CAPP and Object:Access views will continue to reference curriculum information from the Banner 6.X tables, the existing primary and secondary curriculum fields). Institutions can enter more curriculum records than will be backfilled into the existing curriculum fields. The unrestricted number of active, concurrent curriculum records allows users to process as many curriculum and field of study records as needed, instead of just the records for the primary and secondary curricula. To define institution limits, use the Number of Curricula Allowed and Number of Fields of Study Allowed blocks on SOACTRL to enter the maximum number of curricula and fields of study by learner module.

## Backfilling Curriculum Data

The backfill of curriculum information into the existing table structures is handled by the Curriculum API (application programming interface). The API will update the original curriculum columns so that existing processes will continue to function in the same way as in Banner 6.X. The Banner 6.X curriculum structure allows for two concurrent active curricula, each with up to two majors, two minors, and six concentrations, with the exception of Recruiting. Recruiting allows for one curriculum.

All Banner 8.0 baseline processes use the SORLCUR and SORLFOS curriculum tables. (CAPP and Object:Access views will continue to reference curriculum information from the Banner 6.X tables, the existing primary and secondary curriculum fields). Institutions can enter more curriculum records than will be backfilled into the existing curriculum fields. The unrestricted number of active, concurrent curriculum records allows users to process as many curriculum and field of study records as needed, instead of just the records for the primary and secondary curricula. To define institution limits, use the Number of Curricula Allowed and Number of Fields of Study Allowed blocks on SOACTRL to enter the maximum number of curricula and fields of study by learner module.

 **Note**

Even if your institution changes the values in SOACTRL to allow more curricula, majors, minors, and/or concentrations than are currently allowed in Banner 6.X, only the number allowed in Banner 6.X will be backfilled. The backfill only populates fields that existed in Banner 6.X. ■

## Non-Destructive Updates

The Curriculum window supports non-destructive updates. The purpose of non-destructive updates is to maintain a history of all changes to a learner's curriculum. For this reason, no updates are allowed to existing curriculum and field of study records. The process to update existing curriculum information is to duplicate the existing record and then update the newly created record with the appropriate changes (i.e., to inactivate the record and indicate why it was inactivated). Then the user must add a new record to represent the learner's new or current curriculum. The user is allowed to delete curriculum and field of study records. Institutions are encouraged to establish a policy on retaining historical records.

## Tracking Non-Destructive Updates

The Non-Destructive Curric Update Report (SORLCHG) is used to show non-destructive updates made to curriculum and/or field of study records. This report may be used to track changes made in curriculum, attempt to establish trends, and determine curriculum retention. The process selects SORLFOS rows independently of the associated SORLCUR rows.

 **Note**

Users are allowed to delete curriculum and field of study records. Deleted records are not considered non-destructive and will not be displayed on the report. ■

The system will determine if a record has a non-destructive update using the following criteria:

- If a row is non-current, the SOVLCUR\_CURRENT\_IND and/or the SOVLFOS\_CURRENT\_IND fields are set to *N*.

*or*

- If a row has a curriculum activity status of type *INACTIVE* (the SOBCACT\_ACTIVE\_IND is set to *N*).

 **Note**

A row can be inactive and still be current. Conversely, a row can be non-current and still be active. ■

SORLCHG is run for an ID, all IDs, or a population selection, by term and/or learner module, by start and end dates, by curriculum status and/or curriculum activity status, and by searches on SORLCUR, SORLFOS or both.

The report sort order is based on the following criteria:

- Records are sorted by last name, first name, middle name, and Banner ID (in ascending order).
- Within each returned ID, the curriculum non-destructive updates are sorted by module (Recruiting, Admissions, Learner, Outcome), term code (in descending order), key sequence number (in ascending order), and then by curriculum sequence number (in descending order).
- The SORLFOS rows are sorted by type (major first, minor second, concentration third, user-defined SORLFOS types fourth (in alpha ascending order)), priority (in ascending order), and sequence number (in descending order).

The Report Type parameter allows you to define output three ways. Enter *A* to run the search against SORLCUR and SORLFOS, *L* to run the search against SORLCUR only, or *F* to run the search against SORLFOS only. The default is *A*.

### Value of *L*

If you enter the value *L*, the output appears as follows when the curriculum with the non-destructive update is current and active:

- The current, active curriculum and its current, active field of study are followed by all previous (non-current) curriculum occurrences with the same priority. These print in descending curriculum sequence order.
- The non-current curriculum has the word “OLD” printed to the right of its learner type module.
- All fields of study are printed for the non-current curriculum.

If you enter the value *L*, the output appears as follows when the curriculum with the non-destructive update is *not* active. Only the inactive curriculum is printed along with all of its fields of study.

### Value of *F*

If you enter the value *F*, the output appears as follows. The curriculum with the non-destructive field of study change is printed along with all its fields of study.

## Value of A

This option combines the options for the values *L* and *F*. If you enter the value *A*, the output appears as follows:

- If the curriculum has a non-destructive update, then processing follows the same rules as described above for the value *L*.
- If the field of study has a non-destructive update and the curriculum does not, then processing follows the same rules as described for the value *F*.

## Non-Destructive Updates and Term Code Records that are Non-Current or Inactive

When using the term code to search for records with non-destructive updates, SORLCHG retrieves records with non-destructive updates for that term. It does not check the term code value when retrieving non-current records from SORLCUR and SORLFOS.

When processing *non-current* records by term, the process does not look at the term code of a non-current row when matching the entered term code. It looks at the term of the record that caused the row to become non-current. This is particularly significant for Learner and Outcome type modules. The term code will always be the same on the non-destructive update curriculum and the current curriculum, if the module is Admissions or Recruit.

*For example:*

A student has the following Learner module curriculum.

Program	Priority	Term	Current	Status
BA-MATH	1	200510	Y	Active

If the learner decided to change his program in Term 200610 to BS-ECONOMICS, but the institution wanted to retain the record of the original program, the record would look as follows:

Program	Priority	Term	Current	Status
BA-ECONOMICS	1	200610	Y	Active
BA-MATH	1	200510	N	Active

If you run SORLCHG for term 200510, you will not retrieve the student shown above, since the change that caused the row to become non-current occurred in 200610. If you run the report for term 200610, you will retrieve the SORLCUR row for BA-MATH. Term 200610 is the term in which the non-destructive update took place and caused the BA-MATH program to be non-current.

When processing *inactive* records by term, the process uses the term code of the inactive row that is current to determine if the row can be included. The only way a row can be made inactive is to insert a row of type *INACTIVE*.

## Non-Destructive Updates and Start/End Dates for Records that are Non-Current or Inactive

When using the start and/or end dates to search for records with non-destructive updates, the report retrieves records as follows.

When processing *non-current* records by start and/or end date, the report takes into consideration that updates are not allowed on a curriculum row, and the activity (start or end) date of the non-current row is not an indicator of when the row became non-current. Therefore, the parameters do not look for the activity date of the non-current row.

*For example*, if a user creates an SORLCUR record with a priority of 1 in January, and then inserts a second SORLCUR record with a priority of 1 in March, the SORLCUR record from January would now be non-current (since the later entry of March has the same priority and a higher sequence number). However, the activity date on the non-current record is still January. It does not get updated, although the row was made non-current in March.

When determining if a non-current row falls within the entered date range, the report will use the activity date of the highest sequence number of the row with the same priority that is current. Therefore, the report looks for when a row was made non-current, not the activity date of the non-current row.

When processing *inactive* records by start and/or end date, the report uses the activity date of the inactive row that is current to determine if the row can be included.

## Attached to Major Field

The Field of Study block in the Curriculum window contains a field called **Attached to Major**. This field is used to identify the major to which a concentration is attached. If a field of study row is being entered, and the **Type** field has a value of *CONCENTRATION*, then the **Attached to Major** field will be enabled. If curriculum checking is turned on (using SOACTRL), when the user selects the **Search** feature on the **Attached to Major** field, those majors will be displayed:

- that have been entered so far in the Field of Study block
- and*
- that the concentration is attached to based on the corresponding curriculum rule.



*For example:*

<b>Table</b>	<b>Program/Major/ Concentration</b>	<b>Priority</b>
SORLCUR	BS program	Priority 1 for the base curriculum
SORLFOS	Mathematics (Major)	Priority 2 for the BS
	Computer Science (Major)	Priority 5 for the BS
	Ethnographics (Concentration)	Priority 7 for the BS
	Attached to Major (Computer Science)	

In the above example, if curriculum checking is turned on (using SOACTRL) when the user enters a field of study row for the Ethnographics concentration and selects the **Attached to Major Search** feature, the only majors that will be displayed are Mathematics and Computer Science, as they are the only majors that have been entered so far. These two majors will then only be displayed if, on SOACURR, the concentration of Ethnographics is attached to either of them. If Ethnographics was also attached to the Biochemistry major, Biochemistry would not be displayed as one of the majors to use in the **Attached to Major** field, as the Biochemistry major had not been entered.

## Status Codes

Status codes provide information for each curriculum and/or field of study row. Activity status codes indicate if a row (either curriculum or field of study) is active or not. Curriculum status codes are used to indicate the status of each individual field of study row. Seed data values such as *INPROGRESS*, *PENDING*, or *CHANGED* are delivered, but you can create your own curriculum status codes which specify the status of each field of study row.

Specifically, to indicate that a currently enrolled learner has changed their major, it may be desirable to use a curriculum status of “changed” or “changed major” on the SORLFOS row associated with the original major row (after it has been duplicated and inactivated). Also, in certain circumstances Banner will automatically create a new SORLFOS row.

*For example*, when a recruiting record is pulled forward to admissions and an application is created for it, a new SORLFOS row will automatically be inserted for the module code of *RECRUIT* with a curriculum status of *APPLIED*, indicating that the recruiting SORLFOS row has been moved forward to the applicant stage.

## Curriculum/Field of Study Windows

There are a number of ways to view curriculum and field of study information with concurrent curricula processing.

### Curriculum Window

Use the Curriculum window on SRARECR, SAAADMS, SGASTDN, SFAREGS, and SHADEGR to enter and display curriculum data for a specific module, (i.e., Recruiting, Admissions, etc.). Use the Curricula tab to access this window.

When you select the Curricula tab, a set of secondary tabs is displayed for Curriculum and Field of Study. The Curriculum window displays a detailed curriculum record. The Field of Study window displays a summary of the curriculum record you were on when you accessed the Curriculum window, as well as field of study records.

In the Curriculum window you can:

- use an indicator to select the display of only current and active curriculum records,
- use a button to copy the curriculum record, inactivate it, and insert a new blank record that can be changed,
- use a button to copy the curriculum record and perform a non-destructive update, and
- use a button to copy the curriculum record, inactivate it, and insert a duplicate record.

### Field of Study Window

Use the Field of Study window on SRARECR, SAAADMS, SGASTDN, SFAREGS, and SHADEGR to enter and display field of study data for a specific module, (i.e., Recruiting, Admissions, etc.). Use the Field of Study tab from the Curriculum window to access this window.

This window displays the most recent record for each priority if that record is active. In addition, the data will indicate which row has been backfilled to the primary curriculum and secondary curriculum fields.

You can use a button to display a list of the attached concentrations, when the cursor is on a field of study record for a major with attached concentrations. The button is not enabled if the cursor is on a record for a major with no attached concentrations, or if the record is for a minor or a concentration.

You can also use a button to insert a copy of that field of study record with an *INACTIVE* activity and a *REMOVED* status.

## Curriculum/Field of Study Blocks

Summary and “mini” blocks can be used to query curriculum and field of study information.

### **Curriculum Summary and Field of Study Summary Blocks**

Use the Curriculum Summary and Field of Study Summary blocks to query information. These blocks are located in the main windows of: SRARECR, SRASUMI, SAAADMS, SAASUMI, SGASTDN, SGASTDQ, SHADEGR, SHADGMQ, SHQTERM, and SOAIDNS, and in the General Student and Curriculum window on SFARQST.

These blocks display the most recent record for each priority if that record is active. In addition, they will indicate which row has been backfilled to the primary curriculum and secondary curriculum fields.

You can use a button to display a list of the attached concentrations, when the cursor is on a field of study record for a major with attached concentrations. The button is not enabled if the cursor is on a record for a major with no attached concentrations, or if the record is for a minor or a concentration.

### **Curriculum and Field of Study Mini-Blocks**

Use the Curriculum and Field of Study mini-blocks on SRAQUIK and SAAQUIK to quickly enter or update curriculum data.

## Additional Curriculum Forms

These forms are also used with curriculum processing.

### **Learner Curriculum Query Form (SOILCUR)**

Use the Learner Curriculum Query Form (SOILCUR) to query on and display curriculum data for all modules for a given ID.

### **Archived Learner Curriculum Query Form (SOIHCUR)**

Use the Archived Learner Curriculum Query Form (SOIHCUR) to query and display archived curriculum and field of study rows for all learner module codes for a specified ID. These records can provide historical data for the user, even after they have been purged from the main curriculum and field of study tables.

### **Curriculum User Default Form (SORLCDF)**

Use the Curriculum User Default Form (SORLCDF) to create default values used for the key curriculum and field of study fields when new curriculum and field of study (major) records are inserted.

## Curriculum Event Status Rules Form (SORCSTS)

Use the Curriculum Event Status Rules Form (SORCSTS) to record the translation of curriculum status codes during curriculum events, such as a non-destructive update.

## Details of Concurrent Curricula

This section describes the following topics in more detail:

- curriculum tables
- priorities
- curriculum and field of study sort order
- status codes
- curricula status and curricula activity status defaults
- default values for key fields
- backfilling existing curriculum fields
- backfill algorithm

## Curriculum Tables

The two curriculum tables (SORLCUR and SORLFOS) allow for the storage of an unlimited quantity of curriculum data. The SORLCUR table stores the curriculum data (i.e., program, level, college, campus, and degree), while the SORLFOS table stores the majors, minors, and concentrations. Each entry in both the SORLCUR and SORLFOS tables has a unique one-up sequence number. This sequence number allows each row to be distinct. In addition, the rows in the SORLFOS table are linked to their corresponding SORLCUR table entries by the SORLCUR row's sequence number. The module code (*RECRUIT*, *ADMISSIONS*, etc.) and key sequence number associated with each SORLFOS field of study row are derived from the SORLCUR row to which they are linked.

## Using Priorities

A Priority field exists on both the SORLCUR and SORLFOS tables. In both tables, the Priority field allows you to specify the relevant importance of one record over another record. In SORLCUR, the priority number determines which curriculum row is most important and which row is the next most important. In SORLFOS, the priority number determines which major is most important, which minor is most important, and which concentration is most important. The lower a priority number is (for example, 1 is lower than 3), indicates that the row with a priority of 1 is more important than the row with priority of 3.

The Priority field also has a secondary use. It is used to determine how to backfill curriculum data from the curriculum tables to the existing primary and secondary curriculum fields. The backfill algorithm and its use of the priority number are discussed later in this section.

Priorities are numbered starting at one (1) for each field of study type, as shown in the following pattern:

- Major 1 Priority 1
- Major 2 Priority 2
- Minor 1 Priority 1
- Minor 2 Priority 2
- Concentration 1 Priority 1
- Concentration 2 Priority 2

## Examples of the Curriculum Tables And Using Priorities

In the example, the following processing occurs:

1. The SORLCUR row with a priority of 1 (Program is BA\_UG) will be selected by the backfill algorithm to become the primary curriculum for application number 1, because: it has the lowest priority number, it is the row with the highest SORLCUR sequence number for that priority, and it is active. This curriculum is for application number 1, because the STVLMOD code is *ADMISSIONS*, and the key sequence number is 1.
2. The SORLFOS row for a Major of ART is tied to its SORLCUR row by use of the SORLCUR sequence number field. (See **1 \*\*** in the examples below.) Each SORLCUR sequence number is unique, so it can only refer to one SORLCUR row. This row will become the Major1 for the primary curriculum, because: it has the lowest priority, it has the highest SORLFOS sequence number row for that priority, and it is active.
3. The SORLFOS row for a Major of ENGL is also tied its SORLCUR row by its SORLCUR sequence number. (See **1 \*\*** in the examples below.) It will become Major2 for the primary curriculum, because it has the next lowest priority number after the Major of ART row, it has a learner field of study type of *MAJOR*, and it is active.
4. The SORLCUR row with a priority of 2 (Program is BS\_UG) will be selected by the backfill algorithm as the secondary curriculum, because its row has the next lowest priority number after the BA\_UG row. It will have a Major1 of BUSI, because there is only one SORLFOS row attached to it (by the SORLCUR sequence number of 2) that is the most recent and is active. (See **2 \*\*\*** in the examples below.)

### SORLCUR:

LMOD	Term	Key Seq	LCUR Seq	Priority	Program	Level	Camp	College	Degree	Activity Status
ADM *	200510	1	1 **	1	BA_UG	UG		AS	BA	ACTIVE
ADM *	200510	1	2 ***	2	BS_UG			AS	BS	ACTIVE

\* In the LMOD column, the “ADM” value is an abbreviation for the learner module code *ADMISSIONS*.

### SORLFOS:

LFOS Type	Term	LFOS Seq	LCUR Seq	Priority	LFOS Code	Activity Status	Curriculum Status
MAJOR	200510	1	1 **	1	ART	ACTIVE	INPROGRESS
MAJOR	200510	2	1 **	2	ENGL	ACTIVE	INPROGRESS
MAJOR	200510	3	2 ***	1	BUSI	ACTIVE	INPROGRESS

## Curriculum and Field of Study Sort Order

All current rows are displayed before non-current rows on SRAQUIK, SRARECR, SAAQUIK, SAAADMS, SGASTDN, SFAREGS, SHADEGR, and SOILCUR.

- With field of study rows, the sort hierarchy is: major, active and current, priority (in ascending order), inactive or non-current, sequence number (in descending order).
- The same is true for current minor, current concentration, and current user-defined rows, which follow in that order.
- Non- current or inactive rows are displayed after current and active rows in the same order.
- Curriculum rows are sorted by term code, key sequence number, active and current, priority number, inactive or non-current, and then curriculum sequence (in descending order).

*For example*, if a student had the following SORLFOS rows:

SORLFOS	Type	Current	Active	Priority
Math	Major	Y	Y	2
Environmental Studies	Major	Y	N	1

SORLFOS	Type	Current	Active	Priority
Vector Analysis	Concentration	Y	Y	1
Physics	Major	N	Y	1
Space Travel	Minor	N	Y	1
Fusion Techniques	Concentration	Y	Y	2
Mechanics	Vocation	Y	Y	1

The sort order would be displayed as follows.

- All majors are displayed first, then all minors, then all concentrations, and then whatever else remains. Field of study types are grouped together.
- The next grouping is all active and current rows. Within the active and current rows, the fields of study are sorted by priority.
- Next, the inactive or non-current rows are sorted together within the field of study type. Those are then sorted by priority and then by field of study sequence in descending order.

SORLFOS	Type	Current	Active	Priority
Math	Major	Y	Y	2
Environmental Studies	Major	Y	N	1
Physics	Major	N	Y	1
Vector Analysis	Concentration	Y	Y	1
Fusion Techniques	Concentration	Y	Y	2
Space Travel	Minor	N	Y	1
Mechanics	Vocation	Y	Y	1

The sort order on SOILCUR separates curricula records by learner module (STVLMOD) unless a specific module is queried. The modules are sorted in the following order: Recruit, Admissions, Learner (General Student), Outcome (Academic History), and then any user-defined modules in alpha, ascending order. Records can be sorted within module by current or all, depending on the setting of the **Current** field, which indicates if the curriculum displayed is the most current for the priority (Y) or is not the most recent for the priority (N).

## Status Codes

Two kinds of status codes are used with concurrent curricula processing.

- Curriculum activity status codes are maintained on the Curriculum Activity Status Validation Form (STVCACT). These status codes are assigned a value of active or inactive on SORCACT. A curriculum or field of study row can be designated as active or inactive using the Curriculum Activity Status Code field. Possible values are: *ACTIVE*, *INACTIVE*, or *REMOVED*.
- Curriculum statuses codes are maintained on the Curriculum Status Validation Form (STVCSTS). These statuses are used to associate actions on the student's record with an SORLFOS record and exist only on the Field of Study block.

*For example*, when a learner initially applies for a major of English, the curriculum status code on the SORLFOS row will be *INPROGRESS*. If the student decides to instead apply for Art History, the user might now set the curriculum status code on the English row to be *CHANGED* or *CHANGED MAJOR*. Delivered values are: *APPACCEPT*, *APPLIED*, *AWARDED*, *CHANGED*, *COMPLETED*, *DENIED*, *INPROGRESS*, *INSTACCEPT*, *PENDING*, or *SOUGHT*.

Automatic curriculum status code updates take place in Recruiting, Admissions, and Academic History. When status codes are “updated” or decisions entered, the appropriate rows in the SORLCUR and SORLFOS tables are duplicated, and a new curriculum status is entered on the new row. You can determine which curriculum status codes are to be mapped to each status or decision code. If none are mapped, then default values will be used instead.

- The curriculum status code for a recruit's major is automatically “updated” to *APPLIED* if the recruit applies for admission to the same curriculum (term, college, level, and degree).
- The curriculum status for the applicant is “updated” in Admissions when a decision is entered on an application. When a decision is entered, the active SORLFOS rows for the application are duplicated. The curriculum status code entered on these duplicated rows comes from the curriculum status code associated with the decision code on STVAPDC. If no curriculum status code has been associated with the decision code, then seed data values are used for applications that are accepted by the institution or applicant or are denied.
- The curriculum status for the learner is based on the student status. These codes come from STVSTST. If no valid codes exist on STVSTST, then the default status is used. Learner curriculum field of study rows are automatically copied and updated when the General Student status is changed on SGASTDN or SFAREGS or when SHRDEGS is run.
- The curriculum status for the learner outcome is updated in Academic History when the degree status is modified. These codes come from STVDEGS. Seed data values are used when a degree status is changed to awarded, and no valid codes exist on STVDEGS.



*For example*, when a student’s application is institutionally accepted, the most recent SORLFOS rows with that application sequence number (key sequence number) will be duplicated if they are active, and the new curriculum status will be derived from STVAPDC. If no curriculum status code has been associated with the “institution acceptance” decision code, a curriculum status code of *INSTACCEPT* will be used. This gives the institution a complete picture of the student’s curriculum.

You have the ability to capture the sequence of changes and use an audit trail for all changes by date and user ID using non-destructive updates. You can also push the current and active learner curriculum forward with the new curriculum status as indicated on STVSTST. The curriculum status codes are advanced when applications are accepted and degrees are awarded. In both cases, the current and active fields of study for the application and outcome are copied, and the curriculum status inserted is based on the new decision or degree status code.

The current and active curriculum/field of study records are copied to the new curriculum status code when the student status (STVSTST) changes. The new curriculum status is derived from the STVSTST table. The procedure is called where the learner student status is processed using SHRDEGS, SGASTDN, and SFAREGS. If the term on SGASTDN is greater than the term on the curriculum, a new curriculum record will be created for the new term. A Banner view is used to pull the student status codes first from the curriculum being processed (if they exist), and then from the general student record.

The user can change the translation code value for the rules on SORCSTS to determine the initial default curriculum status (STVCSTS) for field of study records. The system performs a look up on SORCSTS. It will return the translation code value if it is not blank; otherwise, it will return the input parameter value. To change the curriculum status code used, the user must change the translation code on SORCSTS.

The required values on SORCSTS are as follows:

<b>Curriculum Status Code</b>	<b>Description</b>	<b>System Required</b>
<i>ADMITREPLACE</i>	Application replaces learner	Y
<i>APPACCEPT</i>	Application acceptance	Y
<i>APPLIED</i>	Application Exists and Applied	Y
<i>AWARDED</i>	Outcome Awarded	Y
<i>CHANGED</i>	Changed	Y
<i>DENIED</i>	Application has been rejected	Y
<i>INPROGRESS</i>	In Progress	Y
<i>INSTACCEPT</i>	Institution acceptance	Y

<b>Curriculum Status Code</b>	<b>Description</b>	<b>System Required</b>
<i>NOPUSH</i>	Self-Service No Push to Learner	Y
<i>OVERLOAD</i>	Count exceeded	Y
<i>PENDING</i>	Pending	Y
<i>REMOVED</i>	Inactivate field of study	Y
<i>SOUGHT</i>	Degree has sought status	Y
<i>STUDYPATH</i>	Study Path Created	Y

## Curricula Status and Curricula Activity Status Defaults

The following table illustrates how the curriculum status codes and curriculum activity status codes are defaulted during processing.

<b>Activity</b>	<b>Module</b>	<b>Object</b>	<b>Description</b>	<b>Status Source</b>	<b>Activity Status</b>	<b>Curriculum Status</b>
Create Record	Recruiting	SRARECR, SRAQUIK	New curriculum or field of study added		<i>ACTIVE</i>	<i>INPROGRESS</i>
Duplicate Record	Recruiting	SRARECR, SRAQUIK	Curriculum or field of study duplicated		Values cleared on new record	Values cleared on new record
New recruit created	Recruiting	SAAQUIK, SAKQADM Web quick admit	Request to add recruit during quick admit		<i>ACTIVE</i>	<i>APPLIED</i>
New recruit created	Recruiting	SAAQUIK, SAKQADM Web quick admit	Request to add recruit during quick admit, but application is <i>not</i> created		<i>ACTIVE</i>	<i>INPROGRESS</i>
New application created	Recruiting	SAKMODS. p_create_ applica tion, SAAADMS	New application created, recruit field of study with same major, curriculum term, level, and degree is duplicated		<i>ACTIVE</i>	<i>APPLIED</i>
New recruit added	Recruiting	SRKPREL	New recruit added via data load or Web prospects, application not created		<i>ACTIVE</i>	<i>INPROGRESS</i>

Activity	Module	Object	Description	Status Source	Activity Status	Curriculum Status
New recruit added	Recruiting	SRKPREL	New recruit added via data load or Web prospects, application created		<i>ACTIVE</i>	<i>APPLIED</i>
Recruit record converted	Recruiting	SOILCUR, SRARECR, SRAQUIK, SRKPREL, SAAQUIK, SORLCCV	Conversion from SRBRECR to SORLCUR, SORLFOS	Queries SARADAP to find match with term, level, degree, major	<i>ACTIVE</i>	<i>APPLIED</i>
Recruit record converted	Recruiting	SOILCUR, SRARECR, SRAQUIK, SRKPREL, SAAQUIK, SORLCCV	Conversion from SRBRECR to SORLCUR, SORLFOS	No SARADAP match	<i>ACTIVE</i>	<i>INPROGRESS</i>
Create Record	Admissions	SAAADMS	New curriculum or field of study added		<i>ACTIVE</i>	<i>INPROGRESS</i>
Duplicate Record	Admissions	SAAADMS	Curriculum or field of study duplicated		Values cleared on new record	Values cleared on new record
New application created	Admissions	SAAQUIK	Request to add application during quick admit, use admission application decision code on SAAQUIK		<i>ACTIVE</i>	<i>STDNACCEPT</i>
New application created	Admissions	SAKL010	Push Web application		<i>ACTIVE</i>	<i>INPROGRESS</i>
New application created	Admissions	SRKPREL	New application added through data load		<i>ACTIVE</i>	<i>INPROGRESS</i>
Decision made	Admissions	SAADCRV, SARDCSN, SAADCBT, SARBDSN, SAKQADM (Web quick admit)	Decision entered for application, admissions field of study copied, new status entered		<i>ACTIVE</i>	Derived from STVAPDC. *

\* If no curriculum status code has been associated with the decision code entered, the curriculum status defaults to *INSTACCEPT* if the decision is significant decision and institution accept. It defaults to *STDNACCEPT* if the decision is significant decision and student accept. It defaults to *DENIED* if the decision is significant decision and rejected. If none apply, no action is taken.

Activity	Module	Object	Description	Status Source	Activity Status	Curriculum Status
Application record converted	Admissions	SOILCUR, SAAADMS, SAAQUIK, SAADCRV, SAADCBT, SAKL010, SORLCCV	SARADAP rows converted to SORLCUR and SORLFOS		ACTIVE	Derived from STVAPDC **
<p>** If no decisions are made for the application, use <i>INPROGRESS</i>. If the decision has been made, use curriculum status mapped to latest decision code entered on STVAPDC. If no values exist on STVAPDC, defaults to <i>INSTACCEPT</i> if significant decision and institution accept. Defaults to <i>STDNACCEPT</i> if significant decision and student accept. Defaults to <i>DENIED</i>, if decision is significant decision and is rejected.</p>						
Create Record	Learner	SAAQUIK, SGASTDN, SFAREGS, SAKQADM (Web quick admit)	New curriculum or field of study added		ACTIVE	Derived from STVSTST, if no value exists, use <i>INPROGRESS</i>
Duplicate Record	Learner	SAAQUIK, SGASTDN, SFAREGS	Curriculum or field of study duplicated		Values cleared on new record, make Rolled Indicator <i>NULL</i>	Values cleared on new record, make Rolled Indicator <i>NULL</i>
Learner record converted	Learner	SOILCUR, SAAQUIK, SAADCRV, SAADCBT, SGASTDN, SAKL010, SORLCCV	SGBSTDN rows converted to SORLCUR and SORLFOS		ACTIVE	Derived from STVSTST, if no value exists, use <i>INPROGRESS</i>
Student status updated	Learner	SGASTDN, SFAREGS, SHRDEGS	Student status updated, field of study copied for learner curriculum, curriculum status updated		ACTIVE	Derived from STVSTST, if no value exists, use <i>INPROGRESS</i>
Do not create learner record during Quick Start process	Admissions	SAKQADM	Learner record is not to be created from application during Quick Start process; decision process will see <i>NOPUSH</i> status on application and not create learner curriculum from the application		ACTIVE	<i>NOPUSH</i>

Activity	Module	Object	Description	Status Source	Activity Status	Curriculum Status
Curriculum change	Recruiting, Admissions, Learner, Registration, Outcome	SRARECR, SAAADMS, SGASTDN, SFAREGS, SHADEGR	Select the <b>Replace</b> button or the <b>Update</b> button to copy, inactivate, and create a new curriculum		<i>INACTIVE</i>	<i>CHANGED</i>
Remove field of study	Recruiting, Admissions, Learner, Registration, Outcome	SRARECR, SAAADMS, SGASTDN, SFAREGS, SHADEGR	Select the <b>Inactivate</b> button on a field of study to copy and inactivate a field of study		<i>INACTIVE</i>	<i>REMOVED</i>
Create Record	Outcome	SHADEGR	New curriculum or field of study added	SOQOLIB, NEW_SORLCUR_INST calls p_default_status	<i>ACTIVE</i>	Derived from STVDEGS, if no value exists, use <i>SOUGHT</i> (if degree status is <i>NULL</i> ), use <i>PENDING</i> if status is <i>PN</i> , use <i>AWARDED</i> if status is <i>AW</i>
Duplicate Record	Outcome	SHADEGR	Curriculum or field of study duplicated		Values cleared on new record	Values cleared on new record
Degree status updated	Outcome	SHADEGR, SHRDEGS	Degree status updated to next value, field of study copied for the degree, and curriculum status updated to that value		<i>ACTIVE</i>	Derived from STVDEGS, if no value exists, use <i>SOUGHT</i> (if degree status is <i>SO</i> ), use <i>PENDING</i> if status is <i>PN</i> , use <i>AWARDED</i> if status is <i>AW</i>
New degree and curriculum created from grade roll	Outcome	SHKROLS	New degree, curriculum, and field of study added, copied from Learner module		<i>ACTIVE</i>	Derived from STVDEGS, if no value exists, use <i>SOUGHT</i> (if degree status is <i>SO</i> ), use <i>PENDING</i> if status is <i>PN</i> , use <i>AWARDED</i> if status is <i>AW</i>
Field of study added via grade roll	Outcome	SHKROLS	New field of study added to existing degree, copied from Learner module field of study		Derived from STVDEGS, if no value exists, use <i>ACTIVE</i>	Derived from STVDEGS, if no value exists, use <i>SOUGHT</i> (if degree status is <i>SO</i> ), use <i>PENDING</i> if status is <i>PN</i> , use <i>AWARDED</i> if status is <i>AW</i>
Learner outcome record created	Outcome	SOILCUR, SHADEGR, SHRDEGS, SORLCCV	SHRDGMR rows converted to SORLCUR and SORLFOS		Derived from STVDEGS, if no value exists, use <i>ACTIVE</i>	Derived from STVDEGS, if no value exists, use <i>SOUGHT</i> (if degree status is <i>SO</i> ), use <i>PENDING</i> if status is <i>PN</i> , use <i>AWARDED</i> if status is <i>AW</i>

## Default Values for Key Fields

Default values are used for the key curriculum and field of study fields when new curriculum and field of study (major) records are inserted. This occurs when no records exist, an Insert Record function is performed, or a Next Record is performed that inserts a new record. The **Duplicate** button in the Curriculum window does not default curriculum values from the user defaults.

The default values are defined for the user and the learner module and are maintained in the SORLCDF table and on the The Curriculum User Default Form (SORLCDF). These values include: user ID, learner module code, campus code, college code, level code, program, degree code, major code, and department code. The **User ID** value defaults to the ID of the person currently using SOALCDF. Data queried is displayed for that person. Multiple records may be inserted, one for each learner module code (STVLMOD).

### Note

There is no curriculum program validation from SMAPRLE for SORLCDF when data elements are entered, except to ensure that the program is valid on SMAPRLE. ■

On all the data entry forms where curriculum records are entered (SRAQUIK, SRARECR, SAAQUIK, SAAADMS, SGASTDN, SFAREGS, and SHADEGR), there is always an attempt made by the system to default values into all the curriculum fields based on the program rule in SMAPRLE. When the user default value rules for the Admissions, Recruiting, General Student, and Academic History modules are set up on their corresponding data entry forms, these rules may or may not override the default program rule on SMAPRLE.

Values defined on SAAQKER that are used on SAAQUIK, and values in the Default Value window on SRAQUIK will take precedence over these values. The user-defined default values will take precedence over defaulted values on the recruiting record on SRARECR when the level value equals to 00, the degree value equals to 000000, the college value equals to 00, and the primary major and department values equal 0000.

The default values for the priority are defined at the institution level and include the initial priority number and the incremented priority value for any new record that is added. These values are maintained on SOACTRL. The learner field of study type code is entered before the priority value in the Field of Study window. Since the learner field of study type determines the priority number, the **Priority** value will automatically be defaulted in when the user leaves the **Type** field.

## Backfilling Existing Curriculum Fields

The Backfill procedure (p\_backload\_curr) is used to update the curriculum fields on the existing curriculum tables (SRBRECR, SARADAP, SGBSTDN, and SHRDGMR) with the data that has been inserted into the SORLCUR and SORLFOS tables.

The Curriculum API calls the Backfill procedure for the appropriate modules and inserts or updates the existing curriculum columns. Inserts are performed based on the priority of the curriculum row from highest to lowest (i.e., 1 is a higher priority than 3).

Module/Forms	Table Curriculum Fields
Recruiting (SRAQUIK, SRARECR, SAAQUIK)	SRBRECR
Admissions (SAAQUIK, SAAADMS)	SARADAP
Learner (SAAQUIK, SGASTDN, SFAREGS)	SGBSTDN
Outcome (SHADEGR)	SHRDGMR

 **Note**

Currently, the curriculum data structures will not impact report processing, as the data will be backfilled. All existing processes will find the data where it is expected to be stored. ■

## Backfill Algorithm

The algorithm used to backfill curriculum data into existing tables is as follows:

1. Beginning with the lowest priority number, select the SORLCUR row with the highest sequence number and see if the activity status for the row is active.
2. If it is active, make that row the primary curriculum. If it is not active, continue to the next lowest priority SORLCUR row and repeat.
3. Repeat the same process for the SORLFOS rows associated with the selected SORLCUR row, to fill in the Major1, Major2, Minor1, and Minor2 fields.
  - 3.1. Concentrations 1 through 3 for Major1 and Major2 are backfilled by first selecting the SORLFOS concentration rows that have an **Attached to Major** value of either the Major1 or Major2.
  - 3.2. Once all concentrations that are attached to either Major1 or Major2 have been backfilled, the remaining SORLFOS concentration rows are backfilled to the remaining concentration fields.
4. Then, using the next lowest priority number, select the SORLCUR row with the highest sequence number and determine if it is active.
5. If it is active, make that row the secondary curriculum. If it is not active, continue to the next lowest priority SORLCUR row and repeat.

6. Repeat the process for the SORLFOS rows associated with the selected SORLCUR row, to fill in the Major1, Major2, Minor1, and Minor2 fields.
  - 6.1. Concentrations 1 through 3 for Major1 and Major2 are backfilled by first selecting the SORLFOS concentration rows that have an **Attached to Major** value of either the Major1 or Major2.
  - 6.2. Once all concentrations that are attached to either Major 1 or Major 2 have been backfilled, the remaining SORLFOS concentration rows are backfilled to the remaining concentration fields.

## Recruiting

Curriculum data is entered in the Curriculum window on SRARECR or in the Curriculum mini-block on SRAQUIK, or a row is created automatically through the Banner Student Self-Service admissions or prospects processing. The Curriculum window uses edits to enforce existing restrictions (such as, at least one active major must be created). When the curriculum records are saved, the Curriculum API is run to insert and save the data. It then calls the Backfill procedure, which performs the following tasks:

1. The Backfill procedure selects the lowest priority row on SORLCUR having the highest sequence number, for the learner module of *RECRUIT*, for the given administrative sequence number, and checks for an *ACTIVE* status. If the status is *ACTIVE*, this record is made the primary curriculum on SRBRECR for that recruit, and the appropriate values are copied to the SRBRECR curriculum fields. If the status is *INACTIVE*, the next lowest priority row on SORLCUR for the module of *RECRUIT* is selected and processed using the same criteria.
2. The Backfill procedure then selects the lowest priority row on SORLFOS having the highest sequence number, for the learner module of *RECRUIT*, for the type of *MAJOR*, and the same SORLCUR sequence number as above (just entered in Step 1), and checks for an *ACTIVE* status. If the status is *ACTIVE*, this record is designated as Major1 for the primary curriculum chosen above for that recruit, and the field values are copied to the SRBRECR curriculum fields.

This process is repeated to find the next lowest priority SORLFOS row with the highest SORLFOS sequence number that is active for the SORLCUR sequence number with a type of *MAJOR*. This is designated as Major2 for the primary curriculum.

3. The Backfill procedures selects the lowest priority rows on SORLFOS having the highest sequence numbers for the learner module of *RECRUIT*, for the type of *MINOR*, and the same SORLCUR sequence number as chosen above, and checks for an *ACTIVE* status. If the status is *ACTIVE*, this record is designated as Minor1 for the primary curriculum chosen above for that recruit.

This process is repeated to find the next lowest priority SORLFOS row with the highest SORLFOS sequence number that is active for the SORLCUR sequence



number with a type of *MINOR*. This is designated as Minor2 for the primary curriculum.

4. The Backfill procedure then repeats the algorithm described above to backfill up to six concentrations.

The maximum number of SORLCUR rows that will be selected from any curriculum for backfilling is two. (Only one is for Recruiting.)

## Admissions

This processing is the same as it is in Recruiting, but uses the SARADAP table and the learner module of *ADMISSIONS*, with the added processing to also insert data for a secondary curriculum.

The maximum number of SORLCUR rows that will be selected for backfilling is two. If you want to have four majors associated with the same curriculum, and you want two of those majors to display in the primary curriculum fields and two to display in the secondary curriculum fields, then you will need to insert two SORLCUR rows that are identical except for their priority numbers. Then two of the majors should be associated with one SORLCUR row, and the other two majors should be associated with the second SORLCUR row.

## General Student

This processing is similar to Recruiting, but uses the SGBSTDN table and the learner module of *LEARNER*.

When decision codes are entered and/or SGBSTDN records are created, the following processing takes place.

1. A record is inserted into SGBSTDN using the data from the accepted application.
2. The Curriculum API is run to create entries in SORLCUR and SORLFOS for a module of *LEARNER* using the curriculum data from the accepted application.
3. The Backfill procedure is called to insert data into the curriculum fields on SGBSTDN.
4. If study paths are in use, the SGRSTSP record is created.

See *Appendix E - Study Path Processing* for more information on using study paths.

If rows are created using SAAQUIK, and a student record is created and not rolled from Admissions, then only rows with a learner module of *LEARNER* would be inserted into SORLCUR and SORLFOS. If SAAQUIK is used to create not only a student record but also a recruiting and/or application record, then the appropriate SORLCUR and

SORLFOS rows would be inserted with a learner module of *RECRUIT* and/or *ADMISSIONS*.

Records are selected for backfilling by using the lowest priority SORLCUR row with the highest sequence number, for the learner module of *LEARNER*. If the row is *ACTIVE* and has a term code that is less than the To Term on the student record being backfilled, the row is backfilled into the primary curriculum fields. Then each of the SORLFOS rows attached to the backfilled SORLCUR row is examined in a similar fashion. This process is repeated to determine if a secondary curriculum exists for the selected student record.

Since student records (SGASTDN) are effective term driven, a new student record needs to be created whenever a new SORLCUR and/or SORLFOS record is created for a term that does not match the effective term on any of the existing student records. This is to ensure that the Backfill process works correctly and only backfills the appropriate curriculum rows to the appropriate student record.

SFAREGS is used to update any student term or curriculum information if the student is registered for the term. Like SGASTDN, since it is effective term driven, a new student record must exist or be created whenever a new SORLCUR and/or SORLFOS record needs to be created for a term that does not match the effective term of any existing student record. SFAREGS will automatically create a new student record whenever a new SORLCUR and/or SORLFOS record is created for a Key Block term that does not match the effective term on any of the existing student records. This is to ensure that the backfill process works correctly and only backfills the appropriate curriculum rows to the appropriate student record.

### Academic History

This processing is the same as Recruiting, but uses the SHRDGMR table and the learner module of *OUTCOME*.

### Backfilling Examples

If a recruit applied to History (priority 1) and Biology (priority 2) in the Bachelor of Arts undergraduate program (BA\_UG), and the Web application is pushed, the following takes place:

- A row is inserted into SORLCUR to track the base curriculum (BA\_UG) for the Admissions module.
- Two rows are inserted into SORLFOS for the field of study data, one for each major (History and Biology).
- The data entered into SORLCUR and SORLFOS is backfilled to the appropriate primary curriculum fields in SARADAP.

#### Note

The values in the Module and Key Sequence fields displayed for the SORLFOS table are for demonstration purposes only. That data is

actually determined by mapping an SORLFOS row to its parent SORLCUR row using the SORLCUR sequence number. Columns holding curriculum rule numbers have been left out of the example. ■

**SORLCUR:**

LMOD	Term	Key Seq	LCUR Seq	Priority	Program	Level	Camp	College	Degree	Activity Status
ADM *	200510	1	1	1	BA_UG	UG		AS	BA	ACTIVE

\* In the LMOD column, the “ADM” value is an abbreviation for the learner module code *ADMISSIONS*.

**SORLFOS:**

LMOD	LFOS Type	Term	Key Seq	LCUR Seq	Priority	LFOS Seq	LFOS Code	Att'd Conc Majr Rule	Activity Status	Curriculum Status
ADM *	MAJR	200510	1	1	1	1	HIST		ACTIVE	INPROGRESS
ADM *	MAJR	200510	1	1	2	2	BIOL		ACTIVE	INPROGRESS

\* In the LMOD column, the “ADM” value is an abbreviation for the learner module code *ADMISSIONS*.

**SARADAP - Primary Curriculum:**

Term	Appl No	Term Ctlg	Program	Level	Degree	College	Major 1	Major 2	Campus
200510	1	200510	BA_UG	UG	BA	AS	HIST	BIOL	

To continue the example, if a student is accepted by the institution and wishes to have two majors, the following takes place:

- The Admissions field of study rows for History and Biology are duplicated, and the status on the new rows is updated to *INSTACCEPT*.
- A new SORLCUR row is created for the General Student (Learner) record to track the student’s curriculum, and new SORLFOS (field of study) rows are created for History and Biology to track the student’s majors.
- The Backfill procedure back fills the General Student (Learner) record (SGBSTDN) with the appropriate curriculum and field of study data.

**SORLCUR:**

LMOD	Term	Key Seq	LCUR Seq	Priority	Curric Rule	Program	Lvl	Camp	College	Degr	Activity Status
ADM *	200510	1	1	1	240	BA_UG	UG		AS	BA	ACTIVE
LEARNER	200510	99	2	1	240	BA_UG	UG		AS	BA	ACTIVE

\* In the LMOD column, the “ADM” value is an abbreviation for the learner module code *ADMISSIONS*.

**SORLFOS:**

LMOD	LFOS Type	LCUR Seq	Priority	LFOS Seq	LFOS Code	LFOS Rule	Att'd Conc Majr Rule	Activity Status	Curriculum Status
ADM *	MAJR	1	1	1	HIST	81		ACTIVE	INPROGRESS
ADM *	MAJR	1	2	2	BIOL	73		ACTIVE	INPROGRESS
ADM *	MAJR	1	1	3	HIST	81		ACTIVE	INSTACCEPT
ADM *	MAJR	1	2	4	BIOL	73		ACTIVE	INSTACCEPT
LEARNER	MAJR	2	1	1	HIST	81		ACTIVE	INPROGRESS
LEARNER	MAJR	2	2	2	BIOL	73		ACTIVE	INPROGRESS

\* In the LMOD column, the “ADM” value is an abbreviation for the learner module code *ADMISSIONS*.

**SGBSTDN - Primary Curriculum:**

Effective Term	Term Ctlg	Program	Level	Degree	College	Major 1	Major 2	Campus
200510	200510	BA_UG	UG	BA	AS	HIST	BIOL	

## Curricula Checking

The curriculum and field of study APIs are used to validate the curriculum according to the rules on SOACURR. An in and out parameter exists on the curriculum and field of study p\_create APIs to override any raised failure and to return the severity level so the user interface can manage the message if necessary.

- If the override is blank or *F*, the API will abort if there is a fatal curriculum error, and the API error message handler will display the error.
- If the override value has a value of *N* (No Curriculum Checking), the API will not fail, and it will insert the data.

In all cases, the real severity level and error number are returned so the user interface can display any messages.

It should be noted that validation of curriculum elements occurs in the `sb_curriculum` and `sb_fieldofstudy` APIs, regardless of curriculum checking activity. The columns for level, college, degree, program, and campus data must be valid in their respective validation tables. The value entered in the field of study major must be valid on the `STVMAJR` table.

- If the field of study type is *MAJOR*, the valid major checkbox must be checked on the `STVMAJR` table.
- If the field of study type is *MINOR*, the valid minor checkbox must be checked.
- If the field of study type is *CONCENTRATION*, the valid concentration checkbox must be checked.

If the field of study type is something other than the above three choices, the value must be valid on `STVMAJR`.

The following is a list of places where the curriculum data is checked and the type of error interaction that occurs as a result. If the API is allowed to fail, the object will display a standard Banner API error message window with the error.

Object	Banner Activity	Curriculum Checking	API Override Indicator
SRARECR	Insert new Recruiting curriculum data	Allow API failure if the curriculum is in error and the Recruiting severity level on <code>SOACTRL</code> is <i>F</i> . User interface will display a warning if severity level is a warning, but API will not fail.	<i>NULL</i>
SRAQUIK	Insert new Recruiting curriculum data	Allow API failure if the curriculum is in error and the Recruiting severity level on <code>SOACTRL</code> is <i>F</i> . User interface will display a warning if severity level is a warning, but API will not fail.	<i>NULL</i>
SRKPREL	Call <code>sakmods.p_create_recruit</code>	Do not perform any curriculum checking. Call <code>p_create_recruit</code> with an override to any curriculum checking and error reporting from the API.	<i>N</i>

Object	Banner Activity	Curriculum Checking	API Override Indicator
SRKPREL	Call sakmods.p_create_application	Do not perform any curriculum checking. Call p_create_application with an override to any curriculum checking and error reporting from the API.	<i>N</i>
SAAADMS	Insert new Admissions curriculum data	Allow API failure if the curriculum is in error and the Admissions severity level on SOACTRL is <i>F</i> . User interface will display a warning if severity level is a warning, but API will not fail.	<i>NULL</i>
SAAQUIK	Insert new Recruiting curriculum data	Allow API failure if the curriculum is in error and the Recruiting severity level on SOACTRL is <i>F</i> . User interface will display a warning if severity level is a warning, but API will not fail.	<i>NULL</i>
SAAQUIK	Insert new Admissions curriculum data	Allow API failure if the curriculum is in error and the Admissions severity level on SOACTRL is <i>F</i> . User interface will display a warning if severity level is a warning, but API will not fail.	<i>NULL</i>
SAAQUIK	Insert new Learner curriculum data	Allow API failure if the curriculum is in error and the Learner severity level on SOACTRL is <i>F</i> . User interface will display a warning if severity level is a warning, but API will not fail.	<i>NULL</i>
SAADCBT	Insert new Learner row when student is admitted	Display curriculum error in the message line for both fatal and warning errors. If there is a fatal error, abort the API, but not the remaining commit processing.	<i>NULL</i>
SAADCBT	Duplicate/change curriculum and activity statuses in Admissions fields of study, based on new admission application decision codes	Do not perform any curriculum checking.	<i>N</i>
SAADCRV	Insert new Learner row when student is admitted	Allow API failure if the curriculum is in error and the Learner severity level on SOACTRL is <i>F</i> . User interface will display a warning if severity level is a warning, but API will not fail.	<i>NULL</i>

Object	Banner Activity	Curriculum Checking	API Override Indicator
SAADCRV	Duplicate/change curriculum and activity statuses in Admissions fields of study, based on new admission application decision codes	Do not perform any curriculum checking.	N
SARBDSN	Call sakdcsn.p_process_decsn to insert new learner curriculum	Call sakdcsn.p_process_decsn with IN parameter to indicate API should not process curriculum errors.	N
SARBDSN	Duplicate active learner curriculum and field of study, and apply new curriculum status and activity status, if the student status code has different codes then those current on SORLCUR and SORLFOS	Do not perform any curriculum checking.	N
SARETMT	Call sakmods.p_create_recruit	Do not perform any curriculum checking. Call p_create_recruit with an override to any curriculum checking and error reporting from the API.	N
SAAEAPS	Call sakmods.p_create_recruit	Do not perform any curriculum checking. Call p_create_recruit with an override to any curriculum checking and error reporting from the API.	N
SAKMODS	p_create_recruit	Use IN parameter in p_create_recruit to indicate if API should abend if a fatal curriculum error is found. Use OUT parameter in the procedure to return the first fatal error number found. If the user interface requires this should be processed, the error will exist and the processing can be halted.	Calling process sends appropriate value
SAKMODS	p_create_application	Use IN parameter in p_create_application to indicate if API should abend if a fatal curriculum error is found. Use OUT parameter in the procedure to return the first fatal error number found. If the user interface requires this should be processed, the error will exist and the processing can be halted.	Calling process sends appropriate value

Object	Banner Activity	Curriculum Checking	API Override Indicator
SAKMODS	p_create_student	Use IN parameter in p_create_student to indicate if API should abend if a fatal curriculum error is found. Use OUT parameter in the procedure to return the first fatal error number found. If the user interface requires this should be processed, the error will exist and the processing can be halted.	Calling process sends appropriate value
SAKDCSN	Call p_process_decsn procedure and f_create_learner function from SAADCRV, SAADCBT, SARBDSN, and SAKQADM to process admissions decisions and insert new learner curriculum. p_decision_processing calls sakdcsn.p_auto_decision which then calls p_process_decsn.	Use IN parameter to indicate if API should abend if a fatal curriculum error is found. Use OUT parameter in the procedure to return the fatal errors found. If the user interface requires this should be processed, the error will exist, and the processing can be halted.  The SARBDSN process is the only one of the four that does not require processing curriculum errors and will send a value of <i>N</i> in the IN parameter to not process curriculum.	Calling process sends appropriate value
SAKL010	Insert application and curriculum data	Curriculum fatal error messages are not displayed, and the curriculum is allowed to be inserted.	<i>S</i>
SGASTDN	Insert new Learner curriculum data	Allow API failure if the curriculum is in error and the Learner severity level on SOACTRL is <i>F</i> . User interface will display a warning if severity level is a warning, but API will not fail.	<i>NULL</i>
SGASTDN	Duplicate active curriculum and field of study data and apply new curriculum and activity statuses if the student status code is changed on SGBSTDN	Do not perform any curriculum checking.	<i>N</i>
SFAREGS	Duplicate active curriculum and field of study data and apply new curriculum and activity statuses if the student status code is changed on SGBSTDN	Do not perform any curriculum checking.	<i>N</i>



Object	Banner Activity	Curriculum Checking	API Override Indicator
SHADEGR	Insert new Outcome curriculum data	Allow API failure if the curriculum is in error and the Outcome severity level on SOACTRL is <i>F</i> . User interface will display a warning if severity level is a warning, but API will not fail.	<i>NULL</i>
SHADEGR	Duplicate active curriculum and field of study data and apply new curriculum and activity statuses if the degree status code is changed on SHRDGMR	Do not perform any curriculum checking.	<i>N</i>
SHKMODS	Insert outcome (degree) and curriculum	Do not perform any curriculum checking.	<i>N</i>
SHRDEGS	Update outcome with new degree status code. Go to duplicate active curriculum and field of study and apply new curriculum status and activity status, if they are different from previous versions.	Do not perform any curriculum checking.	<i>N</i>
SHRDEGS	Duplicate active curriculum and field of study data and apply new curriculum and activity statuses if the student status code is changed on SGBSTDN	Do not perform any curriculum checking.	<i>N</i>
SHRTYPE	Update or insert learner with new student status. Go to duplicate active curriculum and field of study and apply new curriculum status and activity status, if they are different from previous versions.	Do not perform any curriculum checking.	<i>N</i>

Object	Banner Activity	Curriculum Checking	API Override Indicator
SOKLCUR	Convert curriculum data on SRBRECR, SARADAP, SGBSTDN, and SHRDGRM to SORLCUR and SORLFOS.	Do not perform any curriculum checking.	N
BWSKXMIS (Banner Self-Service)	If a student updates their major for the same curriculum, the curriculum is copied to a new term, and all other fields of study are copied forward. If curriculum is turned on, the new major comes from the list of valid majors on SOACURR that are part of the curriculum.	Do not perform any curriculum checking.	N

## Curriculum API

The Curriculum API is used to insert data into the curriculum tables (SORLCUR and SORLFOS) and to also call the Backfill procedure. The SORLCUR and SORLFOS tables use APIs and DML procedures to do the following:

- select the SORLCUR sequence number for the primary curricula for the module record,
- select the SORLCUR sequence number for the secondary curricula for the module record,
- select the major 1, major 2, minor 1, minor 2, concentration 1, concentration 2, concentration 3, concentration 4, concentration 5, and concentration 6 for the module record,
- view of primary curricula from SORLCUR and SORLFOS, and
- view of secondary curricula from SORLCUR and SORLFOS.

Admissions decision processing, using the grade roll from General Student to Academic History, and using the Roll Indicator on SORLCUR are also discussed in this section.

## Recruiting

When a new row is inserted in SORLCUR:

- The learner module code is automatically set to *RECRUIT*.

- The key sequence number is set to the same number as the administrative sequence number of the recruiting record.
- The activity status is set to *ACTIVE*.

When a new row is inserted in SORLFOS:

- If the insert is automatic (i.e., via Prospects Self-Service or tape load), the activity status is populated with a status of *ACTIVE*, and the curriculum status is populated with a status of *INPROGRESS*.
- If the insert is manual, the activity status is populated with a status of *ACTIVE*, and the curriculum status is populated with a status of *INPROGRESS*. However, you can change these values before saving the record.

When a row is to be changed in SORLCUR and/or SORLFOS:

- To inactivate an existing SORLCUR record and add a new one, select the SORLCUR row to be inactivated, and select the **Replace** button. This will automatically duplicate and inactivate the selected row, and a new row will be inserted for the user to enter curriculum data.
- To inactivate or change an existing SORLCUR or SORLFOS row, select the row to be inactivated or changed. Perform an Insert Record function and then a Duplicate Record function. If an SORLCUR row is duplicated, all of its corresponding SORLFOS rows are duplicated as well. All the fields from the selected row are duplicated. You can then modify the row with the appropriate curriculum.

In the example below, the user wants to change the English major to an Art major. The user selects the active SORLFOS English row, performs an Insert Record and then a Duplicate Record. The user then inserts another SORLFOS row for the new major of Art.

Table	Curriculum Record	Result
SORLFOS	200510, ENGL, ACTIVE, PENDING	Row to be changed
SORLFOS	200510, ENGL, INACTIVE, CHANGE MAJOR	Row that was duplicated
SORLFOS	200510, ART, ACTIVE, PENDING	New field of study (major)

## Admissions

When a new row is inserted in SORLCUR:

- The learner module code is automatically set to *ADMISSIONS*.
- The key sequence number is set to the same number as the admissions application number of the application record.
- The activity status is set to *ACTIVE*.

When a new row is inserted in SORLFOS:

- If the insert is automatic (i.e., Admissions Self-Service or tape load), the activity status is populated with a status of *ACTIVE*, and the curriculum status is populated with a status of *INPROGRESS*.
- If the insert is manual, the activity status is populated with a status of *ACTIVE*, and the curriculum status is populated with a status of *INPROGRESS*. However, you can change these values before saving the record.
- If a matching recruiting record exists (i.e., the term, major, level, and degree of the application match an existing recruit record), the recruit SORLFOS row is duplicated with an activity status of *ACTIVE* and a curriculum status of *APPLIED*.

When a row is to be changed in SORLCUR and/or SORLFOS:

- To inactivate an existing SORLCUR record and add a new one, select the SORLCUR row to be inactivated, and select the **Replace** button. This will automatically duplicate and inactivate the selected row, and a new row will be inserted for the user to enter curriculum data.
- To inactivate or change an existing SORLCUR or SORLFOS row, select the row to be inactivated or changed. Perform an Insert Record function and then a Duplicate Record function. If an SORLCUR row is duplicated, all of its corresponding SORLFOS rows are duplicated as well. All of the fields from the selected row are duplicated. You can then modify the row with the appropriate curriculum.

 **Note**

If a decision code has been assigned to an application and a student record has been created, and the user attempts to insert an additional curriculum row for that application (i.e., with a learner module of *ADMISSIONS*), then a warning message is displayed indicating that the data will be saved, but the corresponding student record will not be updated. ■

## Admissions Decision

Because admission decision codes are user-defined, you can choose which curriculum status code to map to your institution's decision codes. This allows you to automatically create a complete history of curriculum activity, showing how the applicant has moved through each phase of the decision process. Use the `STVAPDC_CSTS` field on `STVAPDC`, which is validated against `STVCSTS` and is nullable.

When a decision code is entered for an application, a new row or rows will be automatically inserted into SORLFOS for that application (with a module equal to *ADMISSIONS*, etc.) for all SORLFOS rows that are currently active for that application. These new rows will have an activity status of *ACTIVE* and a curriculum status that is derived from the new `STVAPDC_CSTS` field on `STVAPDC` for the decision code entered. If no value is entered in this field on `STVAPDC`, then the following values will be defaulted:

- The **Significant Decision** and **Institution Acceptance (Indicators)** are checked for the decision code, the curriculum status is *INSTACCEPT*, and the activity status is *ACTIVE*.
- The **Significant Decision** and **Applicant Acceptance (Indicators)** are checked for the decision code, the curriculum status is *APPACCEPT*, and the activity status is *ACTIVE*.
- The **Significant Decision** and **Institution Rejection (Indicators)** are checked for the decision code, the curriculum status is *DENIED*, and the activity status is *ACTIVE*.

Rows will only be automatically inserted into the SORLFOS table based on the decision codes, when a decision code is inserted into SARAPPD for a given application via SAAQUIK, SAADCRV, SAADCBT, or Quick Start Admissions processing.

*For example, in Admissions:*

<b>Table</b>	<b>Curriculum Record</b>
SORLCUR	200510, BA_UG, ACTIVE
SORLFOS	200510, ENGL, ACTIVE, INPROGRESS
SORLFOS	200510, ENGL, ACTIVE, INSTACCEPT
SORLFOS	200510, ENGL, ACTIVE, APPACCEPT

*For example, in General Student:*

<b>Table</b>	<b>Curriculum Record</b>
SORLCUR	200510, BA_UG, ACTIVE
SORLFOS	200510, ENGL, ACTIVE, INPROGRESS

## General Student - Learner

When a new row is inserted in SORLCUR:

- The learner module code is automatically set to *LEARNER*.
- The key sequence number is set to *99*, since learner records do not have sequence numbers, unless study paths are in use and are created.
- The activity status is set to *ACTIVE*.

When a new row is inserted in SORLFOS:

- If the insert is automatic, the curriculum status is populated with the value that has been assigned on STVSTST for the corresponding student status. If no value has been assigned on STVSTST, then the activity status is populated with a status of *ACTIVE*, and the curriculum status is populated with a status of *INPROGRESS*.
- If the insert is manual, the curriculum status is populated with the value that has been assigned on STVSTST for the corresponding student status. If no value has been assigned on STVSTST, then the activity status is populated with a status of *ACTIVE*, and the curriculum status is populated with a status of *INPROGRESS*. However, you can change these values before saving the record.

When a row is to be changed in SORLCUR and/or SORLFOS:

- To inactivate an existing SORLCUR record and add a new one, select the SORLCUR row to be inactivated, and select the **Replace** button. This will automatically duplicate and inactivate the selected row, and a new row will be inserted for the user to enter curriculum data.
- To inactivate or change an existing SORLCUR or SORLFOS row, select the row to be inactivated or changed. Perform an Insert Record function and then a Duplicate Record function. If an SORLCUR row is duplicated, all of its corresponding SORLFOS rows are duplicated as well. All of the fields from the selected row are duplicated. You can then modify the row with the appropriate curriculum.

## Grade Roll to Learner Outcome (Academic History)

The following processing is used to roll Learner (General Student) information from SBGSTDN to the Learner Outcome (Academic History) and update records on SHADEGR via the Grade Roll to Academic History Process (SHRROLL).

1. The most current SGBSTDN record for the person is read. This is determined by checking for the maximum learner effective term record that is less than or equal to the term on the course.
2. The SORLCUR table is read, and the highest sequence number row for each priority is selected, beginning with the lowest priority number row first. All rows are selected where the term code on SORLCUR is less than the To Term of the selected SGBSTDN record.
3. If the SORLCUR\_ROLLED\_IND is set to *N*, processing will end. Otherwise, continue to the next step.

The setting of the SORLCUR\_ROLLED\_IND is not considered if the learner curriculum record (SORLCUR) is being manually rolled from the Curriculum window or through the SHRROUT process. If the SORLCUR\_ROLLED\_IND is set to *N*, and the curriculum is being manually rolled, processing will continue to the next step.

4. If the `SORLCUR_ROLLED_SEQNO` is set to *Y*, or if the curriculum is being manually rolled, the following may occur.

- 4.1. A new `SHADEGR` record is created if the learner `SORLCUR` row is active and,

No outcome `SORLCUR` row exists with the same college, degree, level, or program.

*or*

An outcome `SORLCUR` row exists with the same college, degree, level, or program with status of *AW* (awarded).

*or*

An outcome `SORLCUR` row exists with the same college, degree, level or program, and a graduation application exists for the outcome record or the learner curriculum record.

- 4.2. An existing `SHADEGR` record is updated if:

An outcome `SORLCUR` row exists with the same college, degree, level and program or major with a status that is not equal to *AW* (awarded). This is also dependent on the settings on `SHACTRL` used for study paths.

See *Appendix E - Study Path Processing* for more information on using study paths.

- If the learner `SORLCUR` row is active, use the `SHRDGMR_KEY_SEQNO` field on the matched outcome row to determine which outcome row can be updated. (This is used if a curriculum was started, inactivated, and then re-started).
- If the learner `SORLCUR` row is inactive, check for the last rolled learner `SORLCUR` row for the same priority (i.e., the `SORLCUR_ROLLED_SEQNO` field will not be null). Select the `SHRDGMR_LCUR_SEQNO` value from the `ROLLED_SEQNO` field of the last rolled learner record to determine which outcome row is to be updated. If no rolled learner `SORLCUR` row exists for that priority, do not process the `SORLCUR` record. (You only need to roll an inactive record, if the record was previously rolled to academic history while it was active).

- 4.3. The copy process for a new or updated `SHRDGMR` record is as follows.

The learner `SORLCUR` row is copied, and the module is changed to *OUTCOME*.

The `SORLCUR_ROLLED_SEQNO` field on the learner `SORLCUR` row is updated to that of the `SORLCUR` sequence number of the new `SORLCUR` row for the *OUTCOME* module.

All the active SORLFOS rows attached to the rolled learner SORLCUR row (the highest sequence number for each priority) are read and copied to the new outcome curriculum.

The SORLFOS rolled sequence number (SORLFOS\_ROLLED\_SEQNO) is updated with the new outcome SORLFOS sequence number.

The curriculum status on the newly created SORLFOS outcome rows is defaulted from STVDEGS. If none exists there, the delivered defaults are used.

5. If the SORLCUR\_ROLLED\_SEQNO is not blank (i.e., it was previously rolled), the following may occur.
  - 5.1. The SORLCUR rows' corresponding SORLFOS rows are read to find rows with blank rolled sequence numbers, and the highest sequence number per priority is selected.
  - 5.2. If the selected SORLFOS row is inactive, then it is not rolled if the same field of study type and priority were not previously rolled. (You can determine if the row was previously rolled by selecting the last rolled learner SORLFOS row for the same SORLCUR priority. If none exists, it was not previously rolled.)
  - 5.3. Copy all other SORLFOS rows to the outcome SORLFOS rows for the outcomes curriculum previously rolled, (using the SORLCUR\_ROLLED\_SEQNO value of the learner SORLCUR row to which this SORLFOR row is attached). Update the SORLFOS\_ROLLED\_SEQNO field with the new outcome SORLFOS\_SEQNO value. The curriculum status on the newly created SORLFOS outcome rows is defaulted from STVDEGS. If none exists there, the delivered defaults are used.

*Example:*

Here is an example of how the SORLCUR\_ROLLED\_SEQNO and SORLFOS\_ROLLED\_SEQNO fields are used when grade roll processing is run.

A student has an English major in the BA\_UG program and does not have a graduation application:

<b>Table</b>	<b>Curriculum Record</b>
SORLCUR	200510, BA_UG, ACTIVE, ROLLED_SEQNO field is <i>NULL</i>
SORLFOS	200510, ENGL, ACTIVE, INPROGRESS, ROLLED_SEQNO field is <i>NULL</i>

Grades are rolled at end of first semester.



*For the student:*

<b>Table</b>	<b>Curriculum Record</b>
SORLCUR	200510, BA_UG, ACTIVE, ROLLED_SEQNO field is <i>1</i>
SORLFOS	200510, ENGL, ACTIVE, INPROGRESS, ROLLED_SEQNO field is <i>1</i>

*For academic history:*

<b>Table</b>	<b>Curriculum Record</b>
SORLCUR	200510, BA_UG, ACTIVE, LCUR_SEQ field is <i>1</i>
SORLFOS	200510, ENGL, ACTIVE, SOUGHT, LFOS_SEQ field is <i>1</i>

The student changes their major to Art:

*For the student:*

<b>Table</b>	<b>Curriculum Record</b>
SORLCUR	200510, BA_UG, ACTIVE, ROLLED_SEQNO field is <i>1</i>
SORLFOS	200510, ENGL, ACTIVE, INPROGRESS, ROLLED_SEQNO field is <i>1</i>
SORLFOS	200510, ENGL, INACTIVE, CHANGED, ROLLED_SEQNO field is <i>NULL</i>
SORLFOS	200510, ART, ACTIVE, INPROGRESS, ROLLED_SEQNO field is <i>NULL</i>

The next time SHRROLL is run, the process will take into account the newly duplicated SORLFOS row for English (activity status is *INACTIVE*) with a ROLLED\_SEQNO field that is *NULL*.

It will check the corresponding SORLCUR row (to find its rolled sequence number value - 1), and it will use that value to insert an SORLFOS row with a learner module of *OUTCOME* and an activity status of *INACTIVE*, and in so doing will inactivate the existing active ENGL row in Academic History for sequence number *1*.

It will then take into account the next LEARNER row in SORLFOS for ART, which also has a ROLLED\_SEQNO field that is *NULL*. It will check that this SORLFOS row also has an associated SORLCUR row with a ROLLED\_SEQNO field that is *1*, and it will now insert a new SORLFOS row with a learner module of *OUTCOME* for a major of ART with a status of *ACTIVE*.

The activity status on the newly created *OUTCOME* rows will be set to *ACTIVE* or *INACTIVE* depending on the curriculum status of the corresponding General Student row which had the ROLLED\_SEQNO field set to *NULL*.

*For academic history:*

<b>Table</b>	<b>Curriculum Record</b>
SORLCUR	200510, BA_UG, ACTIVE, LCUR_SEQ field is 1
SORLFOS	200510, ENGL, ACTIVE, SOUGHT, LFOS_SEQ field is 1
SORLFOS	200510, ENGL, INACTIVE, CHANGED, LFOS_SEQ field is 2
SORLFOS	200510, ART, ACTIVE, SOUGHT, LFOS_SEQ field is 3

*For the student:*

<b>Table</b>	<b>Curriculum Record</b>
SORLCUR	200510, BA_UG, ACTIVE, ROLLED_SEQNO field is 1
SORLFOS	200510, ENGL, ACTIVE, SOUGHT, ROLLED_SEQNO field is 1
SORLFOS	200510, ENGL, INACTIVE, CHANGED, ROLLED_SEQNO field is 2
SORLFOS	200510, ART, ACTIVE, SOUGHT, ROLLED_SEQNO field is 3

## Grade Roll Package (SHKROLS) Processing

The Grade Roll Package (SHKROLS) is used to pull the graduation values from the curriculum table. The graduation information entered on the curriculum, if present, will populate the SHRDGMR record.

*For example:*

<b>Graduation data exist on SGBSTDN</b>	<b>Graduation data exist on SORLCUR</b>	<b>What is rolled to SHRDGMR</b>
Y	Y	Graduation data on SORLCUR
N	Y	Graduation data on SORLCUR
Y	N	Graduation data on SGBSTDN
N	N	No graduation data will be rolled

The following table describes how the roll process works if the learner has two active and current learner curriculum records with the same level, college, degree, and program, and both are set to roll to academic history.

Graduation data exist on SGBSTDN	Graduation data exist on SORLCUR 1	Graduation data exist on SORLCUR 2	What is rolled to SHRDGMR
Y	Y	N	Graduation data on SORLCUR 1
Y	N	Y	Graduation data on SORLCUR 2
Y	N	N	Graduation data on SGBSTDN
Y	Y	Y	If the graduation data associated with the two SORLCUR records are identical, one SHRDGMR record will be created with the SORLCUR graduation data and both curricula attached to it.  If the graduation data associated with the SORLCUR records are different, two separate SHRDGMR records will be created, each populated with the graduation data from one of the SORLCUR records.
N	Y	Y	If the graduation data associated with the two SORLCUR records are identical, one SHRDGMR record will be created with the SORLCUR graduation data and both curricula attached to it.  If the graduation data associated with the SORLCUR records are different, two separate SHRDGMR records will be created, each populated with the graduation data from one of the SORLCUR records.
N	Y	N	Graduation data on SORLCUR 1
N	N	Y	Graduation data on SORLCUR 2
N	N	N	It will be blank on the degree record.

The insert degree procedure in SHKROLS is called before the first curriculum record is created. It uses the curriculum values or the SGBSTDN record if the curriculum is null. The generate API procedure is used to insert API-reported errors into the SOTPRNT table, so that SHRROLL will list all API errors on the report and continue processing the remaining grades. The SOTPRNT\_ERR\_MSG column stores the API error message.

## Using the Roll Indicator on SORLCUR

The Roll Indicator (SORLCUR\_ROLL\_IND) on SORLCUR (**Roll Learner** radio group on SOILCUR) is only applicable to the General Student (Learner) module. Therefore, the **Roll Learner** radio group on SGASTDN and SFAREGS should be used to set the value of the Roll Indicator and to designate which learner curriculum records are to be rolled to history (outcome).

When the curriculum is rolled, the outcome record is created (SHADEGR), and the learner curriculum inserted for the outcome. A new outcome is not created if a previous outcome exists that has not been awarded and has a curriculum record with the same level, degree, college, and program. In this case, the curriculum is rolled to the existing outcome.

The **Roll Learner** radio group choices on SOILCUR are *Yes*, *No*, or *Default*. The default value originates first from the setting of the **Primary (Indicator)** or the **Secondary (Indicator)** on SOACURR. If a curriculum has not been defined, the default value then originates from the **Create or Update Outcome Record with Primary Learner Curriculum** radio group or the **Create or Update Outcome Record with Secondary Learner Curricula** radio group on SOACTRL.

- Select *Yes* to roll the learner record to academic history (outcome).
- Select *No* to not roll the learner record.
- Select *Default* to use the curriculum rules defined on SOACURR (**Primary** or **Secondary** checkboxes) and SOACTRL (**Create or Update Outcome Record with Primary Learner Curriculum** radio group or **Create or Update Outcome Record with Secondary Learner Curricula** radio group).

### Note

All non-learner modules (Recruiting, Admissions, Academic History) will display a value of *No* in this field. ■

The curriculum API (sb\_curriculum.p\_create) for non-learner module forms and processes sets the SORLCUR\_ROLL\_IND to *D* (set p\_roll\_ind = *D*) when a curriculum record is created. You can change the setting of the Roll Indicator from *D* to a *Y* or *N*, using the **Roll Learner** field.

SAAQUIK and the admissions decision process, that create a learner curriculum using SAKDCSN, set the Roll Indicator to *D* so the values from SOACURR or SOACTRL are used. The BWSKXMIS process in self-service copies the value from the previous sequence of the curriculum. That way, it can be determined if the user had previously checked *Y* or *N* accurately. The *D* tells the system to use the value from SOACURR or SOACTRL. If the user checks *Y* or *N*, the user is overriding the default. The API then determines if the module is *LEARNER* or not and sets the value of the Roll Indicator on SORLCUR appropriately.

All inserts of new curricula will set the value of the SORLCUR\_ROLL\_IND field to *D*. The API determines the final value for the field based upon learner module (STVLMOD) and

the settings on SOACURR and SOACTRL. It is important to note that *D* is only used as an initial value. No records will be written to the database with a value of *D* in the SORLCUR\_ROLL\_IND field. All modules other than Learner (General Student) will be set to *N*.

## Academic History - Learner Outcome

When a new row is inserted in SORLCUR:

- The learner module code is automatically set to *OUTCOME*.
- The key sequence number is set to the same number as the degree sequence number of the learner outcome record.
- The activity status is set to *ACTIVE*.

When a new row is inserted in SORLFOS:

- If the insert is automatic, the curriculum status is populated with the value that has been assigned on STVDEGS for the corresponding degree status. If no value has been assigned on STVDEGS, then the activity status is populated with a status of *ACTIVE*, and the curriculum status is populated with a status of *INPROGRESS*.
- If the insert is manual, the curriculum status is populated with the value that has been assigned on STVDEGS for the corresponding degree status. If no value has been assigned on STVDEGS, then the activity status is populated with a status of *ACTIVE*, and the curriculum status is populated with a status of *INPROGRESS*. However, you can change these values before saving the record.

When a row is to be changed in SORLCUR and/or SORLFOS:

- To inactivate an existing SORLCUR record and add a new one, select the SORLCUR row to be inactivated, and click on the **Replace** button. This will automatically duplicate and inactivate the selected row, and a new row will be inserted for the user to enter curriculum data.
- To inactivate or change an existing SORLCUR or SORLFOS row, select the row to be inactivated or changed. Perform an Insert Record function and then a Duplicate Record function. If an SORLCUR row is duplicated, all of its corresponding SORLFOS rows are duplicated as well. All of the fields from the selected row are duplicated. You can then modify the row with the appropriate curriculum.

If a degree record already exists (i.e., one exists with a status of *PENDING*), and the degree status is changed to some other status (such as *SOUGHT*), the form will automatically insert new SORFLOS rows for the given degree record with the appropriate curriculum status codes from STVDEGS based on the new degree status code entered. If no value has been assigned on STVDEGS for the curriculum status, then the curriculum status value will default based on the **Awarded Indicator** setting associated with the degree status code.

- If the newly added degree status has an **Awarded Indicator** of *A (AWARDED)*, then the curriculum status will be set to *AWARDED*.
- If the degree status entered has an **Awarded Indicator** of *P (PENDING)*, then the curriculum status will be set to *PENDING*.
- If the degree status entered has an **Awarded Indicator** of *NULL*, then the curriculum status will be set to *SOUGHT*.

The default activity status for these three options will be set to *ACTIVE*.

When the Degree Status Update Report (SHRDEGS) is run, degree records are automatically created, as well as student records. When this report creates a new degree record (based on the parameter values), the API will use the curriculum status code stored on STVDEGS for the given degree status code of the degree record that is created. This allows you to determine which curriculum status code should be assigned based on the degree status code. In addition, if SHRDEGS creates a new student record, the API will use the curriculum status code assigned on STVSTST when the New Student Status parameter is selected.

## Conversion of Curriculum Data

Curriculum data that resides in Banner pre-7.0 base tables (i.e., SRBRECR, SARADAP, etc.) will be automatically converted to the SORLCUR and SORLFOS tables when the person's ID is accessed from SRARECR, SRAQUIK, SAAADMS, SAAQUIK, SGASTDN, SFAREGS, or SHADEGR.

When the ID is accessed from any of these forms and a Next Block is performed from the Key Block, the conversion program, `soklcur.p_convert_curriculum`, will convert all existing curriculum data in these base tables to the SORLCUR and SORLFOS tables, if no rows exist in the SORLCUR and SORLFOS tables for the specified ID.

Banner views are used to select the primary, current and active curriculum and field(s) of study for the conversion process. Columns for communication plan rules, admissions decision calculator rules, admissions rating factor rules, and admissions checklist rules tables provide flexibility when rules are defined based upon curriculum elements. These views are discussed in the “Banner Views Used in Concurrent Curricula Processing” section.

To convert data for a single ID or a larger population, your institution can run the Learner Curriculum Conversion Process (SOPLCCV). The process can be run for an individual ID or for a population selection.

### **Warning**

Prior to implementing any post 7.0 releases, *all* Banner curriculum rows *must* be converted to use the SORLCUR and SORLFOS tables. ■

This section also discusses the following:

- running SOPLCCV conversion for use with Release 7.3
- reporting data errors using scripts
- SOBLMOD maximums allowed by module
- SORLMFS and maximum field of study counts
- forms/processes that call the conversion process
- copying records from General Student to Academic History
- Key Block conversion

## Running SOPLCCV Conversion for Release 7.3

The 7.3 release delivers numerous reports and forms, as well as Self-Service display pages that use the concurrent curricula tables. As such, this release *requires* the execution of the Learner Curriculum Conversion Process (SOPLCCV) for the Recruiting, Admissions, and General Student (Learner) modules. Users moving from a 6.X release to Release 7.3 *must* run SOPLCCV before the upgrade can be completed. Other users should run SOPLCCV before installing the 7.3 release. This situation does not require that SOPLCCV be re-run.

This conversion process is used to move curriculum data from the base tables in the Recruiting, Admissions, General Student, and Academic History modules to the curriculum tables (SORLCUR and SORLFOS) which were delivered in Banner Student Release 7.0. The ramifications of not running the conversion process during the upgrade are that certain forms and reports will include missing curriculum data.

## Data Error Reporting For SOPLCCV

Three SQL\*PLUS scripts are delivered to report potential issues with data on SGBSTDN, SARADAP, SRBRECR, and SHRDGMR. You can track information about curriculum records that cannot be converted or when missing or invalid data exists.

The three scripts are as follows:

- `srsoplccv2.sql`

This script reports majors, minors, and concentrations that are no longer valid on STVMAJR. In addition, it shows program codes that do not exist in SMRPRLE, level codes that are no longer valid on STVLEVL, college codes that are no longer valid on STVCOLL, degree codes that are no longer valid on STVDEGC, and campus codes that are no longer valid on STVCAMP.

- `srsoplccv.sql`

This script reports missing key data such as:

- the PIDM on SPRIDEN,

- the level, college, degree, and major 1 on the primary curriculum on SARADAP, SHRDGMR, and SGBSTDN,
  - the level, degree, and major 1 on SRBRECR,
  - the level, college, degree, and major 1 on the secondary curriculum on SARADAP and SGBSTDN, and
  - the college and major 1 on the secondary curriculum on SHRDGMR.
- `srsorchlg.sql`

This script reports discrepancies (errors) between the key backfilled data on SRBRECR, SARADAP, SGBSTDN, and SHRDGMR. Key backfill data includes the level, college, degree, program, campus, and the primary major. The college is not included in the comparison for SRBRECR.

This script can be executed for a population selection. The prompts include Application Code, Selection Identifier, Creator ID, and User ID.

The SOTFCUR table is used to store the data that is selected and compared to the curriculum. This data can be displayed in report format.

## Examining SOBLMOD Maximums during Conversion Process

The conversion process looks at the SOBLMOD maximum allowed for a module when converting curricula records and does not produce an error when the maximum is exceeded. The conversion process will convert all curriculum records from the base table to SORLCUR and SORLFOS. When the base table number of curricula exceeds the SOBLMOD maximum number, the conversion process will take the curricula that exceed the maximum and make those records inactive with a status of *OVERLOAD*.

### Note

The value of *OVERLOAD* on STVCSTS is used with processing maximum curriculum records on SOBLMOD and rolling the records to the General Student module. ■

## Using SORLMFS for Maximum Field of Study Counts

Maximum counts for all types of fields of study are recorded, not just the fields of study for the major, minor, and concentration. The maximum current and active fields of study allowed are coded for each module on SOACTRL for any field of study type.

The SORLMFS table is used to store the maximum counts per field of study type and module. The keys to the table are the module code (LMOD\_CODE) and the field of study type (LFST\_CODE). The types for *MAJOR*, *MINOR*, and *CONCENTRATION* are required. The table allows a count of zero, which means none are allowed for that field of study type. A value of *1* is required for the major type, because the curriculum currently requires at least one major.





#### Note

An SOBLMOD record which defines the learner module and number of curriculum allowed *must* exist prior to defining fields of study counts on SORLMFS. ■

## Forms and Processes that Call the Conversion Process

To convert data for a single ID or a larger population, you can run the Learner Curriculum Conversion Process (SOPLCCV). The process can be run for an individual ID, for all IDs with curricula records (using a parameter value of %), or for a population selection. The conversion process is called as well from the following forms and processes: SRARECR, SRAQUIK, SAAADMS, SAAQUIK, SOILCUR, SGASTDN, SFAREGS, SHADEGR, the grade roll process in SFAALST, SFASLST, and SHRROLL, the electronic prospect push process from SRIPREL, the electronic applicant push process from SAAEAPS, the decision process from SAADCBT and SAADCRV, the end of term processing in SHRTYPE and SHRDEGS, the Self-Service Quick Admit, and the Self-Service Registration Term Update (BWSKXMIS).

## Copying from One Learner Module to Another (General Student to Academic History)

Processing for how each of the processes validates the number of curricula allowed and how they process any overload is standardized. Certain processes roll or push curriculum data from one learner module to another. For example, the grade roll process from SFAALST and SFASLST rolls Learner (General Student) information to the Learner Outcome (Academic History) and updates records on SHADEGR.

All curricula records are rolled from one module to another. This handles overload processing and alerts the user that records were or were not rolled to the Learner module. If the conversion process determines that the maximum number of curricula allowed is less than the number of curricula to be rolled, it will make the "overload" curricula records inactive. The overload curricula records will be the records with the lowest priority. The process will inactivate curriculum records until the number of curricula equals the maximum count allowed.

In order to differentiate between a curriculum row that was made inactive due to the overload scenario and one that was made inactive manually by a user, when the system inactivates a curriculum row, it will set the **Activity** field (SORLCUR\_CACT\_CODE and/or SORLFOS\_CACT\_CODE) to *OVERLOAD*. (This value in on STVCSTS, is system-required, and is inactive.

*For example*, on SOACTRL, the rules are set up so that the **Learner Module** field for a value of *LEARNER* allows three majors. The **Learner Module** field for a value of *OUTCOME* allows two majors. A student with a general student record has three active majors for a curriculum. The majors for *LEARNER* would appear as follows:

Priority	Major Name	Status
1	Math	<i>ACTIVE</i>
2	Engineering	<i>ACTIVE</i>
3	Statistics	<i>ACTIVE</i>

When grades are entered and rolled, the following data is captured for the curriculum record in the Outcome module:

Priority	Major Name	Status
1	Math	<i>ACTIVE</i>
2	Engineering	<i>ACTIVE</i>
3	Statistics	<i>OVERLOAD</i>

Since the Statistics major had the lowest priority, and the receiving SOBLMOD record only allowed for two majors, the major was rolled, but it was changed to an inactive status of *OVERLOAD*.

## Conversion from the Key Block of Forms

The forms that process curriculum data and allow conversion from the Key Block (SRAQUIK, SRARECR, SAAQUIK, SAAADMS, SGASTDN, SFAREGS, SHADEGR, and SOILCUR) allow you to insert a record which exceeds the maximum number of curricula allowed in SOBLMOD.

When an application is being created, and a record from SRASUMI or SAASUMI is used to populate the form, any excess curricula records will be inactivated. Also, when performing a Duplicate Record function, any excess curriculum records will be inactivated. If a user is manually creating or inserting a curriculum record on a form, and enters more SORLCUR or SORLFOS types than are allowed on SOACTRL, the form will display an error. The overload processing is only used when records are created or populated by processes, from summary forms, or by duplicate record functionality.

## Determining Which Curriculum Rows are Current

SORLCUR and SORLFOS both contain Current Indicator fields which are used to determine which curriculum and field of study rows are the most recent or current for a priority. The `CURRENT_IND` and `ACTIVE_IND` columns in the `SOVLCUR` and

SOVLFOS views contain fields that tell which curriculum and field of study rows are current and active.

- The value in the `CURRENT_IND` field is calculated for values of *Y* and *N*.
- The value in the `ACTIVE_IND` field is derived from the curriculum status rules defined on `SORCACT` and is based on the values in the `SORLCUR_CACT_CODE` and `SORLFOS_CACT_CODE` fields.

Current rows for the Recruiting, Admissions, and Academic History (Outcome) curriculum records are calculated by selecting the most recent row for each given priority, (i.e., the highest sequence number for each priority).

The following section describes how current and active concurrent curriculum rows are selected by learner module. Recruiting, Admissions, and Outcome use the same processing. General Student (Learner) has some extra processing to discuss.

## Recruiting

1. For Recruiting, select the recruit record from `SRBRECR`.
2. Select the current and active base recruiting concurrent curriculum rows where the recruit term and key sequence number match those on `SOVLCUR`, and where the `SOVLCUR_CURRENT_IND` is *Y* and the `SOVLCUR_ACTIVE_IND` is *Y*.
3. Select all current and active field of study rows for the base curriculum where the `SOVLFOS_CURRENT_IND` is *Y* and the `SOVLFOS_ACTIVE_IND` is *Y*.

## Admissions

1. For Admissions, select the application record from `SARADAP`.
2. Select the current and active base admissions concurrent curriculum rows where the application term and application number match the `SOVLCUR` term and key sequence number and where the `SOVLCUR_CURRENT_IND` is *Y* and the `SOVLCUR_ACTIVE_IND` is *Y*.
3. Select all current and active field of study rows for the base curriculum where the `SOVLFOS_CURRENT_IND` is *Y* and the `SOVLFOS_ACTIVE_IND` is *Y*.

## Academic History (Outcome)

1. For Academic History (Outcome), select the degree record from `SHRDGMR`.

The Current Indicator can be based on the term or the curriculum sequence. Check the **Display current outcome curriculum by term** checkbox on `SOACTRL` to control the current by term, and uncheck the checkbox to control the current by outcome curriculum sequence.

### *Current by Curriculum Sequence*

The Current Indicator setting is based on the outcome curriculum sequence within a priority number. The highest sequence number is the most current. The term code on the curriculum record is not considered when determining the setting of the Current Indicator for the outcome curriculum record.

#### **Note**

When older learner curriculum records are rolled to an existing degree, they may supersede the current curriculum records. It is advised that users change the **Rolled to Outcome (Indicator)** setting to *N* on these older learner curriculum records so this does not occur.

Outcome curriculum records should not be deleted, but rather duplicated, and the status changed to *INACTIVE* to prevent older learner curriculum records from being re-rolled and replacing newer outcome curriculum records. ■

### *Current by Term*

The Current Indicator setting is based on the term code on the outcome record within a priority number. The highest sequence number on the highest term code is the most current. The curriculum records are sorted by current and active and then by curriculum sequence to identify the order in which they were entered.

2. Select the current and active base history concurrent curriculum rows where the degree sequence number matches the SOVLCUR key sequence number and where the SOVLCUR\_CURRENT\_IND is *Y* and the SOVLCUR\_ACTIVE\_IND is *Y*.
3. Select all current and active field of study rows for the base curriculum where the SOVLFOS\_CURRENT\_IND is *Y* and the SOVLFOS\_ACTIVE\_IND is *Y*.

## General Student (Learner)

For General Student (Learner), the process is much more complex due to the use of effective term processing. Concurrent curricula processing considers effective term usage when determining the most current row on SORLCUR. When a student had an existing general student record and another general student record was created for a prior term, the effective term was not included in the process to prioritize the learner curriculum records.

*For example*, when a student enrolled in the fall semester, and a general student record was created for term 200510 with the following curriculum, the record would look like the following.

Curriculum Type	Curriculum Name	Priority	Terms	Activity field	Current
Curriculum	BS in Physics	1	200510 - 99999	ACTIVE	Y
Major	Vector Physics	1		ACTIVE	Y

However, if the student then decided to take courses over a summer semester, a general student record would be created for the prior term of 200440. The curriculum record for that term would appear as follows.

Curriculum Type	Curriculum Name	Priority	Terms	Activity field	Current
Curriculum	BS in Chemistry	1	200440 - 200510	ACTIVE	Y
Major	Bio-Chemistry	1		ACTIVE	Y

Since the curriculum process did not look at the effective term correctly, the curriculum record for 200510 would appear as follows.

Curriculum Type	Curriculum Name	Priority	Activity field	Current
Curriculum	BS in Chemistry	1	ACTIVE	Y
Major	Bio-Chemistry	1	ACTIVE	Y
Curriculum	BS in Physics	1	ACTIVE	N
Major	Vector Physics	1	ACTIVE	N

The 200510 curriculum is no longer current, since the curriculum that was entered last (200440) has the same priority number and a higher sequence number. So looking at the student's record for 200510 would show that the BS in Chemistry is the primary curriculum.

The processing evaluates the curriculum records with terms that are less than the end term of the General Student record to determine which rows are current. In curriculum records for other modules, current or non-current status does not vary based on the term code, but is determined within the sequence number of the record you are reviewing.

*For example*, an Admissions SORLCUR row is current for a 200510 application. If a second application is created for the student, it does not impact the status of the initial application. The two applications are exclusive and have their own current rows.

Learner (general student) records are not tied to key sequence numbers. Therefore, a Learner row on SORLCUR can be current for one term and non-current for another, or primary for one term and secondary for another.

*For example*, a Learner record is created for term 200510 with an end term of 999999 and a priority one curriculum. The student registers for a summer course in term 200440 with a different priority one curriculum, thereby creating a second learner record for effective term 200440 with an end term of 200510. If you consider the learner record for term 200440 in processing, the curriculum entered for that term is primary and current. However, if you consider the term 200510 in processing, the curriculum entered in 200440 is now non-current, since the 200510 record has the same priority.

It is important to note that the SORLCUR row for the term code of 200440 is not inactivated by the end date of the associated SGBSTDN record. It is still an active curriculum record for the term of 200510. If the SORLCUR row entered for 200440 was a higher priority than the one entered in 200510, the 200440 row on SORLCUR would be the primary term of 200510.

To summarize:

- All curriculum records with a term that is less than the SGBSTDN end term are grouped by priority.
- For each priority, find the maximum term of the SORLCUR records that is less than the end term of the SGBSTDN record.

Current and active concurrent curricula rows are selected by learner module as follows:

1. For General Student, select the learner record from SGBSTDN.
2. The system inserts the record into the SOTVCUR temporary table for the learner current calculation.

This step is only necessary if you want to select active concurrent curriculum records based on a specific SGBSTDN effective term. The process used to determine the current indicator uses the highest SGBSTDN effective term if this step is not performed.

 **Note**

If the SOTVCUR record is not created, the Current Indicator setting is going to be based on the highest SGBSTDN effective term.

The Current Indicator setting is based on the key column values for the module record. In the case of the general student record, there is no base except the effective term.

The calculation of the Current Indicator for the learner curriculum is based on the highest SORLCUR sequence number for the lowest SGBSTDN effective term, or the highest curriculum term for a given priority that is less than the SGBSTDN end term. The term added to SOTVCUR

defines the SGBSTDN effective term being processed, the default term being the highest SGBSTDN term. ■

3. Then select the current and active base concurrent curriculum rows by term and sequence number from SOVLCUR, where the SOVLCUR\_CURRENT\_IND is Y and the SOVLCUR\_ACTIVE\_IND is Y.
4. Then select all current and active field of study rows for the base curriculum where the SOVLFOS\_CURRENT\_IND is Y and the SOVLFOS\_ACTIVE\_IND is Y.

The curriculum prioritizing process looks at the effective term for a curriculum record when the **Learner Module** is set to *LEARNER*, to determine what the highest priority curriculum is for an effective term. Therefore, the `sb_curriculum` API determines if the **Learner Module** is set to *LEARNER*. If yes, the process determines the effective term for the curriculum. Within that effective term, the process takes the highest sequence number of the lowest priority and sets it as "primary" for the effective term. This means that a learner can have multiple primary curriculum records, depending on the effective term.

The Curriculum blocks on SGASTDN and SFAREGS display all curriculum records where the term (SORLCUR\_TERM\_CODE) is less than the end term of the SGBSTDN record.

*For example:*

Curriculum	SORLCUR			Effective Term	End Term
	Term	Priority	Sequence		
BA-Math	200510	1	1	200510	999999
BS-Biology	200440	1	2	200440	200510

In the above case, the curriculum record for the earlier term was entered last, so it has a higher sequence number. If term 200440 was entered in the Key Block of SGASTDN, you would only see the BS-Biology curriculum, since the BA-Math effective term is not less than the end term.

If term 200510 was entered in the Key Block, curriculum BA-Math would display as primary and current, and BS-Biology would display as non-current. The processing would determine that there were multiple active priority one curriculum records for this term. However, instead of selecting the one with the highest sequence number (as in other SOBLMOD rows), the curriculum with the greatest SORLCUR\_TERM\_CODE value is selected.

## Creating and Updating Curriculum Data

This section outlines the steps you need to follow to create new curriculum and field of study records, to change a major (or minor or concentration) within the same curricula, or to change a major to one within a different curricula.

### Note

When you are inserting a new curriculum or field of study record, at least one row with a **Type** of *MAJOR* must exist.

If you are entering a field of study row for a concentration, then the Option List for the **Field of Study** field will display the choices All Concentrations or Attached Concentrations. The Attached Concentrations option will display all concentrations that are attached either to the base curriculum or to any of the majors entered so far.

In addition, if you are entering a field of study row for a concentration, then the **Attached to Major** field will be enabled, and the List of Values for the field will display a list of the majors to which this concentration is attached that have already been entered in the Field of Study block. ■

## Creating a Primary Curriculum with One Major and One Minor

Use the following steps to create a primary curriculum record with one major and one minor:

1. Use Next Block or select the Curricula tab (from the main window of SRARECR, SAAADMS, SGASTDN, SFAREGS, or SHADEGR) to access the Curriculum window.
2. Enter curriculum data in the Curriculum block fields including:
  - 2.1. Set the **Priority** field to *1*.
  - 2.2. Set the **Program** field to the code for your program.
  - 2.3. If the program entered allows multiple campuses, enter the correct campus code in the **Campus** field.
3. Use Next Block to access the Field of Study block.
4. Enter field of study data in the Field of Study block fields including:
  - 4.1. Set the **Priority** field to *1*.
  - 4.2. Set the **Type** field to *MAJOR*.
  - 4.3. Use the default value in the **Status** field or select a different one.



- 4.4. Set the **Field of Study** field to the appropriate major code.
5. Perform a Next Record or Insert function.
6. Repeat Step 4 with the **Priority** field set to *1* and the **Type** field set to *MINOR*.
7. Save your changes.

## Creating a Secondary Curriculum with One Major and One Concentration

Use the following steps to create a secondary curriculum record with one major and one concentration:

1. Use Next Block or select the Curricula tab (from the main window of SRARECR, SAAADMS, SGASTDN, SFAREGS, or SHADEGR) to access the Curriculum window.
2. Enter curriculum data in the Curriculum block fields including:
  - 2.1. Set the **Priority** field to a number at least one greater than the number entered in example above for primary curriculum (for example, 3).
  - 2.2. Set the **Program** field to the code for your program.
  - 2.3. If the program entered allows multiple campuses, enter the correct campus code in the **Campus** field.
3. Use Next Block to access the Field of Study block.
4. Enter field of study data in the Field of Study block fields including:
  - 4.1. Set the **Priority** field to *1*.
  - 4.2. Set the **Type** field to *MAJOR*.
  - 4.3. Use the default value in the **Status** field or select a different one.
  - 4.4. Set the **Field of Study** field to the appropriate major code.
5. Perform a Next Record or Insert function.
6. Repeat Step 4 with the **Priority** field set to *1* and the **Type** field set to *CONCENTRATION*.
7. If the concentration is attached to a major, then the **Attached to Major** field will be enabled, and you can choose the major code for the major to which the concentration is attached.

8. Save your changes.

## Changing a Major to One within the Same Program

You can use one of the following two options when changing a major to one within the same program. You can choose to maintain a complete history of the curricula changes, or you can choose to maintain a minimal history of the curricula changes.

### Option 1 - Maintaining a Complete History of the Changes

Use the following steps to change a major to one that is within the same program while keeping a complete history of the change:

1. Use Next Block or select the Curricula tab (from the main window of SRARECR, SAAADMS, SGASTDN, SFAREGS, or SHADEGR) to access the Curriculum window.
2. Use Next Block from the Curriculum block to access the Field of Study block.
3. Perform an Insert Record and then a Duplicate Record function from the field of study row with the major you wish to change.
4. On the duplicated record, change the **Activity** status code to *INACTIVE*, and change the **Status** field value to a status code that describes why the major is being changed.
5. Insert a new record and fill in the **Priority**, **Type**, **Status** (optional), and **Field of Study** fields for the new major.
6. Save your changes.

### Option 2 - Maintaining a Minimal History of the Changes

Use the following steps to change a major to one that is within the same program while keeping a minimal history of the change:

1. Use Next Block or select the Curricula tab (from the main window of SRARECR, SAAADMS, SGASTDN, SFAREGS, or SHADEGR) to access the Curriculum window.
2. Use Next Block from the Curriculum block to access the Field of Study block.
3. Perform an Insert Record and then a Duplicate Record function from the field of study row with the major you wish to change.
4. On the duplicated record, enter an appropriate activity status, status code, and field of study code for the new major. The key is that the priority number remains the same as the priority for the major row that is no longer to be active.

5. Save your changes.

## Changing a Major to One within a Different Program

You can use one of the following two options when changing a major to one within a different program. You can choose to maintain a complete history of the curricula changes, or you can choose to maintain a minimal history of the curricula changes.

### Option 1 - Maintaining a Complete History of the Changes

Use the following steps to change a major to one that is within a different program while keeping a complete history of the change:

1. Use Next Block or select the Curricula tab (from the main window of SRARECR, SAAADMS, SGASTDN, SFAREGS, or SHADEGR) to access the Curriculum window.
2. Select the curriculum row to be changed.
3. Select the **Replace** button. The following will occur automatically:
  - 3.1. The selected curriculum record and all of its dependent field of study records will be duplicated with an activity code of *INACTIVE*.
  - 3.2. The Insert Record function will create a new curriculum record which you will have to complete before it can be saved.
4. Use Next Block to access the Field of Study block. Enter the data (priority, type, field of study, etc.) for the new major.
5. Save your changes.

### Option 2 - Maintaining a Minimal History of the Changes

Use the following steps to change a major to one that is within a different program while keeping a minimal history of the change:

1. Use Next Block or select the Curricula tab (from the main window of SRARECR, SAAADMS, SGASTDN, SFAREGS, or SHADEGR) to access the Curriculum window.
2. Insert a new row for the curriculum associated with the new major in the Curriculum block. Ensure that you enter the same priority number as that on the curriculum row that is no longer valid.
3. Use Next Block to access the Field of Study block.

4. Insert a new field of study row for the new major code. Because this new field of study row is tied to a different SORLCUR row, the priority does not need to be the same as the inactivated field of study row.
5. Save your changes.

## Changing a Campus Code

You can use one of the following two options when changing a campus code. You can choose to maintain a complete history of the campus changes, or you can choose to maintain a minimal history of the campus changes.

### Option 1 - Maintaining a Complete History of the Campus Changes

Use the following steps to change a campus code while keeping a complete history of the change:

1. Use Next Block or select the Curricula tab (from the main window of SRARECR, SAAADMS, SGASTDN, SFAREGS, or SHADEGR) to access the Curriculum window.
2. Select the curriculum row to be changed.
3. Select the **Replace** button. The following will occur automatically:
  - 3.1. The selected curriculum record and all of its dependent field of study records will be duplicated with an activity code of *INACTIVE*.
  - 3.2. The Insert Record function will create a new curriculum record which you will have to complete before it can be saved.
4. Use Next Block to access the Field of Study block. Enter the data (priority, type, field of study, etc.) for the new field of study.
5. Save your changes.

### Option 2 - Maintaining a Minimal History of the Campus Changes

Use the following steps to change a campus code while keeping a minimal history of the change:

1. Use Next Block or select the Curricula tab (from the main window of SRARECR, SAAADMS, SGASTDN, SFAREGS, or SHADEGR) to access the Curriculum window.
2. Select the curriculum row to be changed.

3. Perform an Insert Record and then a Duplicate Record function from the curriculum row with the campus you wish to change.
4. Enter the appropriate campus code on the newly created curriculum row.
5. Use Next Block to access the Field of Study block. Enter the appropriate activity and curriculum status codes.
6. Save your changes.

## Inactivating a Curriculum Record (Without Adding a New Record)

Use the following steps to inactivate an existing curriculum record without creating a new record:

### Note

This will only work if another active curriculum record already exists. ■

1. Use Next Block or select the Curricula tab (from the main window of SRARECR, SAAADMS, SGASTDN, SFAREGS, or SHADEGR) to access the Curriculum window.
2. Select the curriculum row to be changed.
3. Perform an Insert Record and then a Duplicate Record function from the curriculum row that is to be inactivated.
4. On the newly duplicated row, change the activity status to *INACTIVE*.
5. Use Next Block to access the Field of Study block.
6. On the duplicated field of study row, enter the appropriate activity status to inactivate the field of study row, along with a curriculum status code that explains why the row was inactivated.
7. Save your changes.

## Purging Curriculum and Field of Study Rows

The Learner Curriculum Purge Process (SOPLCPG) is used to purge SORLCUR rows and/or SORLFOS rows for all module records - Recruiting, Admissions, General Student (Learner), and Academic History (Outcome). Since users may not want to maintain inactive and non-current curriculum records on a student, they can use SOPLCPG to purge inactive and non-current student curricula. This process deletes an SORLCUR row and its associated SORLFOS row(s).

Non-current curriculum rows are defined as rows that have a value of *N* in the **Current** field in the Curriculum or Field of Study blocks. The value that populates the field is located in the SOVLCUR\_CURRENT\_IND and SOVLFOS\_CURRENT\_IND view fields.

The SOPLCPG process ensures that if a curriculum record (SORLCUR) is removed, all related field of study rows (SORLFOS) are also removed. This process only purges curriculum rows that are non-current. Field of study rows are only purged in association with their respective curriculum record. Therefore, if a curriculum record is current and has an associated SORLFOS row that is non-current and inactive, the SORLFOS row will not be purged. Also, when a *LEARNER* curriculum record that is targeted to be purged is non-current for the processing term and is current in a different term, it will not be purged.

This process is run for an ID or a population selection, by term and/or learner module, and can be run in update or audit mode.

## Archiving Curriculum and Field of Study Rows

The Learner Curriculum Purge Process (SOPLCPG) can be used to archive curriculum records to curriculum and field of study history tables (SORHCUR and SORHFOS). This provides historical data for reference, even after the records have been purged from the main curriculum and field of study tables.

## Banner Views Used in Concurrent Curricula Processing

The SOKCCUR package is used by the curriculum views to read the student's curriculum and store it in memory, thereby eliminating the redundant selection of data. Functions exist to return the order and other values for a specific curriculum. Functions also exist to return the curriculum in a PL/SQL table for processes that require the entire curriculum.

### SOVLCUR

The Curriculum Base View (SOVLCUR) is used to select curriculum records based on the current and active statuses. Current means the record has the highest sequence number for the priority. Active means the **Active Indicator** for the curriculum activity status (STVCACT) on SOBCACT is set to *Y*.

The following columns are in this view.

- SOVLCUR\_PIDM
- SOVLCUR\_SEQNO
- SOVLCUR\_LMOD\_CODE
- SOVLCUR\_TERM\_CODE
- SOVLCUR\_KEY\_SEQNO
- SOVLCUR\_PRIORITY\_NO
- SOVLCUR\_ROLL\_IND

SOVLCUR\_CACT\_CODE  
 SOVLCUR\_USER\_ID  
 SOVLCUR\_DATA\_ORIGIN  
 SOVLCUR\_ACTIVITY\_DATE  
 SOVLCUR\_LEVL\_CODE  
 SOVLCUR\_COLL\_CODE  
 SOVLCUR\_DEGC\_CODE  
 SOVLCUR\_TERM\_CODE\_CTLG  
 SOVLCUR\_TERM\_CODE\_END  
 SOVLCUR\_TERM\_CODE\_MATRIC  
 SOVLCUR\_TERM\_CODE\_ADMIT  
 SOVLCUR\_ADMT\_CODE  
 SOVLCUR\_CAMP\_CODE  
 SOVLCUR\_PROGRAM  
 SOVLCUR\_START\_DATE  
 SOVLCUR\_END\_DATE  
 SOVLCUR\_CURR\_RULE  
 SOVLCUR\_ROLLED\_SEQNO  
 SOVLCUR\_CURRENT\_IND  
 SOVLCUR\_ACTIVE\_IND  
 SOVLCUR\_ROWID  
 SOVLCUR\_STYP\_CODE  
 SOVLCUR\_SITE\_CODE  
 SOVLCUR\_RATE\_CODE  
 SOVLCUR\_LEAV\_CODE  
 SOVLCUR\_LEAV\_FROM\_DATE  
 SOVLCUR\_LEAV\_TO\_DATE  
 SOVLCUR\_TERM\_CODE\_GRAD  
 SOVLCUR\_ACYR\_CODE  
 SOVLCUR\_EXP\_GRAD\_DATE  
 SOVLCUR\_APPL\_KEY\_SEQNO  
 SOVLCUR\_APPL\_SEQNO  
 SOVLCUR\_USER\_ID\_UPDATE  
 SOVLCUR\_ACTIVITY\_DATE\_UPDATE  
 SOVLCUR\_GAPP\_SEQNO  
 SOVLCUR\_CURRENT\_CDE

## SOVLFOS

The Field of Study View (SOVLFOS) is used to select fields of study based on the current and active statuses. Current means the record has the highest sequence number for the priority and field of study type. Active means the **Active Indicator** for the curriculum activity status (STVCACT) on SOBCACT is set to *Y*.

The following columns are in this view.

SOVLFOS\_PIDM  
SOVLFOS\_LCUR\_SEQNO  
SOVLFOS\_SEQNO  
SOVLFOS\_LFST\_CODE  
SOVLFOS\_TERM\_CODE  
SOVLFOS\_PRIORITY\_NO  
SOVLFOS\_CSTS\_CODE  
SOVLFOS\_CACT\_CODE  
SOVLFOS\_DATA\_ORIGIN  
SOVLFOS\_USER\_ID  
SOVLFOS\_ACTIVITY\_DATE  
SOVLFOS\_MAJR\_CODE  
SOVLFOS\_TERM\_CODE\_CTLG  
SOVLFOS\_TERM\_CODE\_END  
SOVLFOS\_DEPT\_CODE  
SOVLFOS\_LFOS\_RULE  
SOVLFOS\_CONC\_ATTACH\_RULE  
SOVLFOS\_CONC\_ATTACH\_MAJR\_CODE  
SOVLFOS\_MAJR\_CODE\_ATTACH  
SOVLFOS\_START\_DATE  
SOVLFOS\_END\_DATE  
SOVLFOS\_TMST\_CODE  
SOVLFOS\_ROLLED\_SEQNO  
SOVLFOS\_CURRENT\_IND  
SOVLFOS\_ACTIVE\_IND  
SOVLFOS\_ROWID  
SOVLFOS\_USER\_ID\_UPDATE  
SOVLFOS\_ACTIVITY\_DATE\_UPDATE  
SOVLFOS\_CURRENT\_CDE

## SOVACUR

This view is used to return the current and active curriculum and all fields of study that would be backfilled into the old curriculum columns. This view should be used when you want to select curriculum and field of study records beyond the primary major.

The following columns are in this view.

SOVACUR\_PIDM  
SOVACUR\_SEQNO  
SOVACUR\_LMOD\_CODE  
SOVACUR\_TERM\_CODE  
SOVACUR\_KEY\_SEQNO  
SOVACUR\_PRIORITY\_NO  
SOVACUR\_ROLL\_IND



SOVACUR\_CACT\_CODE  
SOVACUR\_USER\_ID  
SOVACUR\_DATA\_ORIGIN  
SOVACUR\_ACTIVITY\_DATE  
SOVACUR\_LEVL\_CODE  
SOVACUR\_COLL\_CODE  
SOVACUR\_DEGC\_CODE  
SOVACUR\_TERM\_CODE\_CTLG  
SOVACUR\_TERM\_CODE\_END  
SOVACUR\_TERM\_CODE\_MATRIC  
SOVACUR\_TERM\_CODE\_ADMIT  
SOVACUR\_ADMT\_CODE  
SOVACUR\_CAMP\_CODE  
SOVACUR\_PROGRAM  
SOVACUR\_START\_DATE  
SOVACUR\_END\_DATE  
SOVACUR\_CURR\_RULE  
SOVACUR\_ROLLED\_SEQNO  
SOVACUR\_ROWID  
SOVACUR\_ORDER  
SOVACUR\_ACTIVE\_IND  
SOVACUR\_STYP\_CODE  
SOVACUR\_SITE\_CODE  
SOVACUR\_RATE\_CODE  
SOVACUR\_LEAV\_CODE  
SOVACUR\_LEAV\_FROM\_DATE  
SOVACUR\_LEAV\_TO\_DATE  
SOVACUR\_TERM\_CODE\_GRAD  
SOVACUR\_ACYR\_CODE  
SOVACUR\_EXP\_GRAD\_DATE  
SOVACUR\_APPL\_KEY\_SEQNO  
SOVACUR\_APPL\_SEQNO  
SOVACUR\_MAJR\_CODE\_1  
SOVACUR\_DEPT\_CODE\_1  
SOVACUR\_CURR\_RULE\_MAJR\_1  
SOVACUR\_MAJR\_CODE\_2  
SOVACUR\_CURR\_RULE\_MAJR\_2  
SOVACUR\_DEPT\_CODE\_2  
SOVACUR\_MAJR\_CODE\_MINR\_1  
SOVACUR\_CURR\_RULE\_MINR\_1  
SOVACUR\_MAJR\_CODE\_MINR\_2  
SOVACUR\_CURR\_RULE\_MINR\_2  
SOVACUR\_MAJR\_CODE\_CONC\_1  
SOVACUR\_CURR\_RULE\_CONC\_1  
SOVACUR\_ATTACH\_MAJR\_CONC\_1

SOVACUR\_MAJR\_CODE\_CONC\_2  
 SOVACUR\_CURR\_RULE\_CONC\_2  
 SOVACUR\_ATTACH\_MAJR\_CONC\_2  
 SOVACUR\_MAJR\_CODE\_CONC\_3  
 SOVACUR\_CURR\_RULE\_CONC\_3  
 SOVACUR\_ATTACH\_MAJR\_CONC\_3  
 SOVACUR\_MAJR\_CODE\_CONC\_4  
 SOVACUR\_CURR\_RULE\_CONC\_4  
 SOVACUR\_ATTACH\_MAJR\_CONC\_4  
 SOVACUR\_MAJR\_CODE\_CONC\_5  
 SOVACUR\_CURR\_RULE\_CONC\_5  
 SOVACUR\_ATTACH\_MAJR\_CONC\_5  
 SOVACUR\_MAJR\_CODE\_CONC\_6  
 SOVACUR\_CURR\_RULE\_CONC\_6  
 SOVACUR\_ATTACH\_MAJR\_CONC\_6  
 SOVACUR\_USER\_ID\_UPDATE  
 SOVACUR\_ACTIVITY\_DATE\_UPDATE  
 SOVACUR\_GAPP\_SEQNO  
 SOVACUR\_CURRENT\_CDE

## SOVCCUR

This view is used to return all current and active curriculum records for the Recruiting, Admissions, and Academic History modules and contains the new calculated order column. This view can be used to select the primary curriculum by using the `SOVCCUR_ORDER = 1` clause in the WHERE clause. To select all current and active curriculum records using this view, add the phrase `SOVCCUR_ORDER > 0` to the WHERE clause.

### Note

This data was available from SOVLCUR, but you had to include the arguments `SOVLCUR_ACTIVE_IND = 'Y'` and `SOVLCUR_CURRENT_IND = 'Y'` to return these rows. You also had to add a sub-query to select the minimum priority if you wanted to return the primary curriculum. ■

The following columns are in this view.

SOVCCUR\_PIDM  
 SOVCCUR\_SEQNO  
 SOVCCUR\_LMOD\_CODE  
 SOVCCUR\_TERM\_CODE  
 SOVCCUR\_KEY\_SEQNO  
 SOVCCUR\_PRIORITY\_NO  
 SOVCCUR\_ROLL\_IND  
 SOVCCUR\_CACT\_CODE  
 SOVCCUR\_USER\_ID  
 SOVCCUR\_DATA\_ORIGIN  
 SOVCCUR\_ACTIVITY\_DATE

SOVCCUR\_LEVL\_CODE  
 SOVCCUR\_COLL\_CODE  
 SOVCCUR\_DEGC\_CODE  
 SOVCCUR\_TERM\_CODE\_CTLG  
 SOVCCUR\_TERM\_CODE\_END  
 SOVCCUR\_TERM\_CODE\_MATRIC  
 SOVCCUR\_TERM\_CODE\_ADMIT  
 SOVCCUR\_ADMT\_CODE  
 SOVCCUR\_CAMP\_CODE  
 SOVCCUR\_PROGRAM  
 SOVCCUR\_START\_DATE  
 SOVCCUR\_END\_DATE  
 SOVCCUR\_CURR\_RULE  
 SOVCCUR\_ROLLED\_SEQNO  
 SOVCCUR\_ROWID  
 SOVCCUR\_ORDER  
 SOVCCUR\_ACTIVE\_IND  
 SOVCCUR\_STYP\_CODE  
 SOVCCUR\_SITE\_CODE  
 SOVCCUR\_RATE\_CODE  
 SOVCCUR\_LEAV\_CODE  
 SOVCCUR\_LEAV\_FROM\_DATE  
 SOVCCUR\_LEAV\_TO\_DATE  
 SOVCCUR\_TERM\_CODE\_GRAD  
 SOVCCUR\_ACYR\_CODE  
 SOVCCUR\_EXP\_GRAD\_DATE  
 SOVCCUR\_APPL\_KEY\_SEQNO  
 SOVCCUR\_APPL\_SEQNO  
 SOVCCUR\_USER\_ID\_UPDATE  
 SOVCCUR\_ACTIVITY\_DATE\_UPDATE  
 SOVCCUR\_GAPP\_SEQNO  
 SOVCCUR\_CURRENT\_CDE

## SOVCFOS

This view is used to return all current and active fields of study. This view can be used to select the primary curriculum by using the `SOVCFOS_ORDER = 1` clause in the WHERE clause. You can also select the first secondary curriculum records by using the `SOVCFOS_ORDER = 2` clause in the WHERE clause and all secondary curriculum records by using the `SOVCFOS_ORDER > 1` clause. Use the phrase `sovcfos_order > 0` to select all current and active rows.

### Note

This data was available from SOVLFOS, but you had to include the arguments `SOVLFOS_ACTIVE_IND = 'Y'`, `SOVLFOS_CURRENT_IND = 'Y'`, to return these rows. You also had to add a sub-query to select the minimum

priority if you wanted to return the primary curriculum or secondary curriculum. ■

The following columns are in this view.

SOVCFOS\_PIDM  
SOVCFOS\_LCUR\_SEQNO  
SOVCFOS\_SEQNO  
SOVCFOS\_LFST\_CODE  
SOVCFOS\_TERM\_CODE  
SOVCFOS\_PRIORITY\_NO  
SOVCFOS\_CSTS\_CODE  
SOVCFOS\_CACT\_CODE  
SOVCFOS\_DATA\_ORIGIN  
SOVCFOS\_USER\_ID  
SOVCFOS\_ACTIVITY\_DATE  
SOVCFOS\_MAJR\_CODE  
SOVCFOS\_TERM\_CODE\_CTLG  
SOVCFOS\_TERM\_CODE\_END  
SOVCFOS\_DEPT\_CODE  
SOVCFOS\_LFOS\_RULE  
SOVCFOS\_CONC\_ATTACH\_RULE  
SOVCFOS\_CONC\_ATTACH\_MAJR\_CODE  
SOVCFOS\_MAJR\_CODE\_ATTACH  
SOVCFOS\_START\_DATE  
SOVCFOS\_END\_DATE  
SOVCFOS\_TMST\_CODE  
SOVCFOS\_ROLLED\_SEQNO  
SOVCFOS\_ROWID  
SOVCFOS\_ORDER  
SOVCFOS\_USER\_ID\_UPDATE  
SOVCFOS\_ACTIVITY\_DATE\_UPDATE  
SOVCFOS\_CURRENT\_CDE

## SRVACUR

This view is used to select the curriculum for the recruit and is specific to recruiting curriculum information. This view includes the top two majors, two minors, and six concentrations.

The following columns are in this view.

SRVACUR\_PIDM  
SRVACUR\_SEQNO  
SRVACUR\_LMOD\_CODE  
SRVACUR\_TERM\_CODE  
SRVACUR\_KEY\_SEQNO

SRVACUR\_PRIORITY\_NO  
SRVACUR\_CACT\_CODE  
SRVACUR\_USER\_ID  
SRVACUR\_DATA\_ORIGIN  
SRVACUR\_ACTIVITY\_DATE  
SRVACUR\_LEVL\_CODE  
SRVACUR\_COLL\_CODE  
SRVACUR\_DEGC\_CODE  
SRVACUR\_TERM\_CODE\_CTLG  
SRVACUR\_TERM\_CODE\_END  
SRVACUR\_CAMP\_CODE  
SRVACUR\_PROGRAM  
SRVACUR\_START\_DATE  
SRVACUR\_END\_DATE  
SRVACUR\_CURR\_RULE  
SRVACUR\_ROWID  
SRVACUR\_ORDER  
SRVACUR\_ACTIVE\_IND  
SRVACUR\_MAJR\_CODE\_1  
SRVACUR\_DEPT\_CODE\_1  
SRVACUR\_CURR\_RULE\_MAJR\_1  
SRVACUR\_MAJR\_CODE\_2  
SRVACUR\_DEPT\_CODE\_2  
SRVACUR\_CURR\_RULE\_MAJR\_2  
SRVACUR\_MAJR\_CODE\_MINR\_1  
SRVACUR\_CURR\_RULE\_MINR\_1  
SRVACUR\_MAJR\_CODE\_MINR\_2  
SRVACUR\_CURR\_RULE\_MINR\_2  
SRVACUR\_MAJR\_CODE\_CONC\_1  
SRVACUR\_CURR\_RULE\_CONC\_1  
SRVACUR\_ATTACH\_MAJR\_CONC\_1  
SRVACUR\_MAJR\_CODE\_CONC\_2  
SRVACUR\_CURR\_RULE\_CONC\_2  
SRVACUR\_ATTACH\_MAJR\_CONC\_2  
SRVACUR\_MAJR\_CODE\_CONC\_3  
SRVACUR\_CURR\_RULE\_CONC\_3  
SRVACUR\_ATTACH\_MAJR\_CONC\_3  
SRVACUR\_MAJR\_CODE\_CONC\_4  
SRVACUR\_CURR\_RULE\_CONC\_4  
SRVACUR\_ATTACH\_MAJR\_CONC\_4  
SRVACUR\_MAJR\_CODE\_CONC\_5  
SRVACUR\_CURR\_RULE\_CONC\_5  
SRVACUR\_ATTACH\_MAJR\_CONC\_5  
SRVACUR\_MAJR\_CODE\_CONC\_6  
SRVACUR\_CURR\_RULE\_CONC\_6

SRVACUR\_ATTACH\_MAJR\_CONC\_6  
 SRVACUR\_RECR\_ROWID  
 SRVACUR\_RECR\_CODE  
 SRVACUR\_RSTA\_CODE  
 SRVACUR\_SELECT\_IND  
 SRVACUR\_ADD\_DATE  
 SRVACUR\_ADMT\_CODE  
 SRVACUR\_EDLV\_CODE  
 SRVACUR\_EGOL\_CODE  
 SRVACUR\_FULL\_PART\_IND  
 SRVACUR\_SBGI\_CODE  
 SRVACUR\_WRSN\_CODE  
 SRVACUR\_RTYP\_CODE  
 SRVACUR\_RESD\_CODE  
 SRVACUR\_SESS\_CODE  
 SRVACUR\_SITE\_CODE  
 SRVACUR\_STYP\_CODE  
 SRVACUR\_USER\_ID\_UPDATE  
 SRVACUR\_ACTIVITY\_DATE\_UPDATE  
 SRVACUR\_CURRENT\_CDE

## SRVCCUR

This view is used to select the curriculum for the recruit and is specific to recruiting curriculum information. This view includes just the curriculum data.

The following columns are in this view.

SRVCCUR\_PIDM  
 SRVCCUR\_SEQNO  
 SRVCCUR\_LMOD\_CODE  
 SRVCCUR\_TERM\_CODE  
 SRVCCUR\_KEY\_SEQNO  
 SRVCCUR\_PRIORITY\_NO  
 SRVCCUR\_CACT\_CODE  
 SRVCCUR\_USER\_ID  
 SRVCCUR\_DATA\_ORIGIN  
 SRVCCUR\_ACTIVITY\_DATE  
 SRVCCUR\_LEVL\_CODE  
 SRVCCUR\_COLL\_CODE  
 SRVCCUR\_DEGC\_CODE  
 SRVCCUR\_TERM\_CODE\_CTLG  
 SRVCCUR\_TERM\_CODE\_END  
 SRVCCUR\_CAMP\_CODE  
 SRVCCUR\_PROGRAM  
 SRVCCUR\_START\_DATE

SRVCCUR\_END\_DATE  
SRVCCUR\_CURR\_RULE  
SRVCCUR\_ROWID  
SRVCCUR\_ORDER  
SRVCCUR\_ACTIVE\_IND  
SRVCCUR\_RECR\_ROWID  
SRVCCUR\_RECR\_CODE  
SRVCCUR\_RSTA\_CODE  
SRVCCUR\_SELECT\_IND  
SRVCCUR\_ADD\_DATE  
SRVCCUR\_ADMT\_CODE  
SRVCCUR\_EDLV\_CODE  
SRVCCUR\_EGOL\_CODE  
SRVCCUR\_FULL\_PART\_IND  
SRVCCUR\_SBG\_CODE  
SRVCCUR\_WRSN\_CODE  
SRVCCUR\_RTYP\_CODE  
SRVCCUR\_RESD\_CODE  
SRVCCUR\_SESS\_CODE  
SRVCCUR\_SITE\_CODE  
SRVCCUR\_STYP\_CODE  
SRVCCUR\_USER\_ID\_UPDATE  
SRVCCUR\_ACTIVITY\_DATE\_UPDATE  
SRVCCUR\_CURRENT\_CDE

## SAVACUR

This view is used to select the application curriculum and is specific to admissions curriculum information. This view is used when you want to select more information than just the curriculum and primary major. The view includes similar fields to the backfilled columns (two majors, two minors, six concentrations).

The following columns are in this view.

SAVACUR\_PIDM  
SAVACUR\_SEQNO  
SAVACUR\_LMOD\_CODE  
SAVACUR\_TERM\_CODE  
SAVACUR\_KEY\_SEQNO  
SAVACUR\_PRIORITY\_NO  
SAVACUR\_CACT\_CODE  
SAVACUR\_USER\_ID  
SAVACUR\_DATA\_ORIGIN  
SAVACUR\_ACTIVITY\_DATE  
SAVACUR\_LEVL\_CODE  
SAVACUR\_COLL\_CODE

SAVACUR\_DEGC\_CODE  
SAVACUR\_TERM\_CODE\_CTLG  
SAVACUR\_TERM\_CODE\_END  
SAVACUR\_CAMP\_CODE  
SAVACUR\_PROGRAM  
SAVACUR\_START\_DATE  
SAVACUR\_END\_DATE  
SAVACUR\_CURR\_RULE  
SAVACUR\_ROWID  
SAVACUR\_ORDER  
SAVACUR\_ACTIVE\_IND  
SAVACUR\_MAJR\_CODE\_1  
SAVACUR\_DEPT\_CODE\_1  
SAVACUR\_CURR\_RULE\_MAJR\_1  
SAVACUR\_MAJR\_CODE\_2  
SAVACUR\_DEPT\_CODE\_2  
SAVACUR\_CURR\_RULE\_MAJR\_2  
SAVACUR\_MAJR\_CODE\_MINR\_1  
SAVACUR\_CURR\_RULE\_MINR\_1  
SAVACUR\_MAJR\_CODE\_MINR\_2  
SAVACUR\_CURR\_RULE\_MINR\_2  
SAVACUR\_MAJR\_CODE\_CONC\_1  
SAVACUR\_CURR\_RULE\_CONC\_1  
SAVACUR\_ATTACH\_MAJR\_CONC\_1  
SAVACUR\_MAJR\_CODE\_CONC\_2  
SAVACUR\_CURR\_RULE\_CONC\_2  
SAVACUR\_ATTACH\_MAJR\_CONC\_2  
SAVACUR\_MAJR\_CODE\_CONC\_3  
SAVACUR\_CURR\_RULE\_CONC\_3  
SAVACUR\_ATTACH\_MAJR\_CONC\_3  
SAVACUR\_MAJR\_CODE\_CONC\_4  
SAVACUR\_CURR\_RULE\_CONC\_4  
SAVACUR\_ATTACH\_MAJR\_CONC\_4  
SAVACUR\_MAJR\_CODE\_CONC\_5  
SAVACUR\_CURR\_RULE\_CONC\_5  
SAVACUR\_ATTACH\_MAJR\_CONC\_5  
SAVACUR\_MAJR\_CODE\_CONC\_6  
SAVACUR\_CURR\_RULE\_CONC\_6  
SAVACUR\_ATTACH\_MAJR\_CONC\_6  
SAVACUR\_ADAP\_ROWID  
SAVACUR\_APPL\_DATE  
SAVACUR\_APST\_CODE  
SAVACUR\_APST\_DATE  
SAVACUR\_MAINT\_IND  
SAVACUR\_ADMT\_CODE



SAVACUR\_STYP\_CODE  
SAVACUR\_SITE\_CODE  
SAVACUR\_RESD\_CODE  
SAVACUR\_FULL\_PART\_IND  
SAVACUR\_SESS\_CODE  
SAVACUR\_WRSN\_CODE  
SAVACUR\_INTV\_CODE  
SAVACUR\_FEE\_IND  
SAVACUR\_FEE\_DATE  
SAVACUR\_RATE\_CODE  
SAVACUR\_EGOL\_CODE  
SAVACUR\_EDLV\_CODE  
SAVACUR\_SBGI\_CODE  
SAVACUR\_RECR\_CODE  
SAVACUR\_RTYP\_CODE  
SAVACUR\_WEB\_ACCT\_MISC\_IND  
SAVACUR\_WEB\_CASHIER\_USER  
SAVACUR\_WEB\_TRANS\_NO  
SAVACUR\_WEB\_AMOUNT  
SAVACUR\_WEB\_RECEIPT\_NUMBER  
SAVACUR\_WAIV\_CODE  
SAVACUR\_APPL\_PREFERENCE  
SAVACUR\_USER\_ID\_UPDATE  
SAVACUR\_ACTIVITY\_DATE\_UPDATE  
SAVACUR\_CURRENT\_CDE

## SAVCCUR

This view is used to select the application curriculum and is specific to admissions curriculum information. This view includes just the curriculum data.

The following columns are in this view.

SAVCCUR\_PIDM  
SAVCCUR\_SEQNO  
SAVCCUR\_LMOD\_CODE  
SAVCCUR\_TERM\_CODE  
SAVCCUR\_KEY\_SEQNO  
SAVCCUR\_PRIORITY\_NO  
SAVCCUR\_CACT\_CODE  
SAVCCUR\_USER\_ID  
SAVCCUR\_DATA\_ORIGIN  
SAVCCUR\_ACTIVITY\_DATE  
SAVCCUR\_LEVL\_CODE  
SAVCCUR\_COLL\_CODE  
SAVCCUR\_DEGC\_CODE

SAVCCUR\_TERM\_CODE\_CTLG  
SAVCCUR\_TERM\_CODE\_END  
SAVCCUR\_CAMP\_CODE  
SAVCCUR\_PROGRAM  
SAVCCUR\_START\_DATE  
SAVCCUR\_END\_DATE  
SAVCCUR\_CURR\_RULE  
SAVCCUR\_ROLLED\_SEQNO  
SAVCCUR\_ROWID  
SAVCCUR\_ORDER  
SAVCCUR\_ACTIVE\_IND  
SAVCCUR\_ADAP\_ROWID  
SAVCCUR\_APPL\_DATE  
SAVCCUR\_APST\_CODE  
SAVCCUR\_APST\_DATE  
SAVCCUR\_MAINT\_IND  
SAVCCUR\_ADMT\_CODE  
SAVCCUR\_STYP\_CODE  
SAVCCUR\_SITE\_CODE  
SAVCCUR\_RESN\_CODE  
SAVCCUR\_FULL\_PART\_IND  
SAVCCUR\_SESS\_CODE  
SAVCCUR\_WRSN\_CODE  
SAVCCUR\_INTV\_CODE  
SAVCCUR\_FEE\_IND  
SAVCCUR\_FEE\_DATE  
SAVCCUR\_RATE\_CODE  
SAVCCUR\_EGOL\_CODE  
SAVCCUR\_EDLV\_CODE  
SAVCCUR\_SBG\_CODE  
SAVCCUR\_RECR\_CODE  
SAVCCUR\_RTYP\_CODE  
SAVCCUR\_WEB\_ACCT\_MISC\_IND  
SAVCCUR\_WEB\_CASHIER\_USER  
SAVCCUR\_WEB\_TRANS\_NO  
SAVCCUR\_WEB\_AMOUNT  
SAVCCUR\_WEB\_RECEIPT\_NUMBER  
SAVCCUR\_WAIV\_CODE  
SAVCCUR\_APPL\_PREFERENCE  
SAVCCUR\_USER\_ID\_UPDATE  
SAVCCUR\_ACTIVITY\_DATE\_UPDATE  
SAVCCUR\_CURRENT\_CDE

## SGVACUR

This view is used to return curriculum and field of study records for a learner for the learner's effective term. This view will select the student status codes from the curriculum tables first, and if those values are not filled in, the view will select data from the SGBSTDN record. This view should be used when you want to select learner curriculum and field of study records beyond the primary major.

The following columns are in this view.

SGVACUR\_PIDM  
SGVACUR\_SEQNO  
SGVACUR\_LMOD\_CODE  
SGVACUR\_TERM\_CODE  
SGVACUR\_KEY\_SEQNO  
SGVACUR\_PRIORITY\_NO  
SGVACUR\_ROLL\_IND  
SGVACUR\_CACT\_CODE  
SGVACUR\_USER\_ID  
SGVACUR\_DATA\_ORIGIN  
SGVACUR\_ACTIVITY\_DATE  
SGVACUR\_LEVL\_CODE  
SGVACUR\_COLL\_CODE  
SGVACUR\_DEGC\_CODE  
SGVACUR\_TERM\_CODE\_CTLG  
SGVACUR\_TERM\_CODE\_END  
SGVACUR\_TERM\_CODE\_MATRIC  
SGVACUR\_TERM\_CODE\_ADMIT  
SGVACUR\_ADMT\_CODE  
SGVACUR\_CAMP\_CODE  
SGVACUR\_PROGRAM  
SGVACUR\_START\_DATE  
SGVACUR\_END\_DATE  
SGVACUR\_CURR\_RULE  
SGVACUR\_ROLLED\_SEQNO  
SGVACUR\_ROWID  
SGVACUR\_ORDER  
SGVACUR\_ACTIVE\_IND  
SGVACUR\_STDN\_ROWID  
SGVACUR\_STDN\_TERM\_CODE\_EFF  
SGVACUR\_STYP\_CODE\_STDN  
SGVACUR\_SITE\_CODE  
SGVACUR\_RATE\_CODE  
SGVACUR\_STYP\_CODE  
SGVACUR\_LEAV\_CODE  
SGVACUR\_LEAV\_FROM\_DATE

SGVACUR\_LEAV\_TO\_DATE  
SGVACUR\_EXP\_GRAD\_DATE  
SGVACUR\_TERM\_CODE\_GRAD  
SGVACUR\_ACYR\_CODE  
SGVACUR\_APPL\_KEY\_SEQNO  
SGVACUR\_APPL\_SEQNO  
SGVACUR\_MAJR\_CODE\_1  
SGVACUR\_DEPT\_CODE\_1  
SGVACUR\_CURR\_RULE\_MAJR\_1  
SGVACUR\_MAJR\_CODE\_2  
SGVACUR\_DEPT\_CODE\_2  
SGVACUR\_CURR\_RULE\_MAJR\_2  
SGVACUR\_MAJR\_CODE\_MINR\_1  
SGVACUR\_CURR\_RULE\_MINR\_1  
SGVACUR\_MAJR\_CODE\_MINR\_2  
SGVACUR\_CURR\_RULE\_MINR\_2  
SGVACUR\_MAJR\_CODE\_CONC\_1  
SGVACUR\_CURR\_RULE\_CONC\_1  
SGVACUR\_ATTACH\_MAJR\_CONC\_1  
SGVACUR\_MAJR\_CODE\_CONC\_2  
SGVACUR\_CURR\_RULE\_CONC\_2  
SGVACUR\_ATTACH\_MAJR\_CONC\_2  
SGVACUR\_MAJR\_CODE\_CONC\_3  
SGVACUR\_CURR\_RULE\_CONC\_3  
SGVACUR\_ATTACH\_MAJR\_CONC\_3  
SGVACUR\_MAJR\_CODE\_CONC\_4  
SGVACUR\_CURR\_RULE\_CONC\_4  
SGVACUR\_ATTACH\_MAJR\_CONC\_4  
SGVACUR\_MAJR\_CODE\_CONC\_5  
SGVACUR\_CURR\_RULE\_CONC\_5  
SGVACUR\_ATTACH\_MAJR\_CONC\_5  
SGVACUR\_MAJR\_CODE\_CONC\_6  
SGVACUR\_CURR\_RULE\_CONC\_6  
SGVACUR\_ATTACH\_MAJR\_CONC\_6  
SGVACUR\_STDN\_ACYR\_CODE  
SGVACUR\_APRN\_CODE  
SGVACUR\_ASTD\_CODE  
SGVACUR\_BLCK\_CODE  
SGVACUR\_BSKL\_CODE  
SGVACUR\_CAPL\_CODE  
SGVACUR\_CAST\_CODE  
SGVACUR\_COLL\_CODE\_DUAL  
SGVACUR\_DEGC\_CODE\_DUAL  
SGVACUR\_DEPT\_CODE\_DUAL  
SGVACUR\_EDLV\_CODE

SGVACUR\_EGOL\_CODE  
 SGVACUR\_EMEX\_CODE  
 SGVACUR\_STDN\_EXP\_GRAD\_DATE  
 SGVACUR\_FULL\_PART\_IND  
 SGVACUR\_GAIN\_CODE  
 SGVACUR\_GRAD\_CREDIT\_APPR\_IND  
 SGVACUR\_INCM\_CODE  
 SGVACUR\_STDN\_LEAV\_CODE  
 SGVACUR\_STDN\_LEAV\_FROM\_DATE  
 SGVACUR\_STDN\_LEAV\_TO\_DATE  
 SGVACUR\_LEVL\_CODE\_DUAL  
 SGVACUR\_MAJR\_CODE\_DUAL  
 SGVACUR\_ORSN\_CODE  
 SGVACUR\_PRAC\_CODE  
 SGVACUR\_PREV\_CODE  
 SGVACUR\_RESD\_CODE  
 SGVACUR\_SESS\_CODE  
 SGVACUR\_STDN\_SITE\_CODE  
 SGVACUR\_STST\_CODE  
 SGVACUR\_STDN\_STYP\_CODE  
 SGVACUR\_STDN\_RATE\_CODE  
 SGVACUR\_TERM\_CODE\_ASTD  
 SGVACUR\_TERM\_CODE\_CAST  
 SGVACUR\_STDN\_TERM\_CODE\_GRAD  
 SGVACUR\_TERM\_CODE\_PREV  
 SGVACUR\_TRCN\_CODE  
 SGVACUR\_VOED\_CODE  
 SGVACUR\_USER\_ID\_UPDATE  
 SGVACUR\_ACTIVITY\_DATE\_UPDATE  
 SGVACUR\_GAPP\_SEQNO  
 SGVACUR\_CURRENT\_CDE

## SGVCCUR

This view is used to return all current and active curriculum records for a learner for the learner's effective term. This view can be used to select the primary curriculum by using the `SGVACUR_ORDER = 1` clause in the WHERE clause. You can also select all current and active rows using `SGAVCUR_ORDER > 0`. This view will select the student status codes from the curriculum tables first, and if those values are not filled in, the view will select data from the SGBSTDN record. This view is also used with student centric periods.

### Note

This data was available from SOVLCUR, but you had to include the arguments `SOVLCUR_ACTIVE_IND = 'Y'`, `SOVLCUR_CURRENT_IND = 'Y'`, and `SOVLCUR_LMOD_CODE = sb_curriculum_str.f_learner` to return these rows. You also had to add an insert into SOTVCUR to set the

effective term to a specific SGBSTDN term so SOVLCUR could return the current record. ■

The following columns are in this view.

SGVCCUR\_PIDM  
SGVCCUR\_SEQNO  
SGVCCUR\_LMOD\_CODE  
SGVCCUR\_TERM\_CODE  
SGVCCUR\_KEY\_SEQNO  
SGVCCUR\_PRIORITY\_NO  
SGVCCUR\_ROLL\_IND  
SGVCCUR\_CACT\_CODE  
SGVCCUR\_USER\_ID  
SGVCCUR\_DATA\_ORIGIN  
SGVCCUR\_ACTIVITY\_DATE  
SGVCCUR\_LEVL\_CODE  
SGVCCUR\_COLL\_CODE  
SGVCCUR\_DEGC\_CODE  
SGVCCUR\_TERM\_CODE\_CTLG  
SGVCCUR\_TERM\_CODE\_END  
SGVCCUR\_TERM\_CODE\_MATRIC  
SGVCCUR\_TERM\_CODE\_ADMIT  
SGVCCUR\_ADMT\_CODE  
SGVCCUR\_CAMP\_CODE  
SGVCCUR\_PROGRAM  
SGVCCUR\_START\_DATE  
SGVCCUR\_END\_DATE  
SGVCCUR\_CURR\_RULE  
SGVCCUR\_ROLLED\_SEQNO  
SGVCCUR\_ROWID  
SGVCCUR\_ORDER  
SGVCCUR\_ACTIVE\_IND  
SGVCCUR\_STDN\_ROWID  
SGVCCUR\_STYP\_CODE\_STDN  
SGVCCUR\_STDN\_TERM\_CODE\_EFF  
SGVCCUR\_SITE\_CODE  
SGVCCUR\_RATE\_CODE  
SGVCCUR\_STYP\_CODE  
SGVCCUR\_LEAV\_CODE  
SGVCCUR\_LEAV\_FROM\_DATE  
SGVCCUR\_LEAV\_TO\_DATE  
SGVCCUR\_EXP\_GRAD\_DATE  
SGVCCUR\_TERM\_CODE\_GRAD  
SGVCCUR\_ACYR\_CODE  
SGVCCUR\_APPL\_KEY\_SEQNO

SGVCCUR\_APPL\_SEQNO  
SGVCCUR\_STDN\_ACYR\_CODE  
SGVCCUR\_APRN\_CODE  
SGVCCUR\_ASTD\_CODE  
SGVCCUR\_BLCK\_CODE  
SGVCCUR\_BSKL\_CODE  
SGVCCUR\_CAPL\_CODE  
SGVCCUR\_CAST\_CODE  
SGVCCUR\_COLL\_CODE\_DUAL  
SGVCCUR\_DEGC\_CODE\_DUAL  
SGVCCUR\_DEPT\_CODE\_DUAL  
SGVCCUR\_EDLV\_CODE  
SGVCCUR\_EGOL\_CODE  
SGVCCUR\_EMEX\_CODE  
SGVCCUR\_STDN\_EXP\_GRAD\_DATE  
SGVCCUR\_FULL\_PART\_IND  
SGVCCUR\_GAIN\_CODE  
SGVCCUR\_GRAD\_CREDIT\_APPR\_IND  
SGVCCUR\_INCM\_CODE  
SGVCCUR\_STDN\_LEAV\_CODE  
SGVCCUR\_STDN\_LEAV\_FROM\_DATE  
SGVCCUR\_STDN\_LEAV\_TO\_DATE  
SGVCCUR\_LEVL\_CODE\_DUAL  
SGVCCUR\_MAJR\_CODE\_DUAL  
SGVCCUR\_ORSN\_CODE  
SGVCCUR\_PRAC\_CODE  
SGVCCUR\_PREV\_CODE  
SGVCCUR\_RESD\_CODE  
SGVCCUR\_SESS\_CODE  
SGVCCUR\_STDN\_SITE\_CODE  
SGVCCUR\_STST\_CODE  
SGVCCUR\_STDN\_STYP\_CODE  
SGVCCUR\_STDN\_RATE\_CODE  
SGVCCUR\_TERM\_CODE\_ASTD  
SGVCCUR\_TERM\_CODE\_CAST  
SGVCCUR\_STDN\_TERM\_CODE\_GRAD  
SGVCCUR\_TERM\_CODE\_PREV  
SGVCCUR\_TRCN\_CODE  
SGVCCUR\_VOED\_CODE  
SGVCCUR\_USER\_ID\_UPDATE  
SGVCCUR\_ACTIVITY\_DATE\_UPDATE  
SGVCCUR\_GAPP\_SEQNO  
SGVCCUR\_CURRENT\_CDE  
SGVCCUR\_SCPC\_CODE

## SHVACUR

This view is used to select the outcome curriculum is specific to academic history curriculum information. This view includes the top two majors, two minors, and six concentrations.

The following columns are in this view.

SHVACUR\_PIDM  
SHVACUR\_SEQNO  
SHVACUR\_LMOD\_CODE  
SHVACUR\_TERM\_CODE  
SHVACUR\_KEY\_SEQNO  
SHVACUR\_PRIORITY\_NO  
SHVACUR\_CACT\_CODE  
SHVACUR\_USER\_ID  
SHVACUR\_DATA\_ORIGIN  
SHVACUR\_ACTIVITY\_DATE  
SHVACUR\_LEVL\_CODE  
SHVACUR\_COLL\_CODE  
SHVACUR\_DEGC\_CODE  
SHVACUR\_TERM\_CODE\_CTLG  
SHVACUR\_TERM\_CODE\_END  
SHVACUR\_CAMP\_CODE  
SHVACUR\_PROGRAM  
SHVACUR\_START\_DATE  
SHVACUR\_END\_DATE  
SHVACUR\_CURR\_RULE  
SHVACUR\_ROWID  
SHVACUR\_ORDER  
SHVACUR\_ACTIVE\_IND  
SHVACUR\_MAJR\_CODE\_1  
SHVACUR\_DEPT\_CODE\_1  
SHVACUR\_CURR\_RULE\_MAJR\_1  
SHVACUR\_MAJR\_CODE\_2  
SHVACUR\_DEPT\_CODE\_2  
SHVACUR\_CURR\_RULE\_MAJR\_2  
SHVACUR\_MAJR\_CODE\_MINR\_1  
SHVACUR\_CURR\_RULE\_MINR\_1  
SHVACUR\_MAJR\_CODE\_MINR\_2  
SHVACUR\_CURR\_RULE\_MINR\_2  
SHVACUR\_MAJR\_CODE\_CONC\_1  
SHVACUR\_CURR\_RULE\_CONC\_1  
SHVACUR\_ATTACH\_MAJR\_CONC\_1  
SHVACUR\_MAJR\_CODE\_CONC\_2  
SHVACUR\_CURR\_RULE\_CONC\_2



SHVACUR\_ATTACH\_MAJR\_CONC\_2  
 SHVACUR\_MAJR\_CODE\_CONC\_3  
 SHVACUR\_CURR\_RULE\_CONC\_3  
 SHVACUR\_ATTACH\_MAJR\_CONC\_3  
 SHVACUR\_MAJR\_CODE\_CONC\_4  
 SHVACUR\_CURR\_RULE\_CONC\_4  
 SHVACUR\_ATTACH\_MAJR\_CONC\_4  
 SHVACUR\_MAJR\_CODE\_CONC\_5  
 SHVACUR\_CURR\_RULE\_CONC\_5  
 SHVACUR\_ATTACH\_MAJR\_CONC\_5  
 SHVACUR\_MAJR\_CODE\_CONC\_6  
 SHVACUR\_CURR\_RULE\_CONC\_6  
 SHVACUR\_ATTACH\_MAJR\_CONC\_6  
 SHVACUR\_DGMR\_ROWID  
 SHVACUR\_TERM\_CODE\_STUREC  
 SHVACUR\_DEGS\_CODE  
 SHVACUR\_APPL\_DATE  
 SHVACUR\_GRAD\_DATE  
 SHVACUR\_ACYR\_CODE\_BULLETIN  
 SHVACUR\_TERM\_CODE\_GRAD  
 SHVACUR\_ACYR\_CODE  
 SHVACUR\_GRST\_CODE  
 SHVACUR\_FEE\_IND  
 SHVACUR\_FEE\_DATE  
 SHVACUR\_AUTHORIZED  
 SHVACUR\_TERM\_CODE\_COMPLETED  
 SHVACUR\_DEGC\_CODE\_DUAL  
 SHVACUR\_LEVL\_CODE\_DUAL  
 SHVACUR\_DEPT\_CODE\_DUAL  
 SHVACUR\_COLL\_CODE\_DUAL  
 SHVACUR\_MAJR\_CODE\_DUAL  
 SHVACUR\_USER\_ID\_UPDATE  
 SHVACUR\_ACTIVITY\_DATE\_UPDATE  
 SHVACUR\_GAPP\_SEQNO  
 SHVACUR\_CURRENT\_CDE  
 SHVACUR\_STSP\_KEY\_SEQUENCE

## SHVCCUR

**This view is used to select the outcome curriculum is specific to academic history curriculum information. This view includes just the curriculum data.**

**The following columns are in this view.**

SHVCCUR\_PIDM  
 SHVCCUR\_SEQNO

SHVCCUR\_LMOD\_CODE  
SHVCCUR\_TERM\_CODE  
SHVCCUR\_KEY\_SEQNO  
SHVCCUR\_PRIORITY\_NO  
SHVCCUR\_CACT\_CODE  
SHVCCUR\_USER\_ID  
SHVCCUR\_DATA\_ORIGIN  
SHVCCUR\_ACTIVITY\_DATE  
SHVCCUR\_LEVL\_CODE  
SHVCCUR\_COLL\_CODE  
SHVCCUR\_DEGC\_CODE  
SHVCCUR\_TERM\_CODE\_CTLG  
SHVCCUR\_TERM\_CODE\_END  
SHVCCUR\_CAMP\_CODE  
SHVCCUR\_PROGRAM  
SHVCCUR\_START\_DATE  
SHVCCUR\_END\_DATE  
SHVCCUR\_CURR\_RULE  
SHVCCUR\_ROWID  
SHVCCUR\_ORDER  
SHVCCUR\_ACTIVE\_IND  
SHVCCUR\_DGMR\_ROWID  
SHVCCUR\_TERM\_CODE\_STUREC  
SHVCCUR\_DEGS\_CODE  
SHVCCUR\_APPL\_DATE  
SHVCCUR\_GRAD\_DATE  
SHVCCUR\_ACYR\_CODE\_BULLETIN  
SHVCCUR\_TERM\_CODE\_GRAD  
SHVCCUR\_ACYR\_CODE  
SHVCCUR\_GRST\_CODE  
SHVCCUR\_FEE\_IND  
SHVCCUR\_FEE\_DATE  
SHVCCUR\_AUTHORIZED  
SHVCCUR\_TERM\_CODE\_COMPLETED  
SHVCCUR\_DEGC\_CODE\_DUAL  
SHVCCUR\_LEVL\_CODE\_DUAL  
SHVCCUR\_DEPT\_CODE\_DUAL  
SHVCCUR\_COLL\_CODE\_DUAL  
SHVCCUR\_MAJR\_CODE\_DUAL  
SHVCCUR\_USER\_ID\_UPDATE  
SHVCCUR\_ACTIVITY\_DATE\_UPDATE  
SHVCCUR\_GAPP\_SEQNO  
SHVCCUR\_CURRENT\_CDE  
SHVCCUR\_STSP\_KEY\_SEQUENCE

## View Examples for Recruiting, Admissions, and Academic History Current and Active Curriculum Records

Banner views are used in Recruiting, Admissions, and Academic History to simplify the selection process used with the curriculum table structure and the non-destructive update processing for highest priority and current and active records.

The following example shows records in SORLCUR where the learner module code is *ADMISSIONS*, the key sequence number is application *01*, the term code is *200443*, and the data is sorted by priority and sequence number. The sequence number makes the primary key for the curriculum.

Priority	Sequence Number	Curriculum Activity Status Code	Program
1	1	<i>ACTIVE</i>	BA-HISTORY
1	3	<i>ACTIVE</i>	BA-ARTS
1	6	<i>ACTIVE</i>	BA-HISTORY
2	2	<i>ACTIVE</i>	CE-ARTS
2	4	<i>INACTIVE</i>	CE-ARTS
2	5	<i>ACTIVE</i>	CE-GRAPHICARTS

In the above example, sequence number 6 is the current and active primary curriculum. Sequence number 5 is the current and active secondary curriculum. To select the primary current and active curriculum, you need to select the highest sequence number for the lowest curriculum priority (i.e., numerical value), and it has to have a curriculum activity status code that is active. The Active Indicator setting is determined on SOBACT.

The Banner views let you make one select to return the primary current and active records. The following code demonstrates how to select the primary current and active curriculum for an admissions application.

```
Select *
From sovccur, saradap
Where sovccur_pidm = saradap_pidm
And sovccur_lmod_code = sb_curriculum_str.f_admissions
And sovccur_key_seqno = saradap_appl_no
And sovccur_term_code_entry = saradap_term_code_entry
And sovccur_order = 1
```

## View Examples for General Student Current and Active Curriculum Records

The process to select the current and active curriculum records for the learner is based on the value of an input term, which is usually the SGBSTDN effective term. The rule for selecting the current and active learner curriculum is: the maximum SORLCUR sequence number, for a given priority, that has the highest curriculum term, that is less than the SGBSTDN end term. See the following example.

<b>SGBSTDN Effective Term</b>	<b>SORLCUR Term</b>	<b>Priority</b>	<b>Sequence</b>	<b>Curriculum Activity Status Code</b>	<b>Program</b>
200443	200443	1	1	<i>ACTIVE</i>	BA-HISTORY
200443	200443	2	2	<i>ACTIVE</i>	CE-ARTS
200520	200520	1	3	<i>ACTIVE</i>	BA-HISTORY
200530	200530	1	4	<i>ACTIVE</i>	BA-HISTORY

When SGBSTDN is selected for term 200443, the current and active curricula are sequence numbers 1 and 2. The primary curriculum is sequence number 1. When SGBSTDN is selected for term 200520, the current and active curricula are sequence numbers 2 and 3. When term 200530 is selected, the current and active curricula are sequence numbers 2 and 4.

The following code demonstrates how to select the primary current and active curriculum for a learner record.

```
Select *
From sgvccur, sgbstdn
Where sgvccur_stdn_rowid = sgbstdn.rowid
And sgvccur_order = 1;
```

## Using the Recruiting Views

Use the list below to query on specific recruiting curriculum information by view.

<b>Curriculum Query</b>	<b>View Used</b>
To reference curriculum columns such as level, college, degree, campus or program	SRVCCUR

<b>Curriculum Query</b>	<b>View Used</b>
To reference curriculum (level, college, degree, campus, or program) and the primary major	SRVCCUR, SOVCFOS
To reference curriculum (level, college, degree, campus, or program) and several fields of study	SRVACUR

## Using the Admissions Views

Use the list below to query on specific admissions curriculum information by view.

<b>Curriculum Query</b>	<b>View Used</b>
To reference curriculum columns such as level, college, degree, campus or program	SAVCCUR
To reference curriculum (level, college, degree, campus, or program) and the primary major	SAVCCUR, SOVCFOS
To reference curriculum (level, college, degree, campus, or program) and several fields of study	SAVACUR

## Using the General Student Views

Use the list below to query on specific general student/learner curriculum information by view.

<b>Curriculum Query</b>	<b>View Used</b>
To reference curriculum columns such as level, college, degree, campus, or program	SGVCCUR
To reference curriculum (level, college, degree, campus, or program) and the primary major	SGVCCUR, SOVCFOS
To reference curriculum (level, college, degree, campus, or program) and several fields of study	SGVACUR
To reference curriculum (level, college, degree, campus, or program) and several fields of study	SGVACUR

## Using the Academic History Views

Use the list below to query on specific academic history/outcome curriculum information by view.

Curriculum Query	View Used
To reference curriculum columns such as level, college, degree, campus or program	SHVCCUR
To reference curriculum (level, college, degree, campus, or program) and the primary major	SHVCCUR, SOVCFOS
To reference curriculum (level, college, degree, campus, or program) and several fields of study	SHVACUR

## Banner Student Admissions Self-Service and Curriculum Processing

Banner Student Self-Service processing can select and push minors and/or concentrations into Banner. The Planned Course of Study page in Banner Student Self-Service allows for the selection of multiple majors, as well as multiple minors and/or concentrations within each major. In baseline Banner, all entered majors, minors, and concentrations will be pushed to whatever record(s) the user has requested be created. The curriculum data will be pushed into the SORLCUR and SORLFOS curriculum tables. All controls in place for curriculum will be adhered to when the data are pushed.

Self-Service Admissions functionality ties into existing rules which allow institutions to determine how many of each curriculum component can be entered. For example, concurrent curricula processing provides rules to determine how many active majors can be entered for each curriculum. You can also decide, by Web application type and module, the maximum number of majors, minors, and concentrations that can be entered using the Web. This number should usually be less than or equal to the corresponding rules set on SOACTRL for each module code. However, if it is not, when the record is pushed into Banner, all data entered by the person will be pushed to the curriculum tables, but any data over the limits set on SOACTRL will be inactivated and given a status of *OVERLOAD*. For example, if a recruit is allowed to have three majors, and has entered three majors, but Admissions only allows for two majors, then all three majors are pushed to Admissions, but the third major is inactivated and given a status of *OVERLOAD*.

The *ONEAPPORTWO* rule on SAAERUL allows an institution to decide that when two majors are entered by the applicant, whether one application record should be created with two majors or whether two applications should be created with one major each. This also applies to recruits. Instead of using one rule (*ONEAPPORTWO*) on SAAERUL, an indicator that can be set by Web application type is used for applicants on SAAWADF. If the indicator is checked (*Y*), then one recruiting and/or application record will be created, and all curricula entered will be associated with that one record. If the indicator is

unchecked (*N*), then a new record (recruiting or application) will be created for each major entered by the Web user.

You can select multiple curricula (majors, minors, and/or concentrations) in Self-Service based on baseline concurrent curricula functionality. You can also assign a curriculum priority and application preference for multiple applications. The Planned Course of Study page allows a user to first select a major, and then the user is given a choice of selecting another major or selecting a multiple of minors and/or concentrations to be associated with the first major. You can enter any number of majors, minors, and concentrations based on maximums set for a specific Web application type. When concentrations are displayed, all base concentrations for the given Web type/selected major will be displayed, along with any concentrations attached to the major, when that major has been selected by the user. This works in the same way as baseline processing but minimizes Web users having to know anything about the concept of “attached majors”.

## Pushing Curriculum Data

The SAKL010 package is used to push curriculum data to the SORLCUR and SORLFOS tables. Before inserting rows into SORLCUR and SORLFOS, this package first determines if the curriculum conversion routine should be run. If a person is matched to an existing Banner ID, the process determines if any rows exist in SORLCUR/SORLFOS for that ID/PIDM. If none exist, then the curriculum conversion is run to ensure that all pre-7.0 curriculum data is now stored in SORLCUR and SORLFOS. If the person is new, then the conversion does not need be run.

Curriculum data is moved or pushed from the temporary tables to Banner in a backward process. When a major (or minor or concentration beginning with Release 7.3) is entered in Banner Student Self-Service, a row is stored in SARETRY (for the curriculum), and another row is stored in SAREFOS for the major, (minor or concentration). These rows contain data for the degree and field of study from SOBCURR. A function is then called which matches that data (the degree and field of study identifier) to the corresponding curriculum row/major in SOBCURR/SORCMJR. This process also handles minors and concentrations. As fields of study (majors, minors, and concentrations) are selected/entered in Banner Student Self-Service, an entry will be made into the SARETRY table for curriculum and the SAREFOS table for majors, minors and concentrations.

The logic for creating a single application record is as follows:

1. The process determines the SOBCURR rule to be used for the entered field of study (i.e, major, minor, or concentration).
2. If the SARWADF\_ONE\_REC\_APPL\_IND field is set to *Y*, then all majors, minors, and/or concentrations entered will be stored on one application instead of on multiple applications. If this indicator is set to *N*, skip to step 5.
3. If the curriculum rule that is returned already exists for the application in SORLCUR (and is active and current), it will not exist for the first field of study. However, the

process will loop, and if two majors from the same curriculum are entered, only one row will exist on SORLCUR.

- 3.1. If no matching curriculum rule already exists for the record, the process inserts an SORLFOS row for the field of study type (SAREFOS\_FLVL\_CDE cross-referenced against GTVLFST) and the field of study using the next value from a counter as the priority for the SORLFOS row.
- 3.2. If a matching curriculum rule already exists for the record so there is no need to insert one, the process inserts an SORLFOS row for the field of study type (SAREFOS\_FLVL\_CDE) and field of study using the incremented counter value.
4. Steps 1 - 3 are repeated by the process by SARETRY\_SEQNO value, and within each SARETRY\_SEQNO value by SAREFOS\_SEQNO value. At this point, the storage of all curricula data for this application will be complete.

The logic for creating a multiple application records (i.e., one record per major entered instead of one record containing all curricula data) is as follows:

1. The process selects the first major (SARETRY\_SEQNO is 1) and creates a new record.
2. The process inserts an SORLFOS row for the field of study type (SAREFOS\_FLVL\_CDE cross-referenced against GTVLFST) and the field of study using the next value from a counter as the priority for the SORLFOS row.
3. When all the SAREFOS records for a given SARETRY row have been entered, the process determines if another SARETRY row exists. If one does exist, a new record is created, and step 2 above is repeated. If no additional SARETRY rows exist, the process is finished.

 **Note**

The SAREFOS\_FLVL\_CDE field value determines what type of SORLFOS row should be inserted. This value *must* be cross-referenced using SORXREF (with a cross-reference label of *GTVLFST*) to determine the correct row type (major, minor, or concentration). The values for *MAJOR*, *MINOR*, and *CONCENTRATION* are delivered as seed data. If additional types are developed at your institution for Self-Service, and/or you use EDI applications with other values, then those values *must* also be cross-referenced using the SOAXREF form and *GTVLFST* label. ■

Field	Value	Description
SAREFOS_FLVL_CDE	<i>M</i>	Major
SAREFOS_FLVL_CDE	<i>N</i>	Minor
SAREFOS_FLVL_CDE	<i>C</i>	Concentration



## Setting Up Curriculum Processing for Self-Service Applications

Use the following steps to set up curriculum processing when applications are completed online.

1. Establish major codes on the Major, Minor, Concentration Code Validation Form (STVMAJR).
2. Create programs on the Program Definition Rules Form (SMAPRLE).
3. Create curriculum rules on the Curriculum Rules Form (SOACURR).
4. Set up the EDI values on SOACURR, and make sure that the **Display on Self-Service** checkbox is checked (set to *Y*) so the item is displayed on the Web.
5. Assign majors to be displayed in Self-Service on SOACURR.
  - 5.1. Use the **Display on Self-Service** checkbox to indicate that the major can be displayed in the self-service pulldown lists.
  - 5.2. The **Auto Student** checkbox is usually optional but is required if you are setting up a Quick Start application with an applicant acceptance decision. When this field is checked, the curriculum will be created on the learner curriculum record.
  - 5.3. Use the **EDI Degree**, **EDI Level** (qualifier), and **EDI Identification** fields for setting up EDI data.

Prior to this release, the self-service application required that EDI codes be set up for each major that was available on the Web. All three EDI components were required: the **EDI Degree** value, the **EDI Level** (qualifier) value, and the **EDI Identification** value. All three fields had to contain valid values that had been defined on SOAXREF using the following labels:

- EDI degree values and SOAXREF label *DEGRLEVL*
- EDI level (qualifier) values and SOAXREF label *FSTYIDQL*
- EDI identification and SOAXREF label *STVMAJR*

The three codes make up the combination received from EDI that define the degree, level, and field of study. The EDI degree and EDI level remain constant. The EDI identification defines the field of study and the program of which it is a part. There may be many EDI identification values.

As of Release 7.3, the only requirement for ensuring a curriculum is valid for the self-service processing is to check **Display on Self-Service** checkbox on SOACURR.

Here is more information about each of the three EDI components, starting with the EDI level qualifiers.

The following is from the TS189 EDI application documentation and lists the code values for valid EDI level codes, also referred to as the Identification Code Qualifiers.

*Identification Code Qualifier*

Description: Field of Study Code Set Indicator

<b>Code</b>	<b>Description</b>
81	Classification of Instructional Programs (CIP) coding structure maintained by the U.S. Department of Education's National Center for Education Statistics
82	Higher Education General Information Survey (HEGIS) maintained by the U.S. Department of Education's National Center for Education Statistics
CA	Statistics Canada Canadian College Student Information System Course Codes
CC	Statistics Canada University Student Information System Curriculum Codes
ZZ	Mutually Defined

This relates back to SOAXREF and the *FSTYIFQL* label.

The following is from the EDI TS189 documentation for degree level codes. These codes have to be used if EDI processing is being used. It seems that EDI does not have a list of valid major codes. You could use the web application type value in this field.

*Data Element 1126 - Academic Degree Code*

Indicates the level of academic award being described. The decimal is part of the code and is to be sent.

<b>Code</b>	<b>Description</b>
2.1	Postsecondary Certificate or Diploma (less than one year)
2.2	Postsecondary Certificate or Diploma (one year or more but less than four years)
2.3	Associate Degree
2.4	Baccalaureate Degree
2.5	Baccalaureate (Honors) Degree
2.6	Postsecondary Certificate or Diploma (one year or more but less than two years)

Code	Description
2.7	Postsecondary Certificate or Diploma (two years or more but less than four years)
3.1	First Professional Degree
3.2	Post Professional Degree
4.1	Graduate Certificate
4.2	Master's Degree
4.3	Intermediate or Specialist Graduate Degree
4.4	Doctoral Degree
4.5	Post-Doctoral Award

This relates back to SOAXREF and the *DEGRLEVL* label.

The EDI identification defines the actual field of study. The new **Generate Identification** button on SOACURR creates these values for you. The entries will be found under the *STVMAJR* label on SOAXREF. The button performs the following tasks:

- generates a unique value for the curriculum and the field of study, and
- inserts degree and level qualifiers into SOAXREF under the *STVMAJR* label.

6. Assign minors and concentrations to be displayed in Self-Service.
7. Set up the EDI values on SOACURR, and make sure that the **Display on Self-Service** checkbox is checked (set to *Y*) so the items are displayed on the Web. (The EDI degree will be derived from the primary major.)
8. View the majors, minors, and concentrations by curriculum on the EDI Cross-Reference Curriculum Rules Form (SOAXCUR).

With the exception of the **Restrict to Type** checkbox on SAAWCUR, SAAWCUR and SOAXCUR are query only forms. SOACURR is used to customize Web application data.

9. Set up restrictions on Web Application Customized Curriculum Form (SAAWCUR). This step is not required, but it can be used to restrict the curriculum to a particular Web application type.

With the exception of the **Restrict to Type** checkbox on SAAWCUR, SAAWCUR and SOAXCUR are query only forms. SOACURR is used to customize Web application data.

Keep in mind that all curricula that have a checked **Web Display (Indicator)** and have the same level as the Web application type will appear in the list of valid programs, unless some have a checked **Restrict to Type (Indicator)**. A restriction on at least one curriculum restricts the list of available curriculum to just the ones with a checked **Web Display (Indicator)**.

 **Note**

Restrictions are available only on the major and apply only to the primary major, otherwise known as the Planned Course of Study page in Self-Service. ■

**10.** Restrict curricula from being pushed to a general student (learner) record.

Use the **Auto Student** checkbox (in the EDI and Self-Service block of the Majors and Departments window on SOACURR) to prohibit a particular planned course of study from creating a learner curriculum.

This means that if the **Auto Student** checkbox (in the EDI and Self-Service block of the Majors and Departments window on SOACURR) is not checked for a particular major, and it appears on a Quick Start application that has an applicant acceptance decision, the learner curriculum will not be created if an applicant selects that program.

You can also restrict which curriculum will result in the creation of a learner curriculum, based on what the applicant has already been accepted into, by setting up equivalents on the Existing or Incoming Student Data Mapping Form (SOAEQUI).

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## Appendix D Mass Entry Processing

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## Using Mass Entry Processing

Mass entry processing is used with Admissions, General Student, Registration, Academic History graduation, and athletic compliance processing. Mass entry forms are used to search on data, perform updates, and then display the results for review.

Mass entry processing is based on user-defined search and update criteria and includes curriculum elements where appropriate. Users can select students based on form search criteria and update their data based on the update criteria. The selected students can be reviewed and the updates selectively processed. Updates can be processed immediately or held for later processing in job submission using a batch process. An audit form is used to view processing results for the mass entry forms, whether the results are processed immediately on the mass entry form or via batch.

The mass entry forms retain audit information such as the user ID, date, timestamp, search criteria, update criteria, and the students that were processed. Audit information can be purged. The mass entry forms can also be used to only query student information, in which case the audit information is not retained.

## Processing

The following forms and processes are used with mass entry processing:

- Mass Entry Column Validation Form (STVMECL)
- Admissions Mass Entry Form (SAAMAPP)
- Mass Entry Athletic Compliance Form (SGAMSPT)
- General Student Mass Entry Form (SGAMSTU)
- Registration Mass Entry Form (SFAMREG)
- Mass Entry Graduation Form (SHAMDEG)
- Mass Entry Ceremony Attendance Form (SHAMCAT)
- Mass Entry Diploma Form (SHAMDIP)
- Mass Update Ceremony Attendance Form (SHAMUCA)
- Mass Update Diploma Form (SHAMUDI)

- Mass Entry Audit Form (SOAMAUD)
- Process Mass Entry Report (SORMEBP)
- Purge Mass Entry Audit Process (SOPMAUD)

The mass entry forms allow you to enter search and query criteria to select IDs for update. Depending on the mass entry form used, the parent records of selected IDs can have specific values updated, as well as a pending letter inserted in SUAMAIL. Search and update validation is performed using mass entry column codes from the Mass Entry Column Validation Form (STVMECL). Updates can be submitted immediately on the mass entry form or held for batch processing using the Process Mass Entry Report (SORMEBP). Immediate and pending updates can then be viewed on the Mass Entry Audit Form (SOAMAUD). Result messages are captured when updates occur and can be reviewed directly on the mass entry form at the time of the update and/or on the mass entry audit form after the updates are submitted in batch. Reviewing update result messages allows for failed inserts and updates to be resolved. The Purge Mass Entry Audit Process (SOPMAUD) is used to delete mass entry audit records.

When updates occur or when updates are held for batch submission, mass entry forms retain the user ID, date and timestamp, search and update criteria, and IDs, which are selected for audit purposes. When the forms are used for query only, no updates are processed, and audit information is not collected.

## Population Selection

Population selection can be used in conjunction with search criteria. The only search criteria required when using population selection is the search term, but other search criteria can be used as well. The population selection is created using GLBDATA for an application ID, selection ID, creator ID, and user ID. Each mass entry form offers the use of population selection in the Search window. The search processes an “intersect” and only considers records that meet the basic search requirements of the mass entry form and are included in the population selection.

For example, for records to be presented on SHAMDEG, a degree record must exist, so only students with degree records will be returned. When search criteria are used along with a population selection on SHAMDEG, the search results require the records presented to have degree records and be included in the population selection.

## Mail Submission

Mail submission can be used to update letters in SUAMAIL for all mass entry processing except registration mass entry. Updating letters does not require additional update criteria. The update exceptions are:



- When no ceremony code or ceremony term values exist on SHAMCAT in the update criteria, letters are not updated.
- When no processing term exists on SGAMSTU in the update criteria, letters are not updated.

When letters are updated in SUAMAIL using the mass entry graduation forms, they will have a module of *Student* and a term of 999999. Letters updated using SAAMAPP will have an admissions module with the application term and application number selected for update. Letters updated using SGAMSPT will display a term code on SUAMAIL that reflects the copy, insert, or update term from the mass entry criteria.

When the **Initiated Date** field on the mass entry form is null, the value defaults to the system date, but it may be submitted with a different date. When the **Print Date** field on the mass entry form is null, SUAMAIL is updated with a null value, which signifies the existence of a pending letter. The **Print Date** may also be submitted with a valid date. Letter generation will not produce a letter if the **Print Date** field has a value.

Mass entry letters are inserted into SUAMAIL with a source of *Generated*. Letter updates are dependent on the setting of the **Allow Duplicates** checkbox on GTVLETR.

When the **Allow Duplicates** field is set to *Y*:

- A new letter for the same term can be entered, as long as a pending letter does not exist for the same letter name and term.
- A new letter can be entered for a different term, even if a letter of the same name is pending.
- A different letter can be entered for any term when a print date has been entered in the update criteria, even if a letter with the same name exists.

When the **Allow Duplicates** field is set to *N*:

- A new letter cannot be entered for the same letter name and term, whether the letter is pending or not.
- A new letter can be entered for the same letter name in a different term, whether the letter is pending or not.
- A new letter cannot be entered with the same letter name and term, even when the print date has been entered in the update criteria.
- A new letter of the same name for a different term can be entered when the print date has been entered in the update criteria, whether or not the letter is pending on SUAMAIL.

When a letter is requested through the Mail Submission section of a mass entry form, SUAMAIL is updated with the origin, as are SAAADMS (Fees, Mail Submission, Withdrawal Data window) and SAADCRV (Application Decision Letter window).

The mass entry process holds the insertion of letters until all other processing has occurred for the mass entry form. The results of the insert/update criteria can affect the insertion of the letters.

- Letters are not inserted if all other processing updates have failed.
- Letters can be inserted when the mass entry form is submitted with only letter information and no other update criteria.
- When a form requires update criteria, such as term code (SAAMAPP, SGAMSTU, SGAMSPT) or term and ceremony (SHAMCAT), letters are not inserted without valid criteria.
- Letters are inserted when the updates are partially successful.
- Letters are inserted when the updates are completely successful.

 **Note**

Materials and communication plans are not used with mass entry mail submission. ■

## Communication Plans

When SAAMAPP or SGAMSTU are updated, records are placed in the Communication Plan Collector Form (SOACCOL). If you do not use communication plan processing or prefer to remove records from SOACCOL, you may use the Communication Plan Processing Report (SORCPLN) to process all SORCCOL records in batch.

## Holds

Holds are presented for informational purposes only and do not prevent updates from taking place during mass entry processing. Graduation mass entry presents graduation holds. General Student mass entry presents accounts receivable and enrollment verification holds. Admissions mass entry presents application holds.

 **Note**

When error checking is set to *Fatal* for holds on SFAMREG, and holds exist for the student, when the student is processed for registration, an error message is displayed in the Results window that the student has holds and cannot register. ■

## Updates

Once the search results have been reviewed and selected for mass entry processing, you can save and submit the updates immediately or hold them to be run later in batch through job submission using SORMEBP. When the updates are submitted from the Results window of a mass entry form, you can review whether the updates were successful or not. You can also access SOAMAUD to review the audit information for the search and update criteria, as well as the success and results of the updates.

The audit information is stored in the SOBMAUD and SORMAUD tables with result codes and associated result messages once updates have taken place. The **Update** radio group in the Results window shows whether the updates were: successful (*Yes*), partially successful (*Partial*), not successful (*No*), or that no updates were considered (*None*). The **Message** field displays related result messages.

 **Note**

You can navigate to directly display and review individual result messages for consecutive records without using Next Record and tabbing to the **Message** field. When you are in the **Message** field for a record, use the **Edit** button to open the Edit window. Click *OK* when you are done, and then press the Tab key to view the message for the next record. Continue to click *OK* and press the Tab key to review as many messages as you want. ■

While records should not be written to the audit tables when no updates take place, header records may be written to the audit tables if a connection is lost during the search process. A review of SOAMAUD will show sessions that are missing a complete date and batch process ID.

When the updates are held for processing in batch using SORMEBP, a batch identifier is generated when the submission information is saved on the mass entry form. The pending updates are still written to the SOBMAUD and SORMAUD audit tables and can be reviewed on SOAMAUD, prior to running SORMEBP through job submission. If users wish to use batch processing for all mass entry updates, masking can be used to hide the **Submit** checkbox for specific users and/or on specific forms.

You must either submit the updates or hold them for job submission before leaving the Results window in a mass entry form. If you leave the window without submitting or holding the job, a warning message is displayed, stating that all non-manually added students are being cleared from the Results window. No data is written to the audit tables unless the job is submitted, either immediately or for later job submission processing. If a mass entry form is being used in query mode, both options are disabled, and the data is not written to SOBMAUD and SORMAUD.

 **Note**

You can use the Extract Data option on the Oracle Help menu from the Results window to extract data to an Excel spreadsheet. ■

In addition to the potential update of letters in SUAMAIL, the mass entry criteria that are updated also can update parent forms as follows.

Mass Entry Form	Record Required	Parent Form Updated
SAAMAPP	SAAADMS (term and application number)	SAAADMS
SFAMREG	SFAREGS	SFAREGS, TSAAREV
SGAMSPT	SGASPRT	SGASPRT

Mass Entry Form	Record Required	Parent Form Updated
SGAMSTU	SGASTDN (active in effective term being searched)	SGASTDN, SGASADD
SHAMDEG	SHADEGR	SHADEGR, TSAAREV
SHAMCAT	SHADEGR, but cannot have SHACATT record	SHACATT, TSAAREV
SHAMDIP	SHADEGR, but cannot have SHADIPL record	SHADIPL, SHACATT, TSAAREV
SHAMUCA	SHACATT	SHACATT, SHADIPL
SHAMUDI	SHADIPL	SHADIPL, SHACATT

## Admissions Mass Entry

The Admissions Mass Entry Form (SAAMAPP) is used for mass entry admissions processing. You can search and update admissions application records on SAAMAPP when an admissions application record exists for the student on SAAADMS for the application term and application number.

When the admissions decision is used in the search criteria, you can do the following:

- Enter the **Application Decision** value.  
*or*
- Enter the **Application Decision** value, and check the **Select if Application Decision is the Most Recent Decision** checkbox.  
*or*
- Enter the **Application Decision Date** value, and check the **Select if Application Decision is the Most Recent Decision** checkbox.  
*or*
- Enter the **Application Decision** value, the **Application Decision Date** value, and check the **Select if Application Decision is the Most Recent Decision** checkbox.  
*or*
- Select an option from the **Most Recent Decision** radio group.  
*or*
- Enter the **Application Decision Date** value, check the **Select if Application Decision is the Most Recent Decision** checkbox, and select an option from the **Most Recent Decision** radio group.  
*or*

- Enter the **Application Decision Date** value only.

You cannot use the **Application Decision** and the **Most Recent Decision** radio group together.

Updates will take place for new and existing applications, regardless of any holds the students may have. Updates will also take place whether or not data previously existed in the update criteria, when the admissions application number in the Results window is selected for update. Deceased applicants will never be presented in the Results window as a result of the search criteria. However, manually entered records can display the setting of the **Deceased** checkbox. Updates cannot be performed when the **Deceased** checkbox is checked for the student. Records that are manually entered in the Results window require an ID, admissions term, and application number to be processed.

The search results are displayed by ID and name based on the data required by the mass entry form, the search criteria, and the population selection, if used. All records returned in the Results window can be selected for update, all deselected, or not selected. Individual records can be selected for update. Records can be added or deleted manually. Fields for records returned by the search can be queried prior to the manual entry of records.

## General Student Mass Entry

The General Student Mass Entry Form (SGAMSTU) is used for mass entry general student processing. You can search and update general student records on SGAMSTU when a general student record exists for the student on SGASTDN for the effective term that is entered in the search criteria. The effective term is required when any other search criteria are entered in order to proceed to the Results window.

Updates can be made for the processing term in the update criteria. Depending on the learner effective term entered in the Update window, updates will take place for new and existing student records, regardless of any holds the students may have. When only a learner effective term is entered in the update criteria, no updates will take place. Updates will take place whether or not data previously existed in the update criteria, when the student ID in the Results window is selected for update.

The search results are displayed by ID and name based on the data required by the mass entry form, the search criteria, and the population selection, if used. All records returned in the Results window can be selected for update, all deselected, or not selected. Individual records can be selected for update. Records can be added or deleted manually. Fields for records returned by the search can be queried prior to the manual entry of records.

When no search criteria are entered, you can still manually enter students for update. Records that are manually entered require that the student has a general student record and a valid effective term. Updates cannot be performed when the student has a registration record for the update criteria learner effective term. The learner effective term in the Update window is the term that is checked for registration. Mail submission information is also not updated when a student has a registration record for the search criteria effective term.

## Athletic Compliance Mass Entry

The Mass Entry Athletic Compliance Form (SGAMSPT) is used to perform mass entry athletic compliance processing for athletes with compliance (sport) records. Compliance records must exist on SGASPT to be updated on this form. Updates can be made even when holds exist. You can search on specific criteria, perform copy, insert, or update processing, and then view the results. You cannot perform the copy, insert, or updates processes at the same time. When the copy functionality is used, existing sport values will be copied by default, or you can overwrite existing values, insert a new attribute, and optionally copy the attributes from the current term to a future term. Current competition data can be copied to the future term.

If no search criteria is entered, the Results window will not display any records. If search criteria is entered that does not include the athletic compliance term, results will only be displayed for queries. A search criteria athletic compliance term code is always required to perform the copy, insert, or update process. When copy, insert, or update criteria is entered, you can manually enter IDs for students with athletic compliance records and then perform updates and process those records from the Results window.

### Search on SGAMSPT

Before you can copy, insert, or update compliance data on SGAMSPT using mass entry processing, you need to enter the search criteria or provide a population selection. You must enter an athletic compliance term in the search criteria to use the copy, insert, or update processes. You can leave the athletic compliance term in the search criteria null when SGAMSPT is used in query mode.

The search criteria sport is not required. When the copy process is used and the search criteria sport is null, *all* sports in the search criteria with the athletic compliance term are copied to the future term. When the insert process is used and the search criteria sport is null, the sport will only be inserted one time, but it will be inserted for any athlete with any sport in that term. When the update process is used and the search criteria sport is null, *all* sports will be updated in that term. It is suggested that a search sport be used for the copy, insert, or update processes. Only the current competition record is considered, regardless of the setting of the **Season of Competition Used in this Term** radio group (*Yes* or *No*) in the search criteria.

### Copy on SGAMSPT

The Copy window on SGAMSPT is used to copy athletic compliance and current competition information (if it exists) from the current term to a future term. The copy, insert, or update processes cannot be performed at the same time.

Compliance data is copied as follows:

- Existing compliance values are copied by default, but those values can be modified before the copy process is performed.

- The sport code, sport status, athletic eligibility, and academic eligibility values are copied to the future term.
- When status, athletic eligibility, or academic eligibility values are not entered for the copy process, existing data is used and is copied to the future term.
- When status, athletic eligibility, or academic eligibility values are entered for the copy process, those values will supersede the existing values when the copy is performed.
- Attributes are copied to the future term when requested during the copy process.
- Beginning and ending terms of eligibility and the number seasons of competition available are copied to the future term if current competition data exists for the sport.
- The reason code for the current competition record is *not* copied to the future term.
- Athletic comments are *not* copied to the future term.
- The setting of the **Athletic Aid (Indicator)** is copied to the future term as unchecked or *N*. This setting can be changed to *Yes* in the Insert or Update window for *update* processing using the **Athletic Aid** radio group.
- The setting of the **Season of Competition Used (Indicator)** is copied to the future term as unchecked or *N*, regardless of the setting on the current competition record in the current term. This setting can be changed to checked or *Yes* in the Insert or Update window for *update* processing using the **Season of Competition Used in this Term** radio group.

## Insert or Update on SGAMSPT

The Insert or Update window on SGAMSPT is used to insert or update athletic compliance data. The copy, insert, or update processes cannot be performed at the same time.

Use the Athletic Compliance Insert or Update Values section of the window to insert a new compliance record or update existing compliance values for athletic compliance records based on the search criteria entered in the Search window. You must enter an athletic compliance term in the search criteria in order to continue with an insert or update function, and then go on to process the results.

- For inserts and updates, the athletic compliance term for the search criteria is required. This prevents a different sport than the one on the current term compliance record from being copied or updated and then compromising the data and audited competition records. You can use a mass insert or update for compliance records for a selected group of athletes that are not associated with a particular sport.
- For updates, the search sport and athletic compliance term are required and cannot be changed in the Insert or Update window, once they have been entered in the Search window. To make a change, you would need to return to the Search window and re-enter a different sport or term. You also cannot change the number of

seasons available or the number of seasons of competition used. This will cause those future term values to be incorrect.

Inserts and updates are performed as follows:

- The athletic compliance term in the insert or update criteria reflects the value for the athletic compliance term in the search criteria and cannot be modified.
- The value in the **Sport** field is defaulted from the search criteria for the selected term. This value cannot be changed. (The **Athletic Compliance Term** value is also defaulted from the search criteria.)
- When the **Sport** field in the search criteria is null, the **Sport** field in the update criteria will also be null. In this circumstance, *all* sports in the search criteria athletic compliance term will be updated. It is suggested that a search criteria sport be provided so that specific sport updates take place.
- When the **Sport** field in the search criteria is null, the **Insert New Sport** value will only be inserted one time. Duplicate sport records cannot exist for a term.
- The insert process does not insert competition data. Current competition data must be copied to a future term.
- The insert process does not insert the number of seasons of competition used in the term.
- When **Athletic Aid** radio group set to *No* in the search criteria, the **Athletic Aid** radio group must be set to *Yes* for the update process.
- When **Athletic Aid** radio group set to *Yes* in the search criteria, the **Athletic Aid** radio group must be set to *No* for the update process.
- When the **Season of Competition Used in this Term** radio group is set to *No* in the search criteria, the **Season of Competition Used in this Term** radio group must set to *Yes* for the update process.
- When the **Season of Competition Used in this Term** radio group is set to *Yes* in the search criteria, the **Season of Competition Used in this Term** radio group must set to *No* for the update process.

For more information on athletic compliance processing, please refer to the “Athletic Compliance Processing” section of the “General Student” chapter.

## Registration Mass Entry

The Registration Mass Entry Form (SFAMREG) is used for mass entry registration processing. Mass entry registration allows you to manage data for a chosen population of students based on predetermined registration parameters such as registration term and date and search criteria (student and curriculum data). You can then use update criteria and review and process those updates based on the results that are returned. Registration mass



entry processing works differently in some respects from Admissions, General Student, and Academic History graduation mass entry processing.

SFAMREG handles the following scenarios:

- moving students from one CRN to another CRN,
- performing a mass add of students into a CRN,
- performing a mass drop of students from a CRN,
- performing initial registration for students based on their block code assignments,
- performing initial registration for students with a particular attribute into a specific course, such as registering all new freshmen for an orientation class, and
- removing registration records for students who have not paid for the course.

The value entered in the **Registration Status Code** field in the Update window is validated against the Course Registration Status Code Validation Form (STVRSTS). When a block is processed or a course is added, only registration status codes with a type of “registered” can be used. When courses are dropped, only registration status codes that have types of “dropped” or “withdrawn” can be used.

Registration eligibility checking can be turned on and off for students selected for mass registration updates using the **Bypass Registration Eligibility Check** checkbox. When this indicator is unchecked, eligibility requirements must be met. When this indicator is checked, all students who meet the search criteria are displayed in the Results window, whether or not they are eligible to register. During registration progressing, each student’s eligibility will be checked. Those students who are not eligible to register will only be processed if dropped courses are processed, and the “dropped” course registration status code (STVRSTS) has the following four indicators unchecked (set to *N*): **Count in Enrollment, Count in Assessment, Waitlist Indicator, and Extension Indicator.**

Time status calculations are performed as specified by the **Calculate Time Status** checkbox on the Term Control Form (SOATERM). You may view the time status history for a student in the Time Status History window of the Student Course Registration Form (SFAREGS).

Mass entry registration can be performed for a specific CRN (course reference number) or block code. Courses can be added, dropped, or added and dropped at the same time for a selected group of students. This processing also uses registration error checking and online fee assessment. The results can be submitted for update through job submission or held for later batch processing. Batch processing can be used during heavy registration periods so that online and self-service response times are not impacted.

Immediate and pending updates can be viewed on SOAMAUD. Result messages are captured when updates occur and can be reviewed directly on SFAMREG at the time of the update or on SOAMAUD after the updates have been submitted in batch using SORMEBP. Reviewing update result messages allows for failed inserts and updates to be resolved.

When updates occur or when updates are held for batch submissions, SFAMREG retains audit information such as the user ID, date, timestamp, search criteria, update criteria, and the students that were processed. Audit information can be purged using SOPMAUD. The mass entry form can also be used to query student information only, in which case the audit information is not retained.

Traditional and open learning courses can be used with SFAMREG. You can use the Options Menu items to access general student summary information, student account detail information, registration holds, and registration record details.

DegreeWorks prerequisite checking is called by SFAMREG for mass registration, but individual DegreeWorks errors must be viewed from the Course Information block SFAREGS in the Messages window. DegreeWorks prerequisite error messages are *not* displayed in the **Message** field in the Results window.

 **Note**

SFAMREG does not allow waitlisting. ■

## Search Criteria

Use the Search Criteria window in SFAMREG to search on data by term. You can specify student information such as registration status, class, attribute, cohort, block code, grade mode, and CRN for which current registration and enrollment records exist. You can also search by all the curriculum elements. Curriculum information is determined by using the current, active learner records selected by the search. You can turn registration eligibility checking on and off as needed. If no data is entered for the search criteria, the Results window will be blank. You can manually add student IDs in the Results window.

## Block Scheduling

The Block Processing information in the Update window of SFAMREG is used to mass process the current block code of the selected students. When block code processing is used, the Registration Course Add Values and Registration Course Drop Values sections of the form are disabled. When the course add and drop processing options are used, the Block Processing information is disabled.

Use the **Mass Process Block** checkbox to designate the use of block processing. Block processing is validated in the same way as it is on SFAREGS. Only traditional courses are processed by mass block scheduling. If open learning courses exist in the block, they are skipped, and a message is generated to that effect. If the student level does not match on any courses in the block, the block is not processed. Blocks are also not processed when

fatal registration errors exist. Warning messages are displayed for non-fatal errors when processing is completed.

## Drop and Add Courses

Use the Registration Course Add Values section in the Update window to enter the CRN to be added. Values for other fields are defaulted, but you can update the **Grade Mode** and **Level** fields if multiple values exist for the course. You can also update the **Credit Hours** and **Billing Hours** fields if variable hours exist for the section. The **Registration Status** field defaults to *RE*, but you can change it to any “registered” course registration status code. When block code processing is used, the Registration Course Add Values block is disabled.

Use the Registration Course Drop Values section in the Update window to enter the CRN to be dropped. The **Registration Status** defaults to *DD*, but you can change it to any “dropped” or “withdrawn” course registration status code. You can also elect to drop all CRNs for the selected group of students by checking the **Drop All CRNs** checkbox. If you have entered a CRN to be dropped, this checkbox is disabled. To use the checkbox, you must clear the **CRN** field. The **Remove Registration Record** checkbox specifies that the registration record should be deleted from the student’s schedule after the drop code has been applied. If this checkbox is unchecked, the dropped course will remain on the student's schedule. When block code processing is used, the Registration Course Drop Values block is disabled.

Using these two sections together allows you to drop students from a CRN and then add them into another CRN. Drops are processed first, then adds are processed. Errors are displayed if actions are taken that do not comply with registration rules. An error is displayed if you try to add and drop the same CRN at the same time. When a course is added, and that course already exists on the student’s schedule with a course registration status code for “dropped” or “withdrawn”, an error is displayed, and no processing occurs.

- You cannot enter a CRN to be added in the Registration Course Add Values information and then check the **Drop All CRNs** checkbox in the Registration Course Drop Values information. An error is displayed.
- You cannot check the **Drop All CRNs** checkbox in the Registration Course Drop Values information and then access the Registration Course Add Values information and attempt to add a CRN. An error is displayed.
- When the **Drop All CRNs** checkbox is checked, and any of the student’s courses have been rolled to history, none of the courses is dropped.

## Registration Error Checking

The Error Checking window on SFAMREG allows you to change student and section registration error checking options for the group of students that is being processed. Registration error checking and fee assessment processing rules are defaulted from

SOATERM for the registration term, but they can be overridden in this window. Fee assessment options are also set up in this window.

## Registration Results

The Results window of SFAMREG lists the students found in the search. Students are returned by the search when they meet all student eligibility requirements for registration. Requirements are based on term criteria, acceptable student status, enrollment status, academic standing, combined academic standing, and re-admit term criteria.

The process adds and/or drops courses for each student and creates an enrollment record for the term (SFBETRM) if one is needed, after all error checking has been performed and no errors exist. If an error is returned for a student, the error is displayed, and that student cannot register for the section. No interactive registration error overrides can be performed on SFAMREG. They can only be performed on the Student Course Registration Form (SFAREGS).

The search results are displayed by ID and name based on the data required by the mass entry form, the search criteria, and the population selection, if used. All records returned in the Results window can be selected for update or deselected by using the associated radio buttons. Individual records can also be selected for update. Records can be added or deleted manually. Fields for records returned by the search can be queried prior to the manual entry of records.

## Graduation Mass Entry

The set of mass entry graduation forms is used to perform mass entry of information for degree, diploma, and ceremony attendance records, as well as mass updates for diploma and ceremony attendance records.

Please refer to the “Graduation Procedures” section of the “Academic History” chapter for more information on using mass entry and update functionality with graduation processing.

## Degree Mass Entry

You can search for and update degree records on Mass Entry Graduation Form (SHAMDEG) when a degree record exists for the student on SHADEGR. The search uses criteria associated with SHADEGR, except for the graduation application status code, which is associated with the degree record on SHAGAPP.

Degree records returned by the search can update SHADEGR graduation information. Updates will take place, regardless of any holds the students may have. Updates will also take place whether or not data previously existed on SHADEGR for the degree sequence number in the Results window that is selected for update.

The **Authorize** field on SHADEGR is updated when changes are made on SHAMDEG. This field displays the user ID of the person who updated the graduation status for the student.

Fees can be added on SHAMDEG and viewed on TSAAREV when no previous charges have been applied on SHADEGR. When a fee is added on SHAMDEG and a fee already exists on SHADEGR, the new fee will not be charged, and no new TSAAREV record is created during the mass update. A message is displayed that the fee has already been applied. You must select *Charge Fee* or *Waive Fee* from the **Fee** radio group in order to access the other fee fields.

When a student has a degree outcome status of awarded, (the **Awarded Indicator** on STVDEGS is set to *Awarded* for the degree status code), graduation criteria (term, status, year, date) and fees selected for the mass update will not be applied. A message is displayed that the degree has been awarded, and updates are not allowed. Mail submission updates will also not be processed.

When the outcome status is changed, the existing curriculum status code for the field of study is updated to the new curriculum status code based on the rules on STVDEGS and SORCSTS. When the graduation status is changed, and the **Update Next Degree Status** checkbox is checked (set to *Y*) for the graduation status rule on STVGRST, the outcome status on SHADEGR is updated based on the STVGRST rule.

The search results are displayed by ID and name based on the data required by the mass entry form, the search criteria, and the population selection, if used. All records returned in the Results window can be selected for update, all deselected, or not selected. Individual records can be selected for update. Records can be added or deleted manually. Fields for records returned by the search can be queried prior to the manual entry of records.

## Ceremony Attendance Mass Entry

The Mass Entry Ceremony Attendance Form (SHAMCAT) will present search results when a degree record exists for the student on SHADEGR, and no ceremony record exists on SHACATT for the ceremony and term entered in the update criteria. An update ceremony and term are required for any updates to occur. The ceremony and ceremony term will be inserted on SHACATT. Updates will take place, regardless of any holds the students may have.

The search can be refined by requesting that a graduation application exist on SHAGAPP and that the response for ceremony attendance be considered. When the **Select Graduation Application** checkbox is checked (set to *Y*), the records returned by SHAMCAT must also have an associated SHAGAPP record. The graduation application record must in turn have a ceremony attendance value that matches the setting of the **Attend Ceremony** radio group on SHAMCAT. When the **Select Graduation Application** checkbox is unchecked (set to *N*), the value of the **Attend Ceremony** radio group is not considered by the search.

When a student has a degree record with an assigned ceremony and term on SHACATT, a second record cannot be added for the same ceremony and term. The record will not be inserted, and a message will be displayed that the ceremony already exists and updates will not take place.

Fees cannot be applied a second time for the ceremony and ceremony term on SHACATT. Fees cannot be updated or changed. You must select *Charge Fee* or *Waive Fee* from the **Fee** radio group in order to access the other fee fields. Fee information can be viewed on TSAAREV.

The search results are displayed by ID and name based on the data required by the mass entry form, the search criteria, and the population selection, if used. All records returned in the Results window can be selected for update, all deselected, or not selected. Individual records can be selected for update. Records can be added or deleted manually. Fields for records returned by the search can be queried prior to the manual entry of records.

## Diploma Mass Entry

The Mass Entry Diploma Form (SHAMDIP) will present search results when a degree record exists for the student on SHADEGR and no diploma record exists on SHADIPL. Updates will insert diploma records in SHADIPL and optionally insert ceremony records on SHACATT. Updates will take place, regardless of any holds the students may have. Once a SHADIPL record exists based on the search criteria entered, those records will not be presented by a search and cannot be updated using SHAMDIP.

In order for the update criteria ceremony and ceremony term entered on the SHAMDIP to be processed successfully on SHADIPL, a ceremony attendance record (SHACATT) must exist, or the update of the ceremony and ceremony term will fail. SHADIPL also requires that the SHACATT record exist. SHAMDIP provides the option to create the ceremony/ceremony term record on SHACATT in order to update SHADIPL.

When the **Create Ceremony Attendance** checkbox is checked (set to *Y*), a ceremony attendance record is inserted in SHACATT for the term and ceremony on SHAMDIP. The record on SHACATT will have the ceremony, ceremony term, and activity date. Additional ceremony information may be added to the record when mass ceremony attendance updates are performed on SHAMUCA. The ceremony and term are also updated on SHADIPL when the **Create Ceremony Attendance** checkbox is checked.

Fees updated on SHAMDIP are always new fees. You must select *Charge Fee* or *Waive Fee* from the **Fee** radio group in order to access the other fee fields. Fee information can be viewed on TSAAREV.

### Note

When a diploma address type is included in the update criteria, the active mailing address from SPAIDEN (SPRADDR) is updated, but the address type is not updated or displayed on SHADIPL. ■

The search results are displayed by ID and name based on the data required by the mass entry form, the search criteria, and the population selection, if used. All records returned in the Results window can be selected for update, all deselected, or not selected. Individual records can be selected for update. Records can be added or deleted manually. Fields for records returned by the search can be queried prior to the manual entry of records.

## Ceremony Attendance Mass Update

You can search for and update ceremony attendance records on the Mass Update Ceremony Attendance Form (SHAMUCA) when a ceremony attendance record exists for the student on SHACATT. Update criteria on SHAMUCA updates ceremony attendance records on SHACATT and diploma information on SHADIPL. The **Diploma Pickup Date** is updated on SHADIPL when the ceremony and term in the search criteria match the student, and the **Diploma Pickup Date** is entered in the update criteria. Updates will take place, regardless of any holds the students may have.

Updates for cap and gown sizes are based on the rules on SHASIZE. If measurements exist on SHACATT that meet SHASIZE rules, cap and gown size values will default when they are updated on SHAMUCA. When SHASIZE rules exist that meet the student's measurements for cap and/or gown, the cap and/or gown cannot be updated without calculating the sizes.

The search results are displayed by ID and name based on the data required by the mass entry form, the search criteria, and the population selection, if used. All records returned in the Results window can be selected for update, all deselected, or not selected. Individual records can be selected for update. Records can be added or deleted manually. Fields for records returned by the search can be queried prior to the manual entry of records.

## Diploma Mass Update

You can search for and update diploma records on the Mass Update Diploma Form (SHAMUDI) when a diploma record exists for the student on SHADIPL. Records returned by the search can have the diploma record (SHADIPL) updated. Updates will take place, regardless of any holds the students may have. Updates will also take place whether or not data previously existed.

In order for the update criteria ceremony and ceremony term entered on the SHAMUDI to be processed successfully on SHADIPL, a ceremony attendance record (SHACATT) must exist, or the update of the ceremony and ceremony term will fail. SHADIPL also requires that the SHACATT record exist. SHAMUDI provides the option to create the ceremony/ ceremony term record on SHACATT in order to update SHADIPL.

When the **Create Ceremony Attendance** checkbox is checked (set to *Y*), a ceremony attendance record is inserted in SHACATT and SHADIPL for the term and ceremony on SHAMUDI. The record on SHACATT will have the ceremony, term, and activity date. Additional ceremony information can be added to the record when mass ceremony attendance updates are performed on SHAMUCA.

The search results are displayed by ID and name based on the data required by the mass entry form, the search criteria, and the population selection, if used. All records returned in the Results window can be selected for update, all deselected, or not selected. Individual records can be selected for update. Records can be added or deleted manually. Fields for records returned by the search can be queried prior to the manual entry of records.

## Audit of Mass Entry Information

The Mass Entry Audit Form (SOAMAUD) is used to query mass entry event information by session. The audit data that is displayed comes from the SOBMAUD and SORMAUD tables. You can query mass entry sessions by mass entry form name, user ID, and date the event was entered. You can then view associated search criteria and the updated and inserted values in the Search/Update window. Depending on whether the updates have been processed directly on the mass entry form or by batch processing (SORMEBP), the processing results can be displayed in the Results window with any associated result messages and whether the record was manually added. The results detail that is displayed in this window changes based on the mass entry form used in the session.

- When SAAMAPP is used, the **Application Number** and **Admission Term** fields are displayed.
- When SGAMSTU is used, the **Effective Term** field is displayed.
- When SGAMSPT is used, the **Sport** and **Search Term** fields are displayed.
- When SHAMDEG, SHAMCAT, SHAMDIP, and SHAMUDI are used, the **Sequence Number** field for the learner outcome is displayed.
- When SHAMUCA is used, the **Ceremony** and **Ceremony Term** fields are displayed.

The mass entry process updates the mass entry tables with result codes and associated result messages once updates have taken place. The **Update** radio group in the Results window shows whether the updates were successful (*Yes*), partially successful (*Partial*), not successful (*No*), or that no updates were considered (*None*). The **Message** field displays related result messages for the update.

### **Note**

You can navigate to directly display and review individual result messages for consecutive records without using Next Record and tabbing to the **Message** field. When you are in the **Message** field for a record, use the **Edit** button to open the Edit window. Click *OK* when you are done, and then press the Tab key to view the message for the next record. Continue to click *OK* and press the Tab key to review as many messages as you want. ■

The SOBMAUD and SORMAUD audit tables are updated when the mass entry updates are processed in real time on a mass entry form. In this case, the session record will have a value in the **Date Completed** field and a null value in the **Batch Process ID** field. The tables are also updated when job submission batch processing (SORMEBP) is run for



updates that have been held for later processing. In this case, the session record can have a null value in the **Date Completed** field and a value in the **Batch Process ID** field. Once the update has been requested through SORMEBP, the **Date Completed** field will be updated, as well as the results status and associated messages.

 **Note**

While records should not be written to the audit tables when no updates take place, header records may be written to the audit tables if a connection is lost during the search process. A review of SOAMAUD will show sessions that are missing a complete date and batch process ID. ■

## Batch Update Process for Mass Entry

The Process Mass Entry Report (SORMEBP) is used to process mass entry updates in batch that are held for job submission processing in the Results window of the mass entry forms. When the process is held for job submission, records are written to the SORMAUD and SOBMAUD tables without a date completed or an update result but with a batch process identifier. The batch process ID can be submitted through job submission using SORMEBP when you are ready to process the updates.

This report processes the mass entry updates based on the mass entry form name, the ID of the user who initiated the updates, the date and time the records were saved for batch update, the batch process ID, and whether completion dates exist. Only records with no completion date are considered for update. Output is listed in alphabetical order and can show summary, detail, or totals information.

This report can be run in Audit or Update Mode. When run in Audit Mode, the update results and associated messages are not shown on the report output. When run in Update Mode, updates are made to the parent forms of the mass entry forms, and the SORMAUD table is updated with the ID of the user who ran the report, the date completed, the results (successful updates, failed updates, incomplete updates, no updates, or partial updates), and the setting of the **Process Indicator** on SOAMAUD.

## Purge Process for Mass Entry

The Purge Mass Entry Audit Process (SOPMAUD) is used to delete mass entry records from the SOAMAUD form and the SORMAUD and SOBMAUD tables. Records can be selected for deletion based on mass entry form, user ID, from and to dates, delete option (update status to be deleted), or batch process ID. The update status can be: all completed updates, failed updates, incomplete updates (no completion date), no updates, partial updates, or successful updates. The process can be run in Audit or Update Mode and can show summary, detail, or totals information.

## Mass Entry Column Codes

The mass entry column codes from the Mass Entry Column Validation Form (STVMECL) are used by all the mass entry forms (SAAMAPP, SGAMSPT, SGAMSTU, SFAMREG, SHAMDEG, SHAMDIP, SHAMCAT, SHAMUDI, SHAMUCA) for search and update validation. Here is the breakdown by form of how these columns are used.

### Admissions Mass Entry Form (SAAMAPP)

This form uses mass entry columns in the Search and Update windows.

#### Search Window

These columns are used in the Search Criteria.

Search Criteria	STVMECL Code	Parent Search Table/Field
Admission Term	TERM_CODE_APPL  If Search Criteria is entered, the Admission Term is required. Must be entered for automatic search.	SARADAP_TERM_CODE_ENTRY
Admission Type	ADMT_CODE	SARADAP_ADMT_CODE
Application Status	APST_CODE	SARADAP_APST_CODE
Application Status Date	APST_DATE	SARADAP_APST_DATE
Application Decision	APDC_CODE	SARAPPD_APDC_CODE
Select if Application Decision is the Most Recent Decision	APDC_CODE_MOST_RECENT	Can only check this if the APDC_CODE or APDC_DATE was entered
Application Decision Date	APDC_DATE	SARAPPD_APDC_DATE
Most Recent Decision	Institution Acceptance ACCEPT_APDC_IND is <i>IA</i>	STVAPDC_INST_ACC_IND
	Institution Rejection REJECT_APDC_IND is <i>IR</i>	STVAPDC_REJECT_IND
	Applicant Acceptance CONFIRM_APCD_IND is <i>AA</i>	STVAPDC_STDN_ACC_IND
Applicant Withdrawn	WITHDRAWN_IND	SARADAP_WRSN_CODE
Cohort	CHRT_CODE	SGRCHRT_CHRT_CODE

Search Criteria	STVMECL Code	Parent Search Table/Field
Attribute	ATTS_CODE	SGRRATT_ATTS_CODE
Level	LCUR_LEVL_CODE	SORLCUR_LEVL_CODE
Campus	LCUR_CAMP_CODE	SORLCUR_CAMP_CODE
College	LCUR_COLL_CODE	SORLCUR_COLL_CODE
Degree	LCUR_DEGC_CODE	SORLCUR_DEGC_CODE
		Selects the current and active curriculum for the application
Program	LCUR_PROGRAM	SORLCUR_PROGRAM
Field of Study Type	LCUR_LFST_CODE	SORLFOS_LFST_CODE
Field of Study Code	LCUR_MAJR_CODE	SORLFOS_MAJR_CODE
Department	LCUR_DEPT_CODE	SORLFOS_DEPT_CODE
Curricula	LCUR_CURRICULA	SORLCUR_PRIORITY_NO
	(Ignored if no other curriculum elements are entered)	

### Population Selection

These columns are used for population selection.

Search Criteria	STVMECL Code	Parent Search Table/Field
Application	POPSEL_APPLICATION_ID	GLBEXTR_APPLICATION
Selection ID	POPSEL_SELECTION_ID	GLBEXTRA_SELECTION
	Must enter the application ID to enter the selection ID	
Creator ID	POPSEL_CREATOR_ID	GLBEXTR_CREATOR_ID
	Must enter the application ID and selection ID to enter the creator ID	
User ID	POPSEL_USER_ID	GLBEXTR_USER_ID
	Must enter the application ID and selection ID to enter the user ID	

## Update Window

These columns are used in the Update and Insert Criteria.

Update Criteria	STVMECL Code	Parent Search Table/Field
<i>Update Values:</i>		
Admission Type	ADMT_CODE	SARADAP_ADMT_CODE
Student Type	STYP_CODE	SARADAP_STYP_CODE
Residence	RESD_CODE	SGBSTDN_RESD_CODE
Admission Status	APST_CODE	SARADAP_APST_CODE , SARADAP_APST_DATE  <b>The APST_DATE will be always be populated with the current date.</b>
<i>Insert Values:</i>		
Admission Checklist Request (ADMR code)	ADMR_CODE	SARCHKL_ADMR_CODE
Mandatory Checklist Indicator (indicates if ADMR code should be mandatory)	MANDATORY_IND	SARCHKL_MANDATORY_IND  <b>Can only set this if the ADMR_CODE is entered.</b>
Checklist System Generated	CHKL_SOURCE	SARCHKL_SOURCE  <b>Defaults to S (system) if value not selected.</b>
Checklist Origin	CKSR_CODE	SARCHKL_CKSR_CODE  <b>Can only set this if the ADMR_CODE is entered.</b>
Application Decision	APDC_CODE	SARADAP_APDC_CODE
Attribute	ATTS_CODE	SGRRATT_ATTS_CODE
Cohort	CHRT_CODE	SGRCHRT_CHRT_CODE
Interest	INTS_CODE	SORINTS_INTS_CODE

## Mail Submission

These columns are used for mail submission.

Update Criteria	STVMECL Code	Parent Search Table/Field
Letter Code	LETR_CODE	GURMAIL_LETR_CODE
Initiated Date	LETR_DATE	GURMAIL_DATE_INIT
Print Date	LETR_PRINT_DATE	GURMAIL_DATE_PRINTED
Initials	LETR_INIT_CODE	GURMAIL_INIT_CODE
Wait Days	LETR_WAIT_DAYS	GURMAIL_WAIT_DAYS

## General Student Mass Entry Form (SGAMSTU)

This form uses mass entry columns in the Search and Update windows.

### Search Window

These columns are used in the Search Criteria.

Search Criteria	STVMECL Code	Parent Search Table/Field
Effective Term	TERM_CODE_EFF Must be entered for any search to occur	SGBSTDN_TERM_CODE_EFF
Admission Term	LCUR_ADMIT_TERM Admission term associated with the curriculum	SORLCUR_TERM_CODE_ADMIT
Admission Type	ADMT_CODE	SORLCUR_ADMT_CODE
Student Type	STYP_CODE	SGBSTDN_STYP_CODE
Student Status	STST_CODE	SGBSTDN_STST_CODE
Residence	RESD_CODE	SGBSTDN_RESD_CODE
Fee Assessment Rate	RATE_CODE	SGBSTDN_RATE_CODE
Educational Level	EDLV_CODE	SGBSTDN_EDLV_CODE
Educational Goal	EDGL_CODE	SGBSTDN_EGOL_CODE

Search Criteria	STVMECL Code	Parent Search Table/Field
Expected Graduation Date	EXP_GRAD_DATE	SGBSTDN_GRAD_DATE
Graduation Term	TERM_CODE_GRAD	SGBSTDN_TERM_CODE_GRAD
Graduation Year	GRAD_YEAR	SGBSTDN_ACYR_CODE
Cohort	CHRT_CODE	SGRCHRT_CHRT_CODE
Attribute	ATTS_CODE	SGRATTS_ATTS_CODE
Degree	LCUR_DEGC_CODE  Current and active learner as of the search effective term code	SORLCUR_DEGC_CODE
College	LCUR_COLL_CODE	SORLCUR_COLL_CODE
Level	LCUR_LEVL_CODE	SORLCUR_LEVL_CODE
Campus	LCUR_CAMP_CODE	SORLCUR_CAMP_CODE
Program	LCUR_PROGRAM	SORLCUR_PROGRAM
Department	LCUR_DEPT_CODE	SORLFOS_DEPT_CODE
Field of Study Type	LCUR_LFST_CODE	SORLFOS_LFST_CODE
Field of Study Code	LCUR_MAJR_CODE	SORLFOS_MAJR_CODE
Curricula	LCUR_CURRICULA  (Ignored if no other curriculum elements are entered)	SORLCUR_PRIORITY_NO
Class	CLAS_CODE	Based on the primary curriculum level code and the search effective term code

### Population Selection

These columns are used for population selection.

Search Criteria	STVMECL Code	Parent Search Table/Field
Application	POPSEL_APPLICATION_ID	GLBEXTR_APPLICATION
Selection ID	POPSEL_SELECTION_ID  Must enter the application ID to enter the selection ID	GLBEXTRA_SELECTION

Search Criteria	STVMECL Code	Parent Search Table/Field
Creator ID	POPSEL_CREATOR_ID Must enter the application ID and selection ID to enter the creator ID	GLBEXTR_CREATOR_ID
User ID	POPSEL_USER_ID Must enter the application ID and selection ID to enter the user ID	GLBEXTR_USER_ID

### Update Window

These columns are used in the Update Criteria.

Update Criteria	STVMECL Code	Parent Search Table/Field
Learner Effective Term	TERM_CODE_EFF Must be entered for updates to occur. A new SGBSTDN record is created if the term does not match the term for the student and any of the SGBSTDN columns are being updated. All updates are ignored (including mail) if the person is registered for the learner effective term (SFBETRM record exists).	SGBSTDN_TERM_CODE_EFF
Student Type	STYP_CODE	SGBSTDN_STYP_CODE
Student Status	STST_CODE	SGBSTDN_STST_CODE
Fee Assessment Rate	RATE_CODE	SGBSTDN_RATE_CODE
Education Level	EDLV_CODE	SGBSTDN_EDLV_CODE
Education Goal	EDGL_CODE	SGBSTDN_EDOL_CODE
Expected Graduation Date	EXP_GRAD_DATE	SGBSTDN_GRAD_DATE
Graduation Term	TERM_CODE_GRAD	SGBSTDN_TERM_CODE_GRAD
Graduation Year	GRAD_YEAR	SGBSTDN_ACYR_CODE
Cohort	CHRT_CODE	SGRCHRT_CHRT_CODE

Update Criteria	STVMECL Code	Parent Search Table/Field
Attribute	ATTS_CODE	SGRATTS_ATTS_CODE
Block	BLCK_CODE	SGBSTDN_BLCK_CODE

### Mail Submission

These columns are used for mail submission.

Update Criteria	STVMECL Code	Parent Search Table/Field
Letter Code	LETR_CODE	GURMAIL_LETR_CODE
Initiated Date	LETR_DATE	GURMAIL_DATE_INIT
Print Date	LETR_PRINT_DATE	GURMAIL_DATE_PRINTED
Initials	LETR_INIT_CODE	GURMAIL_INIT_CODE
Wait Days	LETR_WAIT_DAYS	GURMAIL_WAIT_DAYS

### Mass Entry Athletic Compliance Form (SGAMSPT)

This form uses mass entry columns in the Search, Copy, and Insert or Update windows.

### Search Window

These columns are used in the Search Criteria.

Search Criteria	STVMECL Code	Parent Search Table/Field
Athletic Compliance Term	TERM_CODE_ATHL_COMP	SGRSPRT_TERM_CODE
	Must be entered for any search to occur	
Sport	ACTC_CODE	SGRSPRT_ACTC_CODE
Status	SPST_CODE	SGRSPRT_SPST_CODE
Eligible	ELIG_CODE	SGRSPRT_ELIG_CODE
Academic Eligibility	SAEL_CODE	SGRSPRT_SAEL_CODE
Athletic Attribute	SAAT_CODE	SGRSPRT_SAAT_CODE



Search Criteria	STVMECL Code	Parent Search Table/Field
Athletic Aid	ATHL_AID_IND	SGRSPRT_ATHL_AID_IND
Season of Competition Used in this Term	SEASON_USED_IND	SGRATHC_SEASON_USED_IND

### Population Selection

These columns are used for population selection.

Search Criteria	STVMECL Code	Parent Search Table/Field
Application	POPSEL_APPLICATION_ID	GLBEXTR_APPLICATION
Selection ID	POPSEL_SELECTION_ID Must enter the application ID to enter the selection ID	GLBEXTRA_SELECTION
Creator ID	POPSEL_CREATOR_ID Must enter the application ID and selection ID to enter the creator ID	GLBEXTR_CREATOR_ID
User ID	POPSEL_USER_ID Must enter the application ID and selection ID to enter the user ID	GLBEXTR_USER_ID

### Copy Window

These columns are used in the Copy Criteria.

Update Criteria	STVMECL Code	Parent Search Table/Field
Athletic Compliance Term	TERM_CODE_ATHL_COMP	SGVATPT_TERM_CODE
Sport	COPY_ACTC_CODE	SGRSPRT_ACTC_CODE
Status	COPY_SPST_CODE	SGRSPRT_SPST_CODE
Eligible	COPY_ELIG_CODE	SGRSPRT_ELIG_CODE
Academic Eligibility	COPY_SAEL_CODE	SGRSPRT_SAEL_CODE

Update Criteria	STVMECL Code	Parent Search Table/Field
Athletic Attribute	COPY_SAAT_CODE	SGRSPRT_SAAT_CODE
Copy previous term attributes	COPY_ATTRIBUTES	SGRATHA_SAAT_CODE

### Insert or Update Window

These columns are used in the Insert or Update Criteria.

Update Criteria	STVMECL Code	Parent Search Table/Field
Athletic Compliance Term	TERM_CODE_ATHL_COMP  Must be entered for updates to occur. A new SGRSPRT record is created if the term does not match the term for the student and any of the SGRPSRT columns are being updated. All updates are ignored (including mail) if the person is registered for the learner effective term (SFBETRM record exists).	SGRSPRT_TERM_CODE
Sport	ACTC_CODE	SGRSPRT_ACTC_CODE
Insert New Sport	INSERT_ACTC_CODE	SGRSPRT_ACTC_CODE
Status	SPST_CODE	SGRSPRT_SPST_CODE
Eligible	ELIG_CODE	SGRSPRT_ELIG_CODE
Academic Eligibility	SAEL_CODE	SGRSPRT_SAEL_CODE
Athletic Attribute	SAAT_CODE	SGRATHA_SAAT_CODE
Athletic Aid	ATHL_AID_IND	SGRSPRT_ATHL_AID_IND
Season of Competition Used in this Term	SEASON_USED_IND	SGRATHC_SEASON_USED_IND

## Mail Submission

These columns are used for mail submission.

Update Criteria	STVMECL Code	Parent Search Table/Field
Letter Code	LETR_CODE	GURMAIL_LETR_CODE
Initiated Date	LETR_DATE	GURMAIL_DATE_INIT
Print Date	LETR_PRINT_DATE	GURMAIL_DATE_PRINTED
Initials	LETR_INIT_CODE	GURMAIL_INIT_CODE
Wait Days	LETR_WAIT_DAYS	GURMAIL_WAIT_DAYS

## Registration Mass Entry Form (SFAMREG)

This form uses mass entry columns in the Search, Update, and Error Checking windows.

### Search Window

These columns are used in the Key Block

Update Criteria	STVMECL Code	Parent Search Table/Field
Registration Term	TERM_CODE_REG	SFRSTCR_TERM_CODE
Registration Date	REG_DATE	SFRSTCR_RSTS_DATE

These columns are used in the Search Criteria.

Search Criteria	STVMECL Code	Parent Search Table/Field
Search Term	TERM_CODE_EFF	SGBSTDN_TERM_CODE_EFF
Currently in CRN	CURRENT_CRN	SFRSTCR_CRN
Registration Status	CRN_RSTS_CODE	SFRSTCR_RSTS_CODE
Grade Mode	GMOD_CODE	SFRSTCR_GMOD_CODE
Block	BLCK_CODE	SGBSTDN_BLCK_CODE
Class	CLAS_CODE	Calculated value
Student Attribute	ATTS_CODE	SGRSATT_ATTS_CODE

Search Criteria	STVMECL Code	Parent Search Table/Field
Cohort	CHRT_CODE	SGRCHRT_CHRT_CODE
Bypass Registration Eligibility Check	BYPASS_REG_ELIG	When checked (set to <i>Y</i> ), all students who meet search criteria are displayed in the Results window, even those who are not eligible to register. When unchecked (set to <i>N</i> ), only those students who are eligible to register are displayed.
Level	LCUR_LEVEL_CODE	SORLCUR_LEVEL_CODE
Campus	LCUR_CAMP_CODE	SORLCUR_CAMP_CODE
College	LCUR_COLL_CODE	SORLCUR_COLL_CODE
Degree	LCUR_DEGC_CODE	SORLCUR_DEGC_CODE Selects the current and active curriculum for the application
Program	LCUR_PROGRAM	SORLCUR_PROGRAM
Field of Study Type	LCUR_LFST_CODE	SORLFOS_LFST_CODE
Field of Study Code	LCUR_MAJR_CODE	SORLFOS_MAJR_CODE
Department	LCUR_DEPT_CODE	SORLFOS_DEPT_CODE
Curricula	LCUR_CURRICULA  (Ignored if no other curriculum elements are entered)	SORLCUR_PRIORITY_NO

### Population Selection

These columns are used for population selection.

Search Criteria	STVMECL Code	Parent Search Table/Field
Application	POPSEL_APPLICATION_ID	GLBEXTR_APPLICATION
Selection ID	POPSEL_SELECTION_ID  Must enter the application ID to enter the selection ID	GLBEXTRA_SELECTION

Search Criteria	STVMECL Code	Parent Search Table/Field
Creator ID	POPSEL_CREATOR_ID Must enter the application ID and selection ID to enter the creator ID	GLBEXTR_CREATOR_ID
User ID	POPSEL_USER_ID Must enter the application ID and selection ID to enter the user ID	GLBEXTR_USER_ID

### Update Window

These columns are used in the Block Processing.

Update Criteria	STVMECL Code	Parent Search Table/Field
Registration Status	BLOCK_RSTS_CODE	SFRSTCR_RSTS_CODE
Mass Process Block	BLOCK_PROCESS_IND	If set to <i>Y</i> , all blocks are processed with the block code above, or else the form does not allow submission.

These columns are used in the Registration Course Add Values.

Update Criteria	STVMECL Code	Parent Search Table/Field
CRN	ADD_CRN	SFRSTCR_CRN
Subject	ADD_SUBJ_CODE	SSBSECT_SUBJ_CODE
Course Number	ADD_CRSE_NUMB	SSBSECT_CRSE_NUMB
Section	ADD_SEQ_NUMB	SSBSECT_SEQ_NUMB
Grade Mode	ADD_GMOD_CODE	SFRSTCR_GMOD_CODE
Start Date	ADD_START_DATE	SSBSECT_PTRM_START_DATE
End Date	ADD_END_DATE	SSBSECT_PTRM_END_DATE
Registration Status	ADD_RSTS_CODE	SFRSTCR_RSTS_CODE
Level	ADD_LEVL_CODE	SFRSTCR_LEVL_CODE
Credit Hours	ADD_CREDIT_HRS	SFRSTCR_CREDIT_HR
Billing Hours	ADD_BILL_HRS	SFRSTCR_BILL_HR

Update Criteria	STVMECL Code	Parent Search Table/Field
Attempted Hours	ADD_ATTEMPT_HRS	Calculated value
Time Status Hours	ADD_TMST_HRS	Calculated value
Part of Term	ADD_PTRM_CODE	SFRSTCR_PTRM_CODE
Instructional Method	ADD_INSM_CODE	SSBSECT_INSM_CODE
Campus	ADD_CAMP_CODE	SSBSECT_CAMP_CODE

These columns are used in the Registration Course Drop Values.

Update Criteria	STVMECL Code	Parent Search Table/Field
CRN	DROP_CRN	SFRSTCR_CRN
Subject	DROP_SUBJ_CODE	SSBSECT_SUBJ_CODE
Course Number	DROP_CRSE_NUMB	SSBSECT_CRSE_NUMB
Section	DROP_SEQ_NUMB	SSBSECT_SEQ_NUMB
Registration Status	DROP_RSTS_CODE	SFRSTCR_RSTS_CODE
Drop All CRNs	DROP_ALL_CRN	Indicator that shows whether or not all CRNs are dropped with the above STVRSTS code.
Remove Registration Record	DROP_REMOVE_REG	Indicator used to remove registration records for the above CRN.

### Error Checking Window

These columns are used in Registration Error Checking.

Update Criteria	STVMECL Code	Parent Search Table/Field
Duplicates	REG_CHECK_DUPL	SOBTERM_DUPL_SEVERITY
Links	REG_CHECK_LINK	SOBTERM_LINK_SEVERITY
Corequisites	REG_CHECK_CORQ	SOBTERM_CORQ_SEVERITY
Prerequisites	REG_CHECK_PREQ	SOBTERM_PREQ_SEVERITY
Minimum Hours	REG_CHECK_MINH	SOBTERM_MINH_SEVERITY

Update Criteria	STVMECL Code	Parent Search Table/Field
Maximum Hours	REG_CHECK_MAXH	SOBTERM_MAXH_SEVERITY
Time	REG_CHECK_TIME	SOBTERM_TIME_SEVERITY
Mutual Exclusion	REG_CHECK_MEXC	SOBTERM_MEXC_SEVERITY
Fee Assessment Options	REG_CHECK_ASSESSMENT	SOBTERM_FEE_ASSESSMENT
Approval	REG_CHECK_APPR	SOBTERM_APPR_SEVERITY
Capacity	REG_CHECK_CAPC	SOBTERM_CAPC_SEVERITY
Field of Study	REG_CHECK_MAJR	SOBTERM_MAJR_SEVERITY
Department	REG_CHECK_DEPT	SOBTERM_DEPT_SEVERITY
College	REG_CHECK_COLL	SOBTERM_COLL_SEVERITY
Level	REG_CHECK_LEVL	SOBTERM_LEVL_SEVERITY
Class	REG_CHECK_CLAS	SOBTERM_CLAS_SEVERITY
Repeat Hours	REG_CHECK_RPTH	SOBTERM_RPTH_SEVERITY
Holds	REG_CHECK_HOLD	SOBTERM_HOLD_SEVERITY
Repeat Limit	REG_CHECK_REPT	SOBTERM_REPT_SEVERITY
Campus	REG_CHECK_CAMP	SOBTERM_CAMP_SEVERITY
Degree	REG_CHECK_DEGREE	SOBTERM_DEGREE_SEVERITY
Program	REG_CHECK_PROGRAM	SOBTERM_PROGRAM_SEVERITY
Student Attribute	REG_CHECK_ATTS	SOBTERM_ATTS_SEVERITY
Cohort	REG_CHECK_CHRT	SOBTERM_CHRT_SEVERITY

## Mass Entry Graduation Form (SHAMDEG)

This form uses mass entry columns in the Search and Update windows.

### Search Window

These columns are used in the Search Criteria.

Search Criteria	STVMECL Code	Parent Search Table/Field
Registration Term	TERM_CODE_REG	SHRDGMR_TERM_CODE_STUREC
Graduation Term	TERM_CODE_GRAD	SHRDGMR_TERM_CODE_GRAD
Graduation Date	GRAD_DATE	SHRDGMR_GRADUATION_DATE
Graduation Year	GRAD_YEAR	SHRDGMR_ACYR_CODE
Graduation Status	GRST_CODE	SHRDGMR_GRST_CODE
Graduation Application Status	GRAD_APP_STATUS	SHBGAPP_GAST_CODE
Degree	LCUR_DEGC_CODE	SORLCUR_DEGC_CODE
Outcome Status	DEGS_CODE	SHRDGMR_DEGS_CODE
Degree Completion Term	TERM_CODE_DEGREE_COMPLETION	SHRDGMR_TERM_CODE_COMPLETION
Class	CLAS_CODE	Based on the primary outcome curriculum for the TERM_CODE_REG and the SORLCUR_LEVEL_CODE. If the registration term is not entered, the SHRDGMR_TERM_CODE_STUREC is used.
Level	LCUR_LEVEL_CODE	SORLCUR_LEVEL_CODE
Campus	LCUR_CAMP_CODE	SORLCUR_CAMP_CODE
College	LCUR_COLL_CODE	SORLCUR_COLL_CODE
Program	LCUR_PROGRAM	SORLCUR_PROGRAM
Field of Study Type	LCUR_LFST_CODE	SORLFOS_LFST_CODE
Field of Study Code	LCUR_MAJR_CODE	SORLFOS_MAJR_CODE
Department	LCUR_DEPT_CODE	SORLFOS_DEPT_CODE
Curricula	LCUR_CURRICULA  (Ignored if no other curriculum elements are entered)	SORLCUR_PRIORITY_NO



## Population Selection

These columns are used for population selection.

Search Criteria	STVMECL Code	Parent Search Table/Field
Application	POPSEL_APPLICATION_ID	GLBEXTR_APPLICATION
Selection ID	POPSEL_SELECTION_ID Must enter the application ID to enter the selection ID	GLBEXTRA_SELECTION
Creator ID	POPSEL_CREATOR_ID Must enter the application ID and selection ID to enter the creator ID	GLBEXTR_CREATOR_ID
User ID	POPSEL_USER_ID Must enter the application ID and selection ID to enter the user ID	GLBEXTR_USER_ID

## Update Window

These columns are used for the Update Criteria.

Update Criteria	STVMECL Code	Parent Search Table/Field
Graduation Term	TERM_CODE_GRAD	SHRDGMR_TERM_CODE_GRAD
Graduation Year	GRAD_YEAR	SHRDGMR_ACYR_CODE
Graduation Status	GRST_CODE	SHRDGMR_GRST_CODE
Graduation Date	GRAD_DATE	SHRDGMR_GRADUATION_DATE
Outcome Status	DEGS_CODE	SHRDGMR_DEGS_CODE
Fee - Values are Y or W	FEE_IND	SHRDGMR_FEE_IND

- Not charged if Fee Charged is *W* (Waived).
- Charged if Fee Charged is *Y* and SHADEGR\_CHANGE\_FEE\_IND is null.
- When Fee Charged on SHAMDEG is *Y*, then Fee Detail, Fee Term, Fee Amount, and Fee Date are required update values.
- Fee will then be applied and visible on TSAAREV.
- Not charged if Fee Charged is *Y* and SHADEGR\_CHANGE\_FEE\_IND is *Y*.

Update Criteria	STVMECL Code	Parent Search Table/Field
Fee Detail Code Charge not updated on TSAAREV after initial	FEE_DETC_CODE	TBRACCD_DETC_CODE
Fee Term Charge not updated on TSAAREV after initial	FEE_TERM_CODE	TBRACCD_TERM_CODE
Amount Charge not updated on TSAAREV after initial	FEE_AMOUNT	TBRACCD_AMOUNT
Fee Date Charge not updated on TSAAREV after initial	FEE_DATE	TBRACCD_DATE, SHRDGMR_FEE_DATE, SHRDGMR_AUTHORIZED

### Mail Submission

These columns are used for mail submission.

Update Criteria	STVMECL Code	Parent Search Table/Field
Letter Code	LETR_CODE	GURMAIL_LETR_CODE
Initiated Date	LETR_DATE	GURMAIL_DATE_INIT
Print Date	LETR_PRINT_DATE	GURMAIL_DATE_PRINTED
Initials	LETR_INIT_CODE	GURMAIL_INIT_CODE
Wait Days	LETR_WAIT_DAYS	GURMAIL_WAIT_DAYS

### Mass Entry Diploma Form (SHAMDIP)

This form uses mass entry columns in the Search and Update windows.

### Search Window

These columns are used in the Search Criteria.

Search Criteria	STVMECL Code	Parent Search Table/Field
Degree	LCUR_DEGC_CODE  Looks at the outcome curriculum for the selected SHRDGMR record	SORLCUR_DEGC_CODE
College	LCUR_COLL_CODE	SORLCUR_COLL_CODE
Level	LCUR_LEVL_CODE	SORLCUR_LEVL_CODE
Campus	LCUR_CAMP_CODE	SORLCUR_CAMP_CODE
Program	LCUR_PROGRAM	SORLCUR_PROGRAM
Department	LCUR_DEPT_CODE	SORLFOS_DEPT_CODE
Field of Study Type	LCUR_LFST_CODE	SORLFOS_LFST_CODE
Field of Study Code	LCUR_MAJR_CODE	SORLFOS_MAJR_CODE
Curricula	LCUR_CURRICULA	SORLCUR_PRIORITY_NO
Class	CLAS_CODE	<b>Based on primary outcome curriculum</b> SORLCUR_LEVL_CODE and SHRDGMR_TERM_CODE_GRAD
Graduation Term	TERM_CODE_GRAD	SHRDGMR_TERM_CODE_GRAD
Outcome Status	DEGS_CODE	SHRDGMR_DEGS_CODE

### Population Selection

These columns are used for population selection.

Search Criteria	STVMECL Code	Parent Search Table/Field
Application	POPSEL_APPLICATION_ID	GLBEXTR_APPLICATION
Selection ID	POPSEL_SELECTION_ID  Must enter the application ID to enter the selection ID	GLBEXTRA_SELECTION

Search Criteria	STVMECL Code	Parent Search Table/Field
Creator ID	POPSEL_CREATOR_ID Must enter the application ID and selection ID to enter the creator ID	GLBEXTR_CREATOR_ID
User ID	POPSEL_USER_ID Must enter the application ID and selection ID to enter the user ID	GLBEXTR_USER_ID

### Update Window

These columns are used in the Update Criteria.

Update Criteria	STVMECL Code	Parent Search Table/Field
Fee Amount	FEE_AMOUNT Must enter this value if the Fee Ind is Y	TBRACCD_AMOUNT
Fee Detail Code	FEE_DETC_CODE Must enter this value if the Fee Ind is Y	TBRACCD_DETC_CODE
Fee Date	FEE_DATE Defaults to the system date	TBRACCD_DATE, SHBDIPL_FEE_DATE
When Fee Charged on SHAMDIP is Y, then Fee Detail, Fee Term, Fee Amount, and Fee Date are required values. Fee will then be applied and displayed on TSAAREV.	FEE_IND Enter Y or W	SHBDIPL_FEE_IND
Fee Term	FEE_TERM_CODE Must enter this value if the Fee Ind is Y	TBRACCD_TERM_CODE
Ceremony	CERT_CODE	SHBDIPL_CERT_CODE
Awarding Institution	INNM_CODE	SHBDIPL_INNM_CODE
Address Type	ATYP_CODE	N/A
Diploma Order Date	DIPL_ORDER_DATE	SHBDIPL_ORDER_DATE
Ceremony Term	TERM_CODE_CERT	SHBDIPL_TERM_CODE_CERT

Update Criteria	STVMECL Code	Parent Search Table/Field
<i>Diploma Insert Value:</i>		
Create Ceremony Attendance	CREATE_CERT_IND	SHBCATT_PIDM, SHBCATT_TERM_CODE, SHBCATT_CERT_CODE

### Mail Submission

These columns are used for mail submission.

Update Criteria	STVMECL Code	Parent Search Table/Field
Letter Code	LETR_CODE	GURMAIL_LETR_CODE
Initiated Date	LETR_DATE	GURMAIL_DATE_INIT
Print Date	LETR_PRINT_DATE	GURMAIL_DATE_PRINTED
Initials	LETR_INIT_CODE	GURMAIL_INIT_CODE
Wait Days	LETR_WAIT_DAYS	GURMAIL_WAIT_DAYS

### Mass Entry Ceremony Attendance Form (SHAMCAT)

This form uses mass entry columns in the Search and Update windows.

### Search Window

These columns are used in the Search Criteria.

Search Criteria	STVMECL Code	Parent Search Table/Field
Graduation Term	TERM_CODE_GRAD	SHRDGMR_TERM_CODE_GRAD
Select Graduation Application		Checkbox set to <i>Y</i> indicates that a SHBGAPP record must exist
Attend Graduation Ceremony	GRAD_ATTEND_IND	SHBGAPP_GRAD_ATTEND_CDE set to <i>Yes, No, Undecided, No Response</i> (default), must enter the graduation term to enter this value.

Search Criteria	STVMECL Code	Parent Search Table/Field
Class	CLAS_CODE  Based on the primary SORLCUR_LEVL_CODE and graduation term	Must enter the graduation term
Degree	LCUR_DEGC_CODE	SORLCUR_DEGC_CODE
Outcome Status	DEGS_CODE	SHRDGMR_DEGS_CODE
Level	LCUR_LEVL_CODE	SORLCUR_LEVL_CODE
Campus	LCUR_CAMP_CODE	SORLCUR_CAMP_CODE
College	LCUR_COLL_CODE	SORLCUR_COLL_CODE
Program	LCUR_PROGRAM	SORLCUR_PROGRAM
Field of Study Type	LCUR_LFST_CODE	SORLFOS_LFST_CODE
Field of Study Code	LCUR_MAJR_CODE	SORLFOS_MAJR_CODE
Department	LCUR_DEPT_CODE	SORLFOS_DEPT_CODE
Curricula	LCUR_CURRICULA  (Ignored if no curriculum elements are entered)	SORLCUR_PRIORITY_NO

### Population Selection

These columns are used for population selection.

Search Criteria	STVMECL Code	Parent Search Table/Field
Application	POPSEL_APPLICATION_ID	GLBEXTR_APPLICATION
Selection ID	POPSEL_SELECTION_ID  Must enter the application ID to enter the selection ID	GLBEXTRA_SELECTION

Search Criteria	STVMECL Code	Parent Search Table/Field
Creator ID	POPSEL_CREATOR_ID Must enter the application ID and selection ID to enter the creator ID	GLBEXTR_CREATOR_ID
User ID	POPSEL_USER_ID Must enter the application ID and selection ID to enter the user ID	GLBEXTR_USER_ID

### Update Window

These columns are used in the Update Criteria.

Update Criteria	STVMECL Code	Parent Search Table/Field
<i>Insert Values only, update of data does not occur</i>		
Ceremony Key Information on SHAMCAT	CERT_CODE Required for any updates to occur, including mail	SHBCATT_CERT_CODE
Ceremony Term Key Information on SHAMCAT	TERM_CODE_CERT Required for any updates to occur, including mail, also used for the fee term code	SHBCATT_TERM_CODE
Fee Charged	FEE_IND When Fee Charged on SHAMCAT is Y, then the Fee Detail, Fee Term, Fee Amount, and Fee Date are required values. The fee will then be applied and displayed on TSAAREV. Values Y or W.	SHBCATT_FEE_IND
Fee Detail Code	FEE_DETC_CODE Must enter if Fee Ind is checked	TBRACCD_DETC_CODE

Update Criteria	STVMECL Code	Parent Search Table/Field
Fee Amount	FEE_AMOUNT Must enter if Fee Ind is checked	TBRACCD_AMOUNT
Fee Date	FEE_DATE Must enter if Fee Ind is checked	TBRACCD_DATE, SHBCATT_FEE_DATE

### Mail Submission

These columns are used for mail submission.

Update Criteria	STVMECL Code	Parent Search Table/Field
Letter Code	LETR_CODE	GURMAIL_LETR_CODE
Initiated Date	LETR_DATE	GURMAIL_DATE_INIT
Print Date	LETR_PRINT_DATE	GURMAIL_DATE_PRINTED
Initials	LETR_INIT_CODE	GURMAIL_INIT_CODE
Wait Days	LETR_WAIT_DAYS	GURMAIL_WAIT_DAYS

### Mass Update Diploma Form (SHAMUDI)

This form uses mass entry columns in the Search and Update windows.

### Search Window

These columns are used in the Search Criteria.

Search Criteria	STVMECL Code	Parent Search Table/Field
Degree	LCUR_DEGC_CODE	SORLCUR_DEGC_CODE
Outcome Status	DEGS_CODE	SHRDGMR_DEGS_CODE
Level	LCUR_LEVL_CODE	SORLCUR_LEVL_CODE
Campus	LCUR_CAMP_CODE	SORLCUR_CAMP_CODE
College	LCUR_COLL_CODE	SORLCUR_COLL_CODE
Program	LCUR_PROGRAM	SORLCUR_PROGRAM
Field of Study Type	LCUR_LFST_CODE	SORLFOS_MAJR_CODE



Search Criteria	STVMECL Code	Parent Search Table/Field
Field of Study Code	LCUR_MAJR_CODE	SORLFOS_LFST_CODE
Department	LCUR_DEPT_CODE	SORLFOS_DEPT_CODE
Class	CLAS_CODE	Calculated values using the primary outcome curriculum for the SORLCUR_LEVL_CODE and SHRDGMR_TERM_CODE_STUREC
Curricula	LCUR_CURRICULA (Ignored if no other curriculum elements are entered)	SORLCUR_PRIORITY_NO
Ceremony	CERT_CODE	SHBDIPL_CERT_CODE
Ceremony Term	TERM_CODE_CERT	SHBDIPL_TERM_CODE
Awarding Institution	INNM_CODE	SHBDIPL_INNM_CODE

### Population Selection

These columns are used for population selection.

Search Criteria	STVMECL Code	Parent Search Table/Field
Application	POPSEL_APPLICATION_ID	GLBEXTR_APPLICATION
Selection ID	POPSEL_SELECTION_ID Must enter the application ID to enter the selection ID	GLBEXTRA_SELECTION
Creator ID	POPSEL_CREATOR_ID Must enter the application ID and selection ID to enter the creator ID	GLBEXTR_CREATOR_ID
User ID	POPSEL_USER_ID Must enter the application ID and selection ID to enter the user ID	GLBEXTR_USER_ID

### Update Window

These columns are used in the Update Criteria.

Update Criteria	STVMECL Code	Parent Search Table/Field
<i>Update Values:</i>		
Diploma Order Date	DIPL_ORDER_DATE	SHBDIPL_ORDER_DATE
Diploma Mail Date	DIPL_MAILED_DATE	SHBDIPL_MAILED_DATE
Diploma Pickup Date	DIPL_PICKUP_DATE	SHBDIPL_PICKUP_DATE
Awarding Institution	INNM_CODE	SHBDIPL_INNM_CODE
<i>Insert Values:</i>		
Ceremony	CERT_CODE	SHBDIPL_CERT_CODE
Ceremony Term	TERM_CODE_CERT	SHBDIPL_TERM_CODE_CERT
Create Ceremony Attendance	Inserted when value does not exist on SHADIPL and SHACATT. Neither will have a ceremony updated when this option is not selected.	SHBCATT_PIDM, SHBCATT_CERT_CODE, SHBCATT_TERM_CODE

### Mail Submission

These columns are used for mail submission.

Update Criteria	STVMECL Code	Parent Search Table/Field
Letter Code	LETR_CODE	GURMAIL_LETR_CODE
Initiated Date	LETR_DATE	GURMAIL_DATE_INIT
Print Date	LETR_PRINT_DATE	GURMAIL_DATE_PRINTED
Initials	LETR_INIT_CODE	GURMAIL_INIT_CODE
Wait Days	LETR_WAIT_DAYS	GURMAIL_WAIT_DAYS

### Mass Update Ceremony Attendance Form (SHAMUCA)

This form uses mass entry columns in the Search and Update windows.

### Search Window

These columns are used in the Search Criteria.

Search Criteria	STVMECL Code	Parent Search Table/Field
Ceremony Term	TERM_CODE_CERT Cannot be null	SHBCATT_TERM_CODE
Ceremony	CERT_CODE Cannot be null	SHBCATT_CERT_CODE

### Population Selection

These columns are used for population selection.

Search Criteria	STVMECL Code	Parent Search Table/Field
Application	POPSEL_APPLICATION_ID	GLBEXTR_APPLICATION
Selection ID	POPSEL_SELECTION_ID Must enter the application ID to enter the selection ID	GLBEXTRA_SELECTION
Creator ID	POPSEL_CREATOR_ID Must enter the application ID and selection ID to enter the creator ID	GLBEXTR_CREATOR_ID
User ID	POPSEL_USER_ID Must enter the application ID and selection ID to enter the user ID	GLBEXTR_USER_ID

### Update Window

These columns are used in the Update Criteria.

Update Criteria	STVMECL Code	Parent Search Table/Field
Cap Type	CAP_TYPE	SHBCATT_TYPE_CODE_CAP , SHBCATT_SIZE_CODE_CAP
Cap Size	CAP_SIZE	SHBCATT_SIZE_CODE_CAP
Gown Type	GOWN_TYPE	SHBCATT_TYPE_CODE_GOWN , SHBCATT_SIZE_CODE_GOWN
Gown Size	GOWN_SIZE	SHBCATT_SIZE_CODE_GOWN

Update Criteria	STVMECL Code	Parent Search Table/Field
Hood Type	HOOD_TYPE	SHBCATT_TYPE_CODE_HOOD
Number of Tickets	NUMBER_TICKETS	SHBCATT_NO_TICKETS
Ticket Mail Date	CERT_MAILED_DATE	SHBCATT_TICKET_MAILED_DATE
Order Date for Cap, Gown, Hood, Tickets	CERT_PICKUP_ORDER, CAP_ORDER_IND, GOWN_ORDER_IND, HOOD_ORDER_IND, TICKET_ORDER_IND	SHBCATT_%_DATE_ORDERED, SHBCATT_CAP_DATE_ORDERED, SHBCATT_GOWN_DATE_ORDERED, SHBCATT_HOOD_DATE_ORDERED, SHBCATT_TICKET_ORDER_DATE
	Must enter order date before checking indicator	
Pickup Date for Cap, Gown, Hood, Tickets	CERT_PICKUP_DATE, CAP_PICKUP_IND, GOWN_PICKUP_IND, HOOD_PICKUP_IND, TICKET_PICKUP_IND	SHBCATT_%_DATE_PICKUP, SHBCATT_CAP_DATE_PICKUP, SHBCATT_GOWN_DATE_PICKUP, SHBCATT_HOOD_DATE_PICKUP, SHBCATT_TICKET_PICKUP_DATE
	Must enter pickup date before checking indicator	
Return Date for Cap, Gown, Hood	CERT_RETURN_DATE, CAP_RETURN_IND, GOWN_RETURN_IND, HOOD_RETURN_IND	SHBCATT_%_DATE_RETURNED, SHBCATT_CAP_DATE_RETURNED, SHBCATT_GOWN_DATE_RETURNED, SHBCATT_HOOD_DATE_RETURNED
	Must enter return date before checking indicator	
Diploma Pickup Date	DIPL_PICKUP_DATE	SHBDIPL_PICKUP_DATE

### Mail Submission

These columns are used for mail submission.

Update Criteria	STVMECL Code	Parent Search Table/Field
Letter Code	LETR_CODE	GURMAIL_LETR_CODE
Initiated Date	LETR_DATE	GURMAIL_DATE_INIT
Print Date	LETR_PRINT_DATE	GURMAIL_DATE_PRINTED

<b>Update Criteria</b>	<b>STVMECL Code</b>	<b>Parent Search Table/Field</b>
Initials	LETR_INIT_CODE	GURMAIL_INIT_CODE
Wait Days	LETR_WAIT_DAYS	GURMAIL_WAIT_DAYS



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## Overview

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The section discusses the use of study paths. Study paths provide a means by which a learner can associate specific course registration records to learner curriculum records during registration. The study path records allow the institution to track separate student status codes and academic standings (along with various other data) based on the student's curriculum. Likewise, a study path term enrollment record permits the tracking of enrollment eligibility that is separate from a student's overall enrollment status. The grade roll uses study paths to keep courses with an associated study path within the degree sequence created for that study path.

Study paths may be created when an applicant is accepted with a decision code that creates the general student record. A study path can also be created from an existing curriculum record. The study path record is a child record of the general student record but is also linked to the curriculum record through the curriculum sequence number. Thus, study paths are also sibling records to curriculum records. The study path records are used to track certain information that is currently tracked only on the general student record, and therefore allows the institution to restrict registration for a specific curriculum through the study path data. In addition, enrollment eligibility can be tracked by study path from the Student Study Path Enrollment Table (SFRENSP).

Curriculum records can be tagged for use as study paths and tracked from applicant acceptance, to general student, to registration, and then the courses are rolled with their study paths to a degree sequence. A study path can be created for an applicant upon acceptance, and when the learner registers for classes, the curriculum record can be associated with courses using the study path. Since the study path is a child record of the general student record, a learner may have a general student record student status and also a study path status. Permission to register by status on a study path may differ from the overall student status. As mentioned previously, a new study path enrollment record permits separate enrollment status by study path. The cohort (SGRCHRT) and student attribute (SGRSATT) tables allow these codes to be associated with specific study paths for the learner. Study paths are used only in baseline Banner Student registration.

# Set up Study Paths

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Use these steps to set up study paths.

1. Build study path status codes on STVSTSP.
2. Check the **Active and Allow Registration** indicator on STVSTSP for study path codes that permit registration.
3. Check the **Enable Study Paths** indicator for the curriculum rules on SOACTRL.
4. Define the study path naming convention in the Study Path Name Components Window on SOACTRL.
  - 4.1. Enter the sequence number for the column order in the study path name.
  - 4.2. Enter the columns from SOVSPNM that are used in the study path name.
  - 4.3. Enter separators for the column values in the study path name.
5. Check the **Study Path** indicator on SOACURR to enable study paths for the curriculum rule during admissions acceptance.
6. Check the **Study Path Required** indicator on SOATERM if you wish to require study paths on all registered courses.
7. Set up study path information for students in the Study Path window on SGASTDN.
  - 7.1. Enter status information in the Study Path Status block.

When study paths are created, the default status is *AS* (active study paths).
  - 7.2. Enter any pertinent student information in the Study Path Student Information block.
8. Use the **Study Path** field on SGASADD to include student cohorts in the study path.
9. Use the **Study Path** field on SGASADD to include student attributes in the study path.
10. Use the Enrollment Study Path block on SFAREGS to enter the enrollment study path status and allow study paths to be associated with courses during registration.
11. Set up study path information in the Study Path window on SFAREGS.
  - 11.1. Enter status information in the Study Path Status block.
  - 11.2. Enter student information in the Study Path Student Information block.

12. Check the **Roll and Apply Courses by Study Path** indicator on SHACTRL to include the study path code in the match between the learner and outcome curriculum records for the outcome record creation.

13. Use SHRROLL to roll grades to history with or without study paths.

## Name Study Paths

---

Study paths can be named for easy identification by users and students using the Study Path Name Components window on SOACTRL. This window allows you to select the data fields used for the study path name from a list of columns, set the order by row, and add punctuation to specify how the name is displayed. This data is stored in the SORSPNM table.

The following data elements can be selected for use in the study path name.

- study path status
- study path status description
- study path sequence number
- level code
- level description
- college code
- college description
- degree code
- degree description
- program
- program name
- campus
- campus name
- major 1
- major 1 description
- major 2
- major 2 description

A separator can be used for punctuation between the data elements when the study path name is displayed, such as a ^ for a blank space. If no separator is entered, the elements are

concatenated without spaces or characters between them. The name is generated dynamically wherever it is displayed in the forms and is not stored.

For example, the learner curriculum consists of:

- Program Code: BA-HISTORY
- Program Description: Bachelor Arts History
- College Code: AS
- College Description: Arts & Sciences
- Level Code: UG
- Level Description: Undergraduate
- Major 1 Code: ARTH
- Major 1 Description: Art History

By selecting Program Code, Level Code, and Major 1 Description as the fields to use in the study path name, and using a colon as the separator, the form will display the study path name to the user as:

*BA-HISTORY:UG:Art History*

If no punctuation is inserted, the fields will be concatenated such as:

*BA-HISTORYUGArtHistory*

Once the information in this window has been set up, when a study path is created, the study path name is displayed in the study path record next to the study path sequence number. When a study path has no current or active learner curriculum record, the study path name will be blank.

## Processing

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Study paths can be generated in the Admissions module through the admissions acceptance process and in the General Student module via the curriculum records. Study paths can also be generated in the Registration module through the Curriculum window on SFAREGS. A student cannot have a study path created in Self Service and cannot register for courses with study paths in the Registration module of Student Self-Service at this time.

## Admissions

You can control whether or not study paths are created during the admissions acceptance process using the **Enable Study Paths** indicator for curriculum rules on SOACTRL. This indicator must be checked to allow study paths to be created.

### Create Study Paths During Admissions Acceptance

Study paths can be created for a specific curriculum rule during the admissions acceptance process by checking the **Study Path** indicator for the curriculum rule on SOACURR. This allows you to control which curriculum rules can become study paths, so that different colleges, faculties, and departments can choose whether or not to create study paths. A study path name can be generated using the rules in the Study Path Name Components window on SOACTRL. The study path name is displayed in the lists of valid values for the **Study Path** fields and in the Study Path window on SGASTDN and SFAREGS.

Study paths can be created when the **Enable Study Paths** indicator is checked on SOACTRL and the **Study Path** indicator is checked on SOACURR for the curriculum selected. When the curriculum in use does not have a valid curriculum rule, the study path will still be created.

Study paths are created when:

- The **Enable Study Paths** indicator on SOACTRL is checked (*Y*), the curriculum on SOACURR is valid, and the **Study Path** indicator on SOACURR is checked (*Y*) for the curriculum.
- The **Enable Study Paths** indicator on SOACTRL is checked (*Y*), and the curriculum is not valid per SOACURR rules.

Study paths are not created when:

- The **Enable Study Paths** indicator on SOACTRL is unchecked (*N*).
- The **Enable Study Paths** indicator on SOACTRL is checked (*Y*), the curriculum on SOACURR is valid, but the **Study Path** indicator on SOACURR is unchecked (*N*).

#### **Note**

The **Study Path** indicator on SOACURR is delivered set to unchecked (*N*) for all curriculum rules. ■

Study paths can be created through admissions acceptance from SAAADMS and SAAQUIK and using Quick Start processing. One study path is created per application that is accepted. This occurs when both the **Significant Decision** and **Applicant Acceptance** indicators are checked on STVAPDC for the decision code, and when a person is admitted through SAAQUIK and no previous applications exist for the ID and term.

When the study path is created from an admissions acceptance, miscellaneous general student data is updated in the Study Path Table (SGRSTSP) for the study path and term. The SGRSTSP record is linked to the learner curriculum record through the sequence number. The study path becomes the method used to track specific information about the learner's status and data related to the course of study when the general student record is created. This data is stored in the SGRSTSP table, which is a child table of SGBSTDN and a sibling of the learner curriculum. Specific student data from the application is used to populate the general student record (SGBSTDN) and the study path record (SGRSTSP) when the study path is first created.

## Use Curriculum Records and Study Paths

If an application has multiple curriculum records with differing priorities, all curricula go to the same study path. To create multiple study paths, you must create multiple applications with acceptance codes that will generate the general student record.

If there are two valid curriculum records per the SOACURR rules on one application, and the first record has the **Study Path** indicator checked on SOACURR, and the second record does not, a study path is created for the first record, but not for the second record. The second record is associated with the overall SGBSTDN record, with no study path (SGRSTSP record), and the curriculum will have a sequence number of 99. The first curriculum will have a sequence number other than 99, and that sequence number will correspond to the study path record that was created.

Controls for the maximum allowable number of curriculum records apply to all records and not to a single study path. When the curriculum priority is the same, controls for the creation of the learner curriculum record in a current or future term are handled as they were previously.

When the application has a sequence number of *I*, with a priority of one, and has one curriculum record, the SGBSTDN record is created with a priority of one on the curriculum record. The study path sequence is then created during the creation of the learner curriculum record. If the study path is the first study path and curriculum for the learner, the curriculum sequence number is *I*, and the study path sequence number is *I*. The label for the **Key Sequence** field in the Curriculum window for SGASTDN and SFAREGS changes to **Study Path** when the **Enable Study Paths** indicator is checked on SOACTRL.

The curriculum associated with the study path is the curriculum for the application that was used to create the study path. The priority for the study path curriculum is still the priority generated by the application priority. The priority for the study path is determined by the priority for the curriculum used to create the study path. Therefore, you will never have two study paths with the same priority. This is the same way that priority is handled for curriculum records for admissions applications. If two applications have the same preference, and the second application is accepted, the second acceptance inactivates the first application.

The learner curriculum record inherits the study path sequence number, instead of having a sequence number of 99. This is how the study path record and the curriculum record are associated. An unassigned curriculum record (key sequence of 99) can be assigned to a new study path using the **Search** button or the List function from the **Study Path** field for the learner curriculum record in the Curriculum window on SGASTDN and SFAREGS. The **Study Path** field that displays the study path sequence number can be found in the Curricula Summary block on SGASTDN and SAAQUIK.

If the learner curriculum was previously rolled, the user will receive the message: *\*ERROR\* The learner has been rolled, this functionality is not available.* The curriculum will need to be duplicated, updated, or replaced and then rolled again. It is important to note that the creation of a study path using this method does not observe the setting of the **Study Path** indicator on SOACURR. If the user decides to create a study path for any curriculum, as long as the **Enable Study Paths** indicator on SOACTRL is checked, a study path will be created. The **Search** button or the List function for the **Study Path** field will never be activated if the **Enable Study Paths** indicator on SOACTRL is unchecked.

The **Current** indicator for the curriculum is calculated across all learner priorities for a general student effective term, not within a study path. Each study path will have one current and active curriculum. The minimum and maximum number of curriculum records allowed applies across all learner curriculum records and is not tracked by individual study paths. The study path status, along with the study path enrollment status (if changed), and the study path academic standing values (academic standing and combined academic standing) determine if the student is eligible to register for the study path.

## General Student

Study paths can be created for general student records automatically through applicant acceptance as described above, manually on existing curriculum records in SGASTDN, or by using the delivered conversion scripts. It is recommended that institutions who want to use study paths convert or create study paths prior to opening registration for a new term. Students who have registered for courses prior to study paths being turned on will not have study paths assigned to the existing registration records.

### Create Study Paths for Learners

Study paths can be created from existing curriculum records for students who have already been admitted to the institution. The study path record can be generated on SGASTDN in the Curriculum window by using the **Search** button or the List function from the **Study Path** field that displays the key sequence number. Scripts are delivered to assist with converting many student records at once for learners who have already registered or for those who have been admitted and accepted but have not yet registered.

- The `susgrstsp_applicant.sql` script is delivered to read the SARADAP table and the SGBSTDN records for the term and create study path records for each current and active curriculum record.

The field of study record is inserted with a curriculum status code of *STUDYPATH* from STVCSTS.

- The `susgrstsp_enroll.sql` script is delivered to read the SFBETRM records for a term and create study path records for each current and active curriculum record.

Please see the “Conversion Scripts” section of this appendix for more information on running these scripts.

As noted above, study paths can also be created manually on existing curriculum records when they were not already created through admissions acceptance (SAAADMS or SAAQUIK) or converted using the delivered scripts. A study path can be assigned to an existing curriculum record while in the Curriculum window on SGASTDN using the **Search** button or the List function from the **Study Path** field that displays the key sequence number. When you click on the **Search** button, an Option List is displayed with a Create New Study Path option. Selecting that option will insert the study path and update the curriculum record with the study path sequence number. (The key sequence will no longer be 99.)

If study paths already exist for a learner, but there are additional current and active curriculum records that do not have study paths, when you click on the **Search** button for that curriculum sequence, an Option List is displayed with options to Create New Study Path or Assign Curriculum to Existing Study Path.

- Selecting the Create New Study Path option will insert a new study path with a different sequence number from any that currently exists and update the curriculum record with the study path sequence number that is generated. (The key sequence will no longer be 99.)
- Selecting the Assign Curriculum to Existing Study Path option will display a list of existing study paths (if more than one exists). You may select one, and the curriculum in use will have that study path sequence assigned to it. (The key sequence will no longer be 99.)

When a study path exists for a curriculum record, the study path sequence number and name are displayed in the Study Path window.

## Change Learner Curriculum Records

When a new curriculum record is inserted, you can do the following:

- create a new study path for the new curriculum record
- associate the new curriculum record with an existing study path.
- create the curriculum record with no study path (sequence number will be 99)



If you replace or copy a learner curriculum record that is the only curriculum for a study path, and the curriculum status is changed to inactive, this can leave the study path without a current and active learner curriculum. When this happens, a warning message is displayed that the study path no longer has a current and active learner curriculum. You will need to update the status on the study path manually to inactivate it. If you replace or copy the learner curriculum record for a study path to a new term, and the curriculum status is changed, the study path record is pushed to the new term for the new curriculum record. The study path status is maintained manually and is not set by the curriculum status.

## Track Information on Study Paths

Updates can be made to student data fields that can be tracked with the study path. If the learner has already registered, updates must be made to the study path through registration. You can activate or inactivate a study path using a study path status code on the Study Path Status Code Validation Form (STVSTSP). Status codes can be created that are active and allow registration or that prevent registration. This allows you to start and stop study paths for students and determine which study paths are valid for a student in a term.

Changing the study path status does not change the curriculum status for the field of study. The user would need to update the curriculum and/or field of study status separately. The study path status will only prevent a student from registering for that specific study path. The Study Path window on SGASTDN and SFAREGS can be used to view and update student data for each study path. This window is displayed and enabled when the **Enable Study Paths** indicator is checked on SOACTRL. You can scroll through all existing study paths for a learner in this window. You can also set up tab level security on GURATAB to hide the Study Paths tab/window for specific users if this functionality is not implemented.

When study paths are used, the study path can be inactivated using the study path status code. This allows you to inactivate a student for registration purposes within the specific study path, but allows the student to remain active for the general student record or for other study paths you will permit the student to register for.

The study path can be used to maintain separate academic standings for academic standing, progress evaluation, and combined academic standing. While reviewing the study path information, you can also easily review the curriculum records for the student in the Curriculum window.

The Study Path Status block in the Study Path window is used to record the academic standing information on a study path for a student. This allows each study path to have a different academic standing (STVASTD), progress evaluation (STVPREV), and combined academic standing (STVCAST) from that of the general student record. The academic and combined standings must be updated manually.

The **Academic Standing** field and the **Combined Code** field are used to determine eligibility for registration. They use the setting of the **Proh Reg** indicator on STVASTD and the **Prohibit Registration** indicator on STVCAST to prevent registration. When

either of these fields is populated, that value will be used. If both fields are *Null*, registration is permitted for the study path. When a study path is duplicated through the duplication of the general student record, the academic standings are not copied for the study path.

Other student data that is related to the study path can also be maintained in the Study Path window, such as:

- residence
- block code
- full or part time
- session
- basic skills
- practical training
- orientation
- career planning
- education level
- expected education
- transfer credit
- vocational training
- education goal
- apprentice
- employee and training
- income

## Include Study Paths with Cohorts and Attributes

Use the **Study Path** field in the Student Cohort block on SGASADD to create or modify a student cohort for a study path so that this element can be tracked by study paths. If an admissions application for a term has an associated cohort record, and the application is accepted and confirmed, and the study path is created for the term, then the cohort record is created for that study path and effective term.

Use the **Study Path** field in the Student Attribute block on SGASADD to create or modify a student attribute for a study path so that this element can be tracked by study paths.

### **Note**

Registration restriction checking is not specific to study paths associated with cohorts or attributes. ■

## Registration

A study path can be assigned to an existing curriculum record while in the Curriculum window on SFAREGS using the **Search** button or the List function from the **Study Path** field that displays the key sequence number. When you click on the **Search** button, an Option List is displayed with a Create New Study Path option. Selecting that option will insert the study path and update the curriculum record with the study path sequence number. (The key sequence will no longer be 99.) The study path values set up on SOACURR and SOACTRL are not evaluated for this option. It is recommended that users create or add study paths prior to opening registration for a new term when your institution is starting to use study path functionality.

### Create Study Paths for Registration

It is recommended that institutions who want to use study paths convert or create study paths prior to opening registration for a new term. The conversion scripts for enrolled students and for accepted applicants described in the previous section may be used to assist in this process. Please see the “Conversion Scripts” section of this appendix for more information on running these scripts.

Students who have registered prior to the activation of study paths will not have study paths assigned to the existing registration records. You may add enrollment study path records and study path sequences to existing registration records manually.

### Register in a Study Path

To use study paths in registration you must have the **Enable Study Paths** indicator checked on SOACTRL. When the indicator is checked, you will see the **Study Path** field in the Key Block of SFAREGS, as well as in the Course Information block. Also, the Enrollment Study Path block is displayed after the Enrollment Information block. The Enrollment Study Path block is used to create the study path term enrollment status for the learner before registration occurs for courses with study paths. When the **Enable Study Paths** indicator on SOACTRL is unchecked, the form will not display any study path fields, and the Enrollment Study Path block will not be displayed.

You may optionally require that study paths be used in registration. Check the **Study Path Required** indicator on SOATERM to require a study path on all new registration records. When a study path is required, you will not be permitted to enter the Course Information block unless at least one enrollment study path record that allows registration exists for the student in the registration term. If the **Study Path** field in the Key Block has a value, an enrollment study path record must exist for the Key Block study path, in order for the user to enter the Course Information block. When a study path is required per SOATERM, you will not be able to save a registration record if no study path sequence has been entered for the CRN.

The **Study Path** field in the Key Block of SFAREGS is used to select a study path for the registration session. The field can be left *Null* if you wish to register for multiple study

paths during the registration session. To register for a single study path, you may enter a study path sequence number. If multiple study paths exist, you can use the List function from the **Study Path** field to view and select a study path to associate with the registration records.

The list of valid values for the **Study Path** field displays all study paths for the learner with information about the eligibility to register. The Enroll column on the left side of the display shows a value of *Y* if there are no conditions on the study path that prevent the student from registering. It displays an *N* if there is a status or standing that prevents registration for that study path, or if there is no current and active curriculum for the study path. If only one study path exists, attempting to use the List function for the field will default the study path value into the field. If only one study path exists for the student, and study paths are required per the setting of the **Study Path Required** indicator in SOATERM, the study path sequence is defaulted in when the **Term** and **ID** fields in the Key Block are entered.

## Enrollment Status and Registration

When you navigate from the Key Block to the Enrollment Information block, existing enrollment study path records are queried and displayed below the overall enrollment record (SFBETRM). Only one enrollment study path record is displayed at a time, but all existing records can be viewed by scrolling through them. If the **Study Path** field in the Key Block has a value, and no enrollment study path record exists for that study path, the study path will default into the **Study Path** field when you navigate to the Enrollment Study Path block. The overall enrollment status from the Enrollment Information block is defaulted into the **Enrollment Status** field for the study path whenever a new enrollment study path record is added. If the study path is eligible for registration and the study path enrollment status permits registration, the **Registration Allowed** indicator will be checked. This indicator is informational only and cannot be changed.

If the student's overall enrollment status (SFBETRM) or enrollment study path status (SFRENSP) does not allow registration, an error message is displayed, and you cannot enter the Course Information block. An enrollment study path record can be deleted only if no registration records exist for that study path. If no registration records exist for the term and the overall enrollment record is deleted, all the enrollment study path records for that term are also deleted.

As mentioned previously, the setting of the **Study Path Required** indicator on SOATERM determines whether study paths are optional or required for registration in a term.

- When the **Study Path Required** indicator on SOATERM is unchecked, a study path can be entered in the Key Block. If the **Study Path** field in the Key Block is set to *Null*, courses can be associated with any of the student's study paths that permit enrollment, as long as the study path enrollment records are created before the student attempts to register.
- When the **Study Path Required** indicator on SOATERM is checked, you may set the **Study Path** field in the Key Block to *Null*, but you must create an enrollment record for at least one of the student's study paths, to proceed to the Course

Information block. If no enrollment study path record exists, the message *Error: Student has no study path record that allows registration* is displayed. You must insert a study path enrollment record to proceed to the Course Information block, where you must associate each course that is added with a study path in order to save new registration records. Pre-existing registration records do not require that a study path be added. However, once a study path has been added to a pre-existing registration and saved, that CRN can no longer be saved without a study path.

## Registration Restrictions

Registration can be restricted when the academic standing for the study path prevents registration. Registration eligibility is based on academic standing codes by study path. Academic standing codes can be applied to each study path individually. The overall academic standing is checked first for the term for the student's academic history term information viewed on SHAINST. (The SHRTTRM record is checked first, since that academic standing can prevent registration for all study paths.) The override academic standing is then checked in the student's general student record (SGBSTDN). Lastly, the academic standing for study paths is checked for the student for the term on the study path record (SGRSTSP). If the academic standing on the SHRTTRM record and the SGBSTDN record is *Null* or is one that permits registration, the process checks the study path academic standing code value (SGRSTSP\_ASTD\_CODE) for the study path. The combined academic standings are also checked in the same manner. If the overall academic standing prevents registration, the student cannot register for any study path, regardless of the academic standing codes on the study path.

You can restrict registration when the enrollment status code for the student on the study path prevents registration. Registration eligibility can be set up by study path so that each study path can be pursued independently. The **Active and Allow Registration** checkbox on STVSTSP is used to permit registration (when checked) for a study path status code on the SFRENSP record for a student's study path. When the **Active and Allow Registration** checkbox is unchecked for a study path status code, the study path is displayed in the list of available study paths for the **Study Path** field in the Key Block of SFAREGS.

However, the Enroll column displayed on the left in the list of valid values for the field shows a value of *N*, which means this study path exists but does not permit registration. The status that prevents registration is also displayed in the list of valid values, as is the academic standing or combined standing that prevents registration. If the study path exists but the only curriculum records associated with it are not current or active, that information will also be displayed, and that study path will not allow registration.

## Block Scheduling

Block registration is allowed for a study path if the study path record contains a block code and the **Study Path** field in the Key Block is set to the study path for which block registration is to be performed. When block registration is performed for a study path, the study path defaults into each course record that is processed by the block registration. This allows study paths to carry their own block codes to be used during registration. Overall block registration cannot be used if a study path value is entered in the Key Block. If no

study path is entered into the Key Block, then overall block processing can be performed as usual from the main Enrollment Information block.

## Study Path Window

The Study Path window on SFAREGS can be used to view and update student data for each study path for the term. This window is displayed when the **Enable Study Paths** indicator is checked on SOACTRL. If a student has no study paths, the Study Path tab for the window will be disabled. Each study path has a sequence number that cannot be changed. This window and the Study Path tab used to access it are not displayed when study paths are not used (i.e., the **Enable Study Paths** indicator is unchecked on SOACTRL). You can set up tab level security on GURATAB to hide the Study Paths tab/window if this functionality is not implemented.

When study paths are used, the study path can be inactivated using the study path status code. This allows you to inactivate a student within the study path, but allows the student to remain active for the general student record. The study path can be used to maintain separate standings for academic standing, progress evaluation, and combined academic standing. Other student data that is related to the study path can also be maintained in the window. While reviewing the study path information, you can also easily review the curriculum records for the student in the Curriculum window. When a student has at least one curriculum record that has a study path sequence number other than 99, the Study Path window is available, and the data in the window can be updated.

### Note

You can copy a study path record to a new term if the registration term in use is greater than the start term for the study path. This allows you to update study path data for the registration term but retain the study path information from the previous term. ■

The Study Path Status block in the Study Path window is used to record the academic standing information on a study path for a student. This allows each study path to have a different academic standing (STVASTD), progress evaluation (STVPREV), and combined academic standing (STVCAST) for the term on the general student record. These standings can be defined and updated manually.

Study path information is also available on the following forms in Registration.

- You can view study paths that have been applied to courses in registration on the Student Course/Fee Assessment Query Form (SFAREGF) using the **Study Path** field in the Term Registration Summary block.
- You can view study paths that have been applied to courses in registration on the Student Registration History and Extension Form (SFARHST) using the **Study Path** field in the main data block.
- You can view study paths that have been applied to courses in registration on the Student Course Registration Audit Form (SFASTCA) using the **Study Path** field in the main data block. This allows you to see registration changes for a CRN and determine whether a study path was used for a course.

- You can view study paths when querying on the Registration Query Form (SFAREGQ) using the **Study Path** field in the main data block.
- You can view study paths on the Student Registration Permit-Override Form (SFASRPO) using the **Study Path** field in the Student Schedule block.

## Use Study Paths with Fee Assessment

This section discusses using study paths in fee assessment processing and posting charges related to study paths in Banner Accounts Receivable.

Two fee assessment rule types are used with study paths. These rules can be used in addition to the basic rule types. The audit history data also includes study path information. An indicator is used to determine whether study path data is stored with a charge, when the charge is generated from section fees. Two Banner views are used with learner curriculum record sequence numbers associated with study paths. The account detail in Banner Student Self-Service displays charges by term with study paths. Study path information is also displayed in Banner Accounts Receivable for Banner Student for account detail, billing, customer service inquiry, and payment detail query.

### Study Path Rule Types

Two rule types on the Registration Fee Assessment Rules Form (SFARGFE) are used with study paths. The *STUDYPATH* (study path) and *STUDYPATH\_ATTR* (study path with course attribute) rule types can be used to assess charges by study path. This allows course liable hours to be grouped by study path for a course and student. The study path sequence number, charge, and detail code can be posted to the student's account for billing.

The following occurs in the Student Curriculum block of SFARGFE when either the *STUDYPATH* or *STUDYPATH\_ATTR* rule type is selected in the Key Block.

- The **Residence** and **Session** fields are displayed.
- The **Curricula** field is hidden. You cannot enter the curriculum priority.
- The Student Curriculum tab label changes to read Study Path.
- The Student Curriculum Rules block label changes to read Study Path Rules.

When the basic rule types for *STUDENT*, *CAMPUS*, *ATTR*, or *LEVEL* are selected, the **Curricula** field is displayed, and the **Residence** and **Session** fields are hidden. The tab label reads Student Curriculum, and the block label reads Student Curriculum Rules.

When the *STUDYPATH* rule type is used, you must enter at least one curriculum value in the Study Path Rules block before a rule can be saved. When the *STUDYPATH\_ATTR* rule type is used, you must enter at least one curriculum value in the Study Path Rules block, as well as a course attribute in the Registration Charges and Fees block before a rule can be saved.

## Study Paths in Audit History

The following data on the Registration Fee Assessment Audit History Form (SFAFAUD) is used with study paths:

- The **Rule Type** field displays the *STUDYPATH* or *STUDYPATH\_ATTR* rule type from SFARGFE when either of those rule types is used.
- The study path sequence number used for the assessment is displayed in the **Value** field when either the *STUDYPATH* or *STUDYPATH\_ATTR* rule type is used.
- The **Value 2** field displays the course attribute code for the study path when the *STUDYPATH\_ATTR* rule type is used.
- The **Study Path Name** field displays the study path name that was used to calculate the charge when either the *STUDYPATH* or *STUDYPATH\_ATTR* rule type is used. This is populated by the `sb_studypath_name` API.

## Study Path Charges for Section Fees

An indicator on the Term Control Form (SOATERM) is used to control whether study path data is stored with a charge, when the charge is generated from section fees. The **Section Fees by Study Path** checkbox is located in the Registration Fee Assessment section of the Controls block in the main window. This field is associated with the `SOBTERM_SECTIONFEE_IND` column on the `SOBTERM` table.

When a CRN has section fees in SSADETL, and the course in registration has an associated study path, and the **Section Fees by Study Path** checkbox is checked (set to *Y*), the following processing occurs. The fee assessment process stores the study path sequence number in the `SFRFAUD` table and displays it on the SFAFAUD form. The process posts the study path sequence number to the `TBRACCD` table with the section fee charge and displays it on the TSAAREV form with the section fee charge.

When the no study path exists for the course in registration and the **Section Fees by Study Path** checkbox is unchecked (set to *N*), no study path information is populated in the `SFRFAUD` or `TBRACCD` tables.

## Fee Assessment Processing with Study Paths

Fee assessment uses the *STUDYPATH* and *STUDYPATH\_ATTR* rule types on SFARGFE for fee assessment processing. These two rule types work with the basic rule types, so a student can add and drop courses with or without study paths. When a percentage refund is in effect, a penalty is charged during assessment.

The *STUDYPATH* and *STUDYPATH\_ATTR* rule types can be used with all types of fee assessment including:



- flat fee assessment with overload
- flat fee assessment with no overload
- per credit processing
- refund by total processing
- refund by course processing

The process examines the registration status and date to determine whether penalty assessments are used to calculate fee assessment based upon a changed registration record.

- refund by overall enrollment status processing

Refund by overall enrollment status looks at the overall enrollment status, not the individual study path enrollment status.

- section fees processing

Section fees are stored on the TBRACCD record for the student. SFKFEES processes section fees from SSADETL by study path, when a study path is associated with a course in registration, and the **Section Fees by Study Path** checkbox is checked (set to Y).

- swapping processing

An even swap of dropped and added courses does not incur a penalty. When a student has more added courses than dropped courses, no penalty is applied. When a student has more dropped courses than added courses, a penalty is applied for the net difference.

Using the *STUDYPATH* and *STUDYPATH\_ATTR* rule types with fee assessment produces the following results:

- Course liable hours are grouped by study path sequence number (and course attribute) for a student's charges.
- Liable hours are assessed according to the curriculum/study path the courses are applied to.
- Liable hours are subtalled by study path sequence number for a single study path entry into the SFRFAUD table.
- The study path sequence number and the SORLCUR sequence number are stored on the SFRFAUD table.
- Charges and fees are stored in the TBRACCD table by detail code and study path sequence number.

### Refund by Total and Clearing Accounts

When refund by total is used with clearing accounts, the assessed penalty is charged to the clearing account detail code specified on SFARFND. The study path data is not posted to

the clearing account that is charged for the penalty. The penalty is not pro-rated across multiple study paths when the refunded charges come from multiple study paths.

When refund by total is used without clearing accounts, the assessment is pro-rated, and the penalty is applied to the refunded detail codes using the percentage calculations that are in effect.

## Study Path Learner Curriculum Record Sequence Numbers

Two Banner views are used with SORLCUR sequence numbers associated with study paths:

- The Student Study Path Name for Fee Assessment Audit View (SOVFSPN) is used to search on and select a given SORLCUR sequence number that is attached to a study path.
- The Registration Fee Assessment Audit History View (SFVFAUD) is used to select the registration fee assessment audit data on SFRFAUD. It uses the SORLCUR sequence number associated with the study path and the course attribute for the study path rule.

The `f_learner_study_path_name` function in the `sb_study_path_name` API contains an `LCUR_SEQNO` parameter. The function uses the SORLCUR sequence number if it exists.

- When the `LCUR_SEQNO` parameter is *Null*, the SOVSPNM view is used to retrieve the study path name from the primary curriculum.
- When the `LCUR_SEQNO` parameter is *Not Null*, the SOVFSPN view is used to retrieve the study path name based on the `LCUR_SEQNO` value. The study path name returned from the function is displayed on the SFAFAUD form.

Messages are displayed for SORLCUR records.

- When you attempt to delete an SORLCUR record that was used for fee assessment, a warning message is displayed. *Warning: This curriculum record was used for fee assessment. Do you want to continue? Yes, Cancel.* You must select *Yes* to continue.
- When you attempt to inactivate the last SORLCUR record on a study path, a warning message is displayed. *Warning: This may affect fee assessment. Yes, Cancel.* You must select *Yes* to continue.
- When you attempt to delete the last SORLCUR record on a study path, a warning message is displayed. *Warning: This will affect fee assessment. Yes, Cancel.* You must select *Yes* to continue.

## Fee Assessment Examples

Here are some examples of fee assessment rules using study paths (`STUDYPATH`) and study paths with course attributes (`STUDYPATH_ATTR`).

## Example for STUDYPATH rule

A student is admitted with two curriculum records. Study paths 1 and 2 are created.

Learner Curriculum	Level	Campus	College	Degree	Major	Study Path
1	GR	M	BU	MBA	ACCT	1
2	GR	M	BU	MA	MARK	2

Fee assessment rules exist for the *STUDYPATH* rule type for students with a level of *GR*. Rate codes exist for the student.

#	Rule Type	Detail Code	Hourly Rate	Min Chrg	Max Chrg	Liab Hrs From	Liab Hrs To	Flat Chrg Hrs	Flat Chrg Amt	Stud Curric (Lvl)	Study Path Major
1	STUDYPATH	T102	125.00	0.00	999999.00	0.01	99.99			GR	ACCT
2	STUDYPATH	T102	175.00	0.00	999999.00	0.01	99.99			GR	MARK

The student registers for courses that are applied to two different study paths where the fee assessment rules use per credit charges.

### Student Enrollment

The student's enrollment is as follows.

Course	Course Registration Status	Credit Hours	Billing Hours	Study Path
10001	RE	8.0	8.0	1
10002	RE	4.0	4.0	1
10004	RE	3.0	3.0	2

The rule type of *STUDYPATH* is applied:

- only to coursework that is assigned to a study path
- per study path, but is *not* applied as a total of all study path work which meets the student curriculum criteria

The student is charged:

- \$1500.00 from rule 1 (\$125.00 per credit) for 12 billing hours associated with study path 1
- \$525.00 from rule 2 (\$175.00 per credit) for 3 billing hours associated with study path 2

### ***Student Account Record***

The following data is applied to the student's account (TBRACCD and TSAAREV).

<b>Detail Code</b>	<b>Amount</b>	<b>Study Path</b>
T103	525.00	2
T102	1500.00	1

### ***Student Audit History Record***

The following data is stored in the student's fee assessment audit history (SFRFAUD and SFAFAUD).

<b>Detail Code</b>	<b>Rule Type</b>	<b>Amount</b>	<b>Student Liable Hours</b>	<b>Rule Liable Hours</b>	<b>Flat Fee</b>	<b>Overload Hours</b>	<b>Overload Fee</b>	<b>Study Path</b>
T103	STUDYPATH	525.00	15.00	3.00				2
	STUDYPATH	0.00						2

**Note:** Total of non-dropped hours for assessment is 3.00.

T102	STUDYPATH	1500.00	15.00	12.00				1
	STUDYPATH	0.00						1

**Note:** Total of non-dropped hours for assessment is 12.00.

0.00

**Note:** Total of non-dropped hours for assessment is 15.00.

### **Example for STUDYPATH\_ATTR rule**

The student is admitted with two curriculum records. Study paths are created.

<b>Learner Curriculum</b>	<b>Level</b>	<b>College</b>	<b>Degree</b>	<b>Program</b>	<b>Study Path</b>
1	UG	AS	BA	BA-HISTORY	1
2	UG	AS	BS	BSC-COMPUTER	2

The student has two study paths. The institution charges different fees for courses with attributes, depending on the program of study to which the courses are applied. No other rule types are in use.

Rules		Study Path Criteria					Liable Hours		
#	Detail Code	Per Credit	Min Chrg	Max Chrg	Course Attribute *	Level	Program	From	To
1	ATT1	70.00	0.00	99999.99	LIBA	UG	BA-HISTORY	0.01	99999.99
2	ATT1	60.00	0.00	99999.99	LIBA	UG	BSC-COMPUTER	0.01	99999.99
3	ATT2	80.00	0.00	99999.99	MSCI	UG	BA-HISTORY	0.01	99999.99
4	ATT2	85.00	0.00	99999.99	MSCI	UG	BSC-COMPUTER	0.01	99999.99

\* The course attribute code for the degree program comes from the Attribute Validation Form (STVATTR).

Code	Description
LIBA	Liberal Arts
MSCI	Math or Science

### Student Enrollment

The student's enrollment is as follows.

Course	Course Registration Status	Credit Hours	Billing Hours	Study Path	Course Attribute
10001	RE	8.0	8.0	1	MSCI
10002	RE	4.0	4.0	1	LIBA
10004	RE	3.0	3.0	2	MSCI

The rule type of *STUDYPATH\_ATTR* is applied:

- only to coursework that is assigned to a study path *and* an attribute code
- per study path and attribute combination, but is *not* applied as a total of all study path work which meets the student curriculum criteria

The student is charged:

- \$640.00 from rule 3 (\$80.00 per credit) for 8 billing hours associated with study path 1 and attribute *MSCI*
- \$280.00 from rule 1 (\$70.00 per credit) for 4 billing hours associated with study path 1 and attribute *LIBA*
- \$255.00 from rule 4 (\$85.00 per credit) for 3 billing hours associated with study path 2 and attribute *MSCI*

**Student Account Record**

The following data is applied to the student’s account (TBRACCD and TSAAREV).

Detail Code	Amount	Study Path
ATT1	640.00	1
ATT2	280.00	1
ATT2	255.00	2

**Student Audit History Record**

The following data is stored in the student’s fee assessment audit history (SFRFAUD and SFAFAUD).

Detail Code	Rule Type	Amount	Student Liabile Hours	Rule Liabile Hours	Flat Fee	Overload Hours	Overload Fee	Study Path	Value 2
ATT1	STUDYPATH_ATTR	640.00	15.00	8.00				1	MSCI
	STUDYPATH_ATTR	0.00						1	MSCI
<b>Note:</b> Total of non-dropped hours for assessment is 8.00.									
ATT2	STUDYPATH_ATTR	280.00	15.00	4.00				1	LIBA
	STUDYPATH_ATTR	0.00						1	LIBA
<b>Note:</b> Total of non-dropped hours for assessment is 4.00.									
ATT1	STUDYPATH_ATTR	255.00	20.00	3.00				2	MSCI
	STUDYPATH_ATTR	0.00						2	MSCI
<b>Note:</b> Total of non-dropped hours for assessment is 3.00.									
		0.00							
<b>Note:</b> Total of non-dropped hours for assessment is 15.00.									

**Self-Service Account Details for Study Paths**

The Account Detail for Term page (bwskoacc.P\_ViewAcctTerm) displays charges by term with study paths, when study paths are used, and the **Display Study Paths** checkbox is checked on the Student Billing Control Form (TSACTRL). Charges are grouped by study path under the subheading of the study path name. Charges are sorted in ascending order by study path sequence number for the term in the TBRACCD table. Charges are sorted in date order within the study path. When multiple study path sequence numbers exist, a subheading is created for each study path name, and the associated charges are listed.

General charges are displayed first in ascending order by date. When no study path information exists, all charges for the term are displayed as general charges without a study path subheading. Credits and payments are then listed, and the summary totals are

displayed. The naming rules created on SOACTRL determine whether the study path name is displayed.

## Banner Accounts Receivable and Study Paths

Study path information can be viewed on the following forms:

- Account Detail Review Form - Student (TSAAREV)
- Student Billing Control Form (TSACTRL)
- Student Account Detail Form (TSADETL)
- Customer Service Inquiry Form (TSICSRV)
- Student Payment Detail Query Form (TSIQACT)

### Account Details

The **Study Path** field on the Account Detail Review Form - Student (TSAAREV) and the Student Account Detail Form (TSADETL) displays the study path sequence number from the TBRACCD table for the study path used to create the charge from the fee assessment rule. The sequence number is for the current and active study path for the term, using the rules from SOACTRL.

The **Study Path** field is displayed when the **Display Study Paths** checkbox is checked on the Student Billing Control Form (TSACTRL). You can query on the study path sequence number to view the query balance by study path for the student. You can enter a study path when a new charge is entered. You cannot enter a study path for a payment transaction. You cannot change a study path on an existing transaction.

- Use List to see valid study path values for the student for the term when data is entered or queried. The Student Study Paths (SGVSTSP) window is displayed. It contains information on the term, the study path sequence number, the study path name, and the study path status. When no study paths are available for the term, the message *Term Code required for Study Path values* is displayed.
- Use Duplicate Item to view the study path name for the current and active curriculum record for the student for the term. It is displayed in the Study Path Name (TSAAREV) window. The study path name is determined using the field name components on SOACTRL. If no current and active curriculum record exists for the study path and term, the message *No Current and Active Curriculum exist for this Study Path and term* is displayed.

### Study Path Sequence Number

The **Display Study Paths** checkbox on the Student Billing Control Form (TSACTRL) is used to control the display of the study path sequence number in Banner Student Accounts Receivable and Banner Student Self-Service. When the indicator is checked, the **Study Path** field is displayed on the TSAAREV, TSADETL, and TSIQACT forms. It is also

displayed on the Account Detail for Term page (bwskoacc.P\_ViewAcctTerm). When this indicator is unchecked, the **Study Path** field is hidden.

## Customer Service Inquiry

The **Study Path** field on the Customer Service Inquiry Form (TSICSRV) displays the study path sequence number from the TBRACCD table for the study path used to create the charge from the fee assessment rule. The sequence number is for the current and active study path for the term, using the rules from SOACTRL.

The Study Path field is displayed when the **Display Study Paths** checkbox is checked on the Student Billing Control Form (TSACTRL). You can query on the study path sequence number to view the query balance by study path for the student. You cannot change the study path sequence number.

Charges grouped by detail code must also have the same study path sequence number. If you are using the summarize by effective date option (the **Sum by Effective Date** checkbox in the Key Block is checked), the charges must also have the same effective date.

## Payment Detail Query

The **Study Path** field on the Student Payment Detail Query Form (TSIQACT) displays the study path sequence number from the TBRACCD table for the study path used to create the charge from the fee assessment rule. The sequence number is for the current and active study path for the term, using the rules from SOACTRL. It is displayed for current term charges and future current term detail.

The Study Path field is displayed when the **Display Study Paths** checkbox is checked on the Student Billing Control Form (TSACTRL). You cannot change the study path sequence number.

## Set up Study Paths with Fee Assessment

Use the following steps to set up study path processing with fee assessment and Banner Accounts Receivable.

1. Set up study paths in Banner Student baseline and Banner Student Self-Service.
2. Create fee assessment rules on SFARGFE by *STUDYPATH* or *STUDYPATH\_ATTR* rule type.
3. Use the Student Curriculum Rules block on SFARGFE to set up curriculum rules for registration.
4. Check the **Section Fees by Study Path** checkbox on SOATERM to control whether study path data is stored with a charge, when the charge is generated from section fees.



5. Check the **Display Study Paths** checkbox the TSACTRL to display study path information on TSAAREV, TSADETL, and TSIQACT.

## Academic History

The existence of a registration record with a study path can designate that the roll to outcome is determined by study path and not by matching on curriculum data, as has been traditionally done. Degrees are created for students from the study paths in which they are registered based on settings in the Academic History Control Form (SHACTRL). The outcome record that is created contains the curriculum and courses for the study path for the degree being pursued. The **Study Path** field in the Learner Outcome Information block on SHADEGR is informational, so you know which study path generated the degree sequence. You cannot create a study path from the outcome record on SHADEGR. The **Study Path** field can also be viewed in the Institutional Courses block of SHADEGR and on the Course Maintenance Form (SHATCKN).

### Roll Courses by Study Path

SHACTRL allows you to roll courses by study paths, or you can continue to roll records in the usual way by matching on curriculum data. The use of indicators to match degree sequences by curriculum data is described below.

To roll by study paths, check the **Roll and Apply Courses by Study Path** indicator. The Grade Roll to Academic History (SHRROLL) then checks whether the courses being rolled have been assigned to a study path. If they are assigned to a study path, the existing logic to create a degree sequence and apply the courses only to that degree sequence is not used. The roll process also checks whether the study path has an active status and is eligible for registration (STVSTSP) and an active and current curriculum status (STVCACT).

When a study path has an inactive status and the roll process checks for how the record should be rolled to the outcome, no outcome record is created, and the learner curriculum record is not copied to an existing outcome record. When study paths exist, but the course the student is registered in does not have a study path, the roll process rolls the course to all degree sequence numbers. The **Apply to Learner Outcome** indicator on SHADEGR is only checked on those degree sequences that were not created from study paths.

Additionally, you can define when a new degree sequence is created based on a customized set of matching rules. A new degree sequence is created based on the rules and courses that do not have study paths rolled to all degrees or that are only rolled to specified degrees. The learner curriculum record is matched to the existing non-awarded outcome curriculum record to determine if a new outcome (degree) record should be created. The creation of the new outcome record is based on the customized rules for your institution. Indicators on SHACTRL are used to define the creation of non-study path outcome records and the elements that are rolled.

The following indicators can be selected in the Non Study Path Outcome Creation and Roll Options section of the main window:

- **Roll by Level**
- **Roll by Degree**
- **Roll by College**
- **Roll by Program**
- **Roll by Primary Major** (major 1 of the primary curriculum)

 **Note**

These indicators are delivered set to *Y*, except for the *Roll by Primary Major* checkbox, which is set to *N*. ■

The **Roll and Apply Courses by Study Path** indicator in the Enable Study Paths section of the main window can be selected when study paths are used. This checkbox determines whether the study path code is included in the match between the learner and outcome curriculum records for the outcome record creation. This checkbox is delivered set to *N*.

You can check the Non Study Path Outcome Creation indicators even when the **Roll and Apply Courses by Study Path** indicator is checked, in case the learner curriculum does not have an associated study path.

## Update Curriculum and Study Path Records

The following table illustrates how the curriculum and study path records are updated during processing. A study path is inserted into the curriculum record (SORLCUR\_KEY\_SEQNO), the learner curriculum record is copied to the new term, and the general student record is copied to the new term. When a student study path is updated and the term is less than the SGBSTDN term or the enrollment term, the student study path is copied to the new term.

Activity	Object/Process	Curriculum	Study Path	Impact
Insert new learner curriculum	SGASTDN, SFAREGS, (Curriculum window) SAAQUIK, application decision, Quick Start	Insert new learner curriculum, key sequence is 99, SOACURR is Y	Create student study path, learner curriculum gets new key sequence	No impact
Insert new learner curriculum	SGASTDN, SFAREGS, (Curriculum window) SAAQUIK, application decision, Quick Start	Insert new learner curriculum, key sequence is 99, curriculum not on SOACURR	Create student study path, learner curriculum gets new key sequence	No impact

Activity	Object/Process	Curriculum	Study Path	Impact
Insert new learner curriculum	SGASTDN, SFAREGS, (Curriculum window) SAAQUIK, application decision, Quick Start	Insert new learner curriculum, key sequence is 99, SOACURR is N	Student study path not created	No impact
Create new study path	SGASTDN, SFAREGS, (Curriculum window) SAAQUIK	Learner curriculum key sequence is 99, initiate study path insert	Insert student study path, update learner curriculum and key sequence	No impact
Change study path on learner curriculum	SGASTDN, SFAREGS (Curriculum window)	Copy learner curriculum, study path key sequence is not 99, <b>Update, Replace, Duplicate</b> buttons not available	Cannot remove learner curriculum from student study path	No impact
Replace study path on learner curriculum	SGASTDN, SFAREGS (Curriculum window)	Insert new learner curriculum with same priority as learner curriculum with student study path to replace that learner curriculum, make student study path different on the new learner curriculum	Student study path does not have current learner curriculum	Alert warning displayed that study path will be left with no learner curriculum
Copy learner curriculum in same term	SGASTDN, SFAREGS (Curriculum window)	<b>Update, Replace, Duplicate</b> buttons on learner curriculum	Student study path not affected	No impact
Copy learner curriculum in future term	SGASTDN, SFAREGS (Curriculum window)	<b>Update, Replace, Duplicate</b> buttons on learner curriculum	Student study path copied to new term	Available in future term
Inactivate learner curriculum	SGASTDN, SFAREGS (Curriculum window)	Duplicate learner curriculum and change status to inactive	Student study path not changed	Can register for student study path with no active learner curriculum

## Delete Study Path Records

Study path records cannot be deleted under the following circumstances.

- A study path record cannot be deleted on its own. It can only be deleted when the last curriculum record associated with the study path is deleted or when deletions are performed on the curriculum record.

Similarly, a study path record cannot be created or inserted on its own. It is only created when it is attached to an existing curriculum record.

- A study path record cannot be deleted when a degree record exists with the study path sequence number. At least one occurrence of the study path must remain.
- A study path record cannot be deleted when CRNs exist with the study path sequence number and term.
- A study path record cannot be deleted if it results in the deletion of the remaining current and active curriculum record for the learner.

## Delete Curriculum Records

Curriculum records and associated study path records cannot be deleted under the following circumstances.

- The curriculum record cannot be deleted when it is the last curriculum record for a study path for a term, and the deletion will result in the deletion of the study path for that term.
- The curriculum record cannot be deleted if that results in the deletion of the study path, and a non-awarded degree exists for the study path sequence number.

At least one occurrence of the study path must remain. In this case, you must first delete the degree record, and then the curriculum record can be deleted. (Awarded degrees are not affected by this.)

- The curriculum record cannot be deleted if that results in the deletion of the study path, and CRNs exist with the same study path sequence number and effective term.
- Similarly, the curriculum record cannot be deleted when it is the last curriculum record associated with a study path for a term in which a CRN is linked to the study path sequence number.
- The curriculum record cannot be deleted if that results in the deletion of the study path, and a graduation application exists for the student.
- The learner curriculum record (SGBSTDN) cannot be deleted when one of the current and active curricula has an associated graduation application.

- The learner curriculum record (SGBSTDN) cannot be deleted when that will result in the deletion of the study path, and the learner curriculum record is the last SGBSTDN record.
  - An error occurs when one of the learner curriculum records has an associated study path and is also attached to a degree, and no other occurrences of the study path sequence number exist.
  - SGASTDN does not allow the deletion of the learner curriculum record when registration records exist.
  - The General Student Purge Process (SGPSTDN) and the Learner Curriculum Purge Process (SOPLCPG) do not consider these issues when purging records. Both processes will delete the curriculum and study path records, even when a degree record exists. SGPSTDN does not delete general student records when registration records exist. SOPLCPG only deletes non-current, non-active curriculum records.

## Study Path Conversion Scripts

---

Two conversion scripts are delivered for use with this processing. Both scripts are run from SQL\*PLUS and are meant to be run once for the initial population of the study paths. These scripts are optional and are not automatically run as part of the upgrade.

### Note

Study paths are not created if the **Enable Study Paths** indicator on SOACTRL is unchecked.

Study paths are not created if the **Study Path** indicator on SOACURR is unchecked for the curriculum rule. ■

### susgrstsp\_applicant.sql (Admissions)

This script reads SARADAP and SGBSTDN records and creates study path records for each current/active curriculum record.

The script uses the following parameters:

1. Term - Application term to be used for the new study path.

Use either the Banner ID parameter or the Population Selection parameter. You cannot use both.

2. Banner ID
3. Population Selection - Application Code, Selection Identifier, Creator ID, User ID

The script performs the following tasks:

1. Reads application records for the application term.
2. Finds the maximum SGBSTDN term for the applicant.

The applicant is rejected if no SGBSTDN term exists, or if the SGBSTDN term does not equal the application term, or if the maximum SGBSTDN term is greater than the application term.

3. Rejects the applicant if study paths already exist on the learner curriculum record created by the application.
4. Creates the study path for the curriculum records that are associated with the application.
5. Copies the curriculum record and inserts the field of study record with the curriculum status code of *STUDYPATH* from *STVCSTS*.

The new curriculum record will have the study path sequence number in place of the the key sequence number.

## susgrstsp\_enroll.sql (Enrollment)

This script reads *SFBETRM* records and creates study path records for each current/active curriculum record. For students without an *SFBETRM* record, it assigns study paths to all students with an application for a specified term.

The parameters for Banner ID and Pop Selection are optional. If you leave these blank, all students with an application and learner curriculum record for the term will be selected.

The script uses the following parameters.

1. Term - Term for the new study path.
2. Enrollment Term - *SFBETRM* the person must have to be included in the conversion.

Use either the Banner ID parameter or the Population Selection parameter. You cannot use both.

3. Banner ID
4. Population Selection - Application Code, Selection Identifier, Creator ID, User ID

The script performs the following tasks:

1. Reads SFBETRM records for the entered enrollment term code.
2. Finds the maximum SGBSTDN term for the person.
3. Rejects the person if the maximum SGBSTDN record has a term that is greater than the new study path term, or if the person does not have an SGBSTDN record.
4. Determines if the SGBSTDN term is less than the study path term, and copies it to the new study path term.
5. Reads all the current and active curriculum records for the SGBSTDN term.
6. Creates one study path record for each current and active curriculum record that has not been rolled to history.
7. Creates one study path record for each current and active curriculum record that has been rolled to the same degree.
8. Copies the curriculum record and inserts the field of study record with the curriculum status code of *STUDYPATH* from STVCSTS.

The new curriculum record will have the study path sequence number in place of the the key sequence number.

- 8.1. If the curriculum record had been previously rolled to history, the new copy of the record will be rolled to the same degree, as long as it has not been awarded.
- 8.1. If the degree has been awarded, the new learner curriculum record is not rolled, and the degree is not updated with the study path sequence number.
- 8.2. The degree is updated with the study path sequence number. The study path is not updated on the courses.

## Banner Views Used with Study Path Processing

---

The following views are used with study path processing.

### Student Study Path Name View (SOVSPNM)

This view is used to display the study path name for the student and the study path. This view is used with SOACTRL to define the columns used in parsing the study path name on the form. The `sb_studypath_name.f_learner_study_path_name` function uses the

values from this view to return the parsed study path name. The study path name is displayed in the **SGVSTSP** list of values in the Curriculum window on **SGASTDN** and **SFAREGS**, the Study Path window on **SGASTDN** and **SFAREGS**, and on **SAAQUIK** and **SGASADD**.

The following columns are in this view:

```
SOVSPNM_PIDM
SOVSPNM_TERM_CODE
SOVSPNM_KEY_SEQNO
SOVSPNM_STSP_CODE
SOVSPNM_STSP_DESCRIPTION
SOVSPNM_LEVL_CODE
SOVSPNM_LEVL_DESCRIPTION
SOVSPNM_COLL_CODE
SOVSPNM_COLL_DESCRIPTION
SOVSPNM_DEGC_CODE
SOVSPNM_DEGC_DESCRIPTION
SOVSPNM_CAMP_CODE
SOVSPNM_CAMP_DESCRIPTION
SOVSPNM_PROGRAM
SOVSPNM_PROGRAM_NAME
SOVSPNM_MAJR_CODE_1
SOVSPNM_MAJR_1_DESCRIPTION
SOVSPNM_MAJR_CODE_2
SOVSPNM_MAJR_2_DESCRIPTION
```

## Student Study Path View (SGVSTSP)

This view is used to join the study path and the study path status. It also provides the study path name.

The following columns are in this view:

```
SGVSTSP_PIDM
SGVSTSP_TERM_CODE_EFF
SGVSTSP_KEY_SEQNO
SGVSTSP_STSP_CODE
SGVSTSP_ENROLL_IND
SGVSTSP_ACTIVITY_DATE
SGVSTSP_DATA_ORIGIN
SGVSTSP_USER_ID
SGVSTSP_NAME
SGVSTSP_FULL_PART_IND
SGVSTSP_SESS_CODE
SGVSTSP_RESD_CODE
SGVSTSP_ORSN_CODE
```



SGVSTSP\_PAC\_CODE  
SGVSTSP\_CAPL\_CODE  
SGVSTSP\_EDLV\_CODE  
SGVSTSP\_INCM\_CODE  
SGVSTSP\_EMEX\_CODE  
SGVSTSP\_APRN\_CODE  
SGVSTSP\_TRCN\_CODE  
SGVSTSP\_GAIN\_CODE  
SGVSTSP\_VOED\_CODE  
SGVSTSP\_BCLK\_CODE  
SGVSTSP\_EGOL\_CODE  
SGVSTSP\_BSKL\_CODE  
SGVSTSP\_ASTD\_CODE  
SGVSTSP\_PREV\_CODE  
SGVSTSP\_CAST\_CODE

## Student Study Path Name for Fee Assessment Audit View (SOVFSPN)

This view is used to search on and select a given SORLCUR sequence number that is attached to a study path.

The following columns are in this view:

SOVFSPN\_PIDM  
SOVFSPN\_TERM\_CODE  
SOVFSPN\_KEY\_SEQNO  
SOVFSPN\_LCUR\_SEQNO  
SOVFSPN\_STSP\_CODE  
SOVFSPN\_STSP\_DESCRIPTION  
SOVFSPN\_LEVEL\_CODE  
SOVFSPN\_LEVEL\_DESCRIPTION  
SOVFSPN\_COLL\_CODE  
SOVFSPN\_COLL\_DESCRIPTION  
SOVFSPN\_DEGC\_CODE  
SOVFSPN\_DEGC\_DESCRIPTION  
SOVFSPN\_CAMP\_CODE  
SOVFSPN\_CAMP\_DESCRIPTION  
SOVFSPN\_PROGRAM  
SOVFSPN\_PROGRAM\_NAME  
SOVFSPN\_MAJR\_CODE\_1  
SOVFSPN\_MAJR\_1\_DESCRIPTION  
SOVFSPN\_MAJR\_CODE\_2  
SOVFSPN\_MAJR\_2\_DESCRIPTION

## Use Study Paths in Self-Service

---

This section discusses using study paths in Banner Student Self-Service and Banner Faculty and Advisor Self-Service. Study paths can be optional or required for registration. You can allow students and faculty members to view or change study paths while adding or dropping courses. When study paths are enabled in Banner Student (the **Enable Study Paths** checkbox is checked on SOACTRL), study path information will be displayed in Self-Service.

When you allow study paths to be updated (the **Change Study Path** checkbox is checked on SOATERM), the student or faculty member can change the study path after registering for a course using the Change Class Options page in Self-Service. When study paths cannot be updated (the **Change Study Path** checkbox is unchecked on SOATERM), the study path information on the Change Class Options page is display only.

When study paths are required (the **Study Path Required** checkbox is checked on SOATERM), the student or faculty member must select one to continue processing. When study paths are not required (the **Study Path Required** checkbox is unchecked on SOATERM), the student or faculty member may select *None* and continue.

When study paths are enabled and a term is selected, when the user chooses to add or drop courses, the Select Study Paths pages are displayed. Once the study path is selected, the processing continues to the Add or Drop Classes page for registration.

## Set up Study Paths in Self-Service

---

Use these steps to set up study paths in Banner Student Self-Service and Banner Faculty and Advisor Self-Service.

1. Enable study paths on SOACTRL using the **Enable Study Paths** checkbox.
2. Check the **Study Path Required** checkbox on SOATERM to require study paths for registration.

When this indicator is unchecked, the use of study paths is optional. Students with study paths will still be prompted to selected a study path for registration.

3. Check the **Change Study Path** checkbox on SOATERM to allow students and faculty to change the study path on the Add or Drop Classes page.

# Web Pages Used with Study Paths

---

Study paths are used with the following pages in Banner Student Self-Service. Please refer to the *Banner Student Self-Service User Guide* for more information.

- **Select Study Paths** (bwckcoms.P\_StoreStudyPath) and (bwckcoms.P\_StoreMultiStudyPath)
- **Add or Drop Classes** (bwskfreg.P\_AddDrpCrse)
- **Change Class Options** (bwskfreg.P\_ChangeCrseOpt)
- **Look Up Classes** (bwckgens.p\_sel\_term\_date)
- **Look Up Classes Results** (bwskfcls.P\_GetCrse)
- **General Student Information** (bwskgstu.P\_StuInfo)
- **Registration History** (bwskhreg.p\_reg\_hist)
- **Registration Status** (bwskrsta.P\_RegsStatusDisp)

Study paths are used with the following pages in Banner Faculty and Advisor Self-Service. Please refer to the *Banner Faculty and Advisor Self-Service User Guide* for more information.

- **Select Study Paths** (bwckcoms.P\_StoreStudyPath) and (bwckcoms.P\_StoreMultiStudyPath)
- **Add or Drop Classes** (bwlkfrad.P\_FacAddDropCrse)
- **Change Class Options** (bwlkfrad.P\_FacChangeCrseOpt)
- **Look Up Classes** (bwckgens.p\_sel\_term\_date)
- **Look-Up Classes Results** (bwlkffcs.P\_FacGetCrse)
- **General Student Information** (bwlkgstu.P\_FacStuInfo)
- **Registration History** (bwskhreg.p\_reg\_hist)



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