

Banner Student Academic History Training Workbook

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California Banner Release 7.6*



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Section A: Introduction

Lesson: Overview

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Workbook goal

The goal of this workbook is to provide you with the knowledge and practice to setup and maintain academic history at your institution. The workbook is divided into four sections:

- Introduction
- Set Up
- Day-to-Day operations
- Reference

Intended audience

Personnel from offices responsible for maintaining Academic History information

Objectives

At the end of this workbook, you will be able to

- complete various validation tables and control forms pertaining to academic history
- run end of term processes
- produce grade mailers
- make grade changes
- award degrees
- produce academic transcripts
- set up California-compliant repeat processing rules

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Section A: Introduction

Lesson: Process Introduction

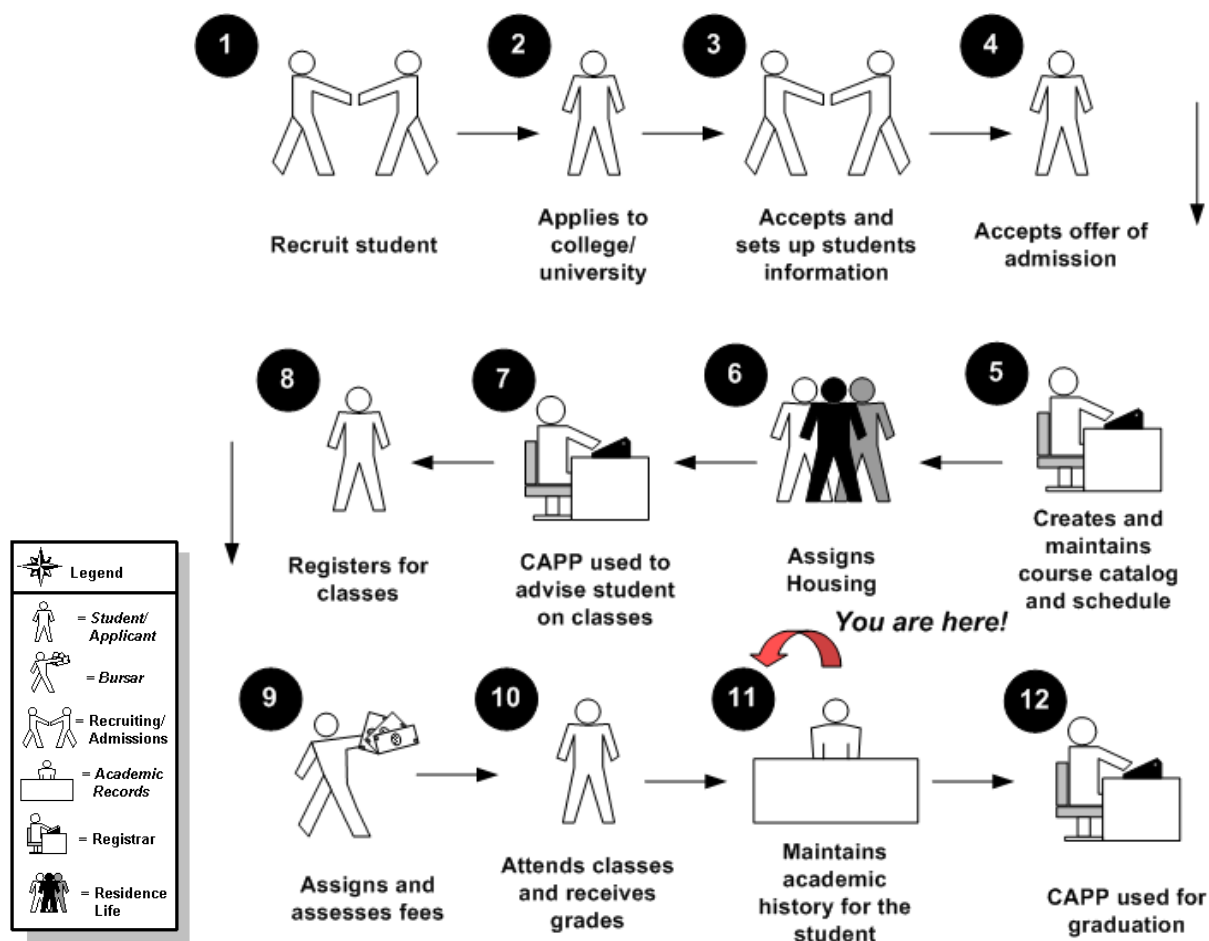
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Introduction

The office of the Registrar and/or Academic History is responsible for running the end of term processes, which enables them to produce accurate academic transcripts and award degrees.

Flow diagram

This diagram highlights where Academic History occurs within the overall Student process.



About the process

- Rule and validation forms are set up on the Banner system. Unless a new code is required, this step is only performed once.
- The person/employee will view, save, and print online output.
- Parameters validation criteria will be defined.



Section A: Introduction

Lesson: Terminology

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Academic history

Grade reports, transcripts and degree records for a student.

CRN

Course reference number.

GPA

Grade point average.



Section B: Set Up

Lesson: Overview

◀ Jump to TOC

Introduction

The purpose of this section is to outline the setup process and detail the procedures to set up your Banner system to handle Academic History at your institution.

Intended audience

Staff from the office of the Registrar and/or Academic Records.

Objectives

At the end of this section, you will be able to complete various validation tables and control forms pertaining to academic history.

Prerequisites

To complete this section, you should have completed

- the Education Practices computer-based training (CBT) tutorial “Banner 7 Fundamentals,” or have equivalent experience navigating in the Banner system
- completed the Course Catalog training workbook
- completed the Class Schedule training workbook
- completed the General Student training workbook
- completed the Registration training workbook.

You will also need to ensure that the rules and validation codes in Banner needed for the Academic History module have been set up for you.

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Section B: Set Up

Lesson: Overview (Continued)

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Section B: Set Up

Lesson: Rule and Validation Forms That Control Academic History

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Introduction

Before entering any academic history information into the system, there are several rule and validation forms that need to be set or created.

The following examples are rule and validation forms that play important roles in the Academic History module. Review these forms and practice entering information into each one.

Form Description	Banner Name
Repeat/Multiple Course Rules Form	SHARPTR
Transcript Type Code Validation Form	STVTPRT
Transcript Type Rules Form	SHATPRT
Grade Code Maintenance Form	SHAGRDE
Grade Code Substitution Form	SHAGRDS
Academic Standing Code Validation Form	STVASTD
Progress Evaluation Code Validation Form	STVPREV
Combined Academic Standing Cod Validation Form	STVCAST
Academic Standing Rules Form	SHAACST
Source/Background Access Form	SOASBGA
Academic Dress Size Validation Form	STVSIZE
Measurement Validation Form	STVMEAS
Graduation Default Control Form	SHAGRDD
Attendee Size Classification Rules Form	SHASIZE
Ceremony Type Validation Form	STVCERT



Section B: Set Up

Lesson: Repeat/Equivalent Course Rules

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Purpose

The Repeat/Multiple Course Rules Form (SHARPTR) is used to create and maintain the institution's rules for determining when to include or exclude a repeated or equivalent course in the student's GPA. While preparing your Banner Student System, you need to define rules by which repeat courses are analyzed for grading purposes.

Banner form

Repeat/Multiple Course Rules SHARPTR 7.0 [C3SC:7.6] (SEEDCALB)

Level Indicator	Title Indicator	Schedule Type Indicator	Transfer Course Indicator	Passing Grade	User	Activity Date
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="C"/>	<input type="text" value="SAISUSR"/>	<input type="text" value="16-MAR-2009"/>

NOTE: Passing Grade is only used when the selection rule is first passing grade.

Term	Level	Repeat Limit Selection Rule	Repeat Limit Evaluation Grade	Repeat Limit GPA Calculation	Repeat Limit Maximum Substandard	Repeat Limit Maximum Withdrawals	Repeat Hours Selection Rule	Repeat Hours Evaluation Grade	Repeat Hours GPA Calculation	Activity Date
<input type="text" value="000000"/>	<input type="text" value="UG"/>	<input type="text" value="F"/>	<input type="text" value="W"/>	<input type="text" value="S"/>	<input type="text" value="2"/>	<input type="text" value="3"/>	<input type="text" value="F"/>	<input type="text" value="W"/>	<input type="text" value="S"/>	<input type="text" value="16-MAR-2009"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Courses with grade codes whose numeric value is greater than or equal to that of Evaluation Grade will be considered.



Section B: Set Up

Lesson: Repeat/Equivalent Course Rules (Continued)

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Procedure

Follow these steps to set up rules for non-repeatable and multiple enrollment courses.

Step	Action
1	Access the Repeat/Multiple Course Rules Form (SHARPTR).
2	Click the Level Indicator checkbox when the course level indicates a different occurrence of the course.
3	Click the Title Indicator checkbox if your institution considers different titles as different courses.
4	Click the Schedule Type Indicator checkbox if the course is considered a difference occurrence when the schedule types are different.
5	Click the Transfer Course Indicator if transfer courses are to be used in the repeat limit counts.
6	Select the minimum passing grade for your institution in the Passing Grade field. <u>Note:</u> The User and Activity Date fields automatically records the user ID and activity date when the table was last updated.
7	Perform a Next Block function.
8	Enter the term code when the repeat rule becomes effective in the Term field.
9	Enter the course level in the Level field.
10	Enter a code for non-repeatable and multiple enrollment courses in the Repeat Limit Selection Rules field. Options include: <ul style="list-style-type: none"> • <i>H</i> = course with highest grade • <i>F</i> = first passing grade • <i>L</i> = latest course taken <p>If using California Banner Maximum Substandard and Maximum Withdrawal processing, the Repeat Limit Selection Rules must be set to 'F'</p>
11	Select the minimum grade in the Repeat Limit Evaluation Grade field. A 'W' grade must be entered if maximum number of withdrawals are being tracked.
12	Enter a code in the Repeat Limit GPA Calculation field. Options include: <ul style="list-style-type: none"> • <i>S</i> = selected courses • <i>A</i> = all courses
13	Enter '2' in the Repeat Limit Maximum Substandard field
14	Enter '3' in the Repeat Limit Maximum Withdrawals field
15	Build additional rules as needed.

16	Click the Save icon.
17	Click the Exit icon.



Section B: Set Up

Lesson: Transcript Type Code Validation

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Purpose

The Transcript Type Code Validation Form (STVTPRT) is used to maintain codes for the types of transcripts (official, internal advising, etc.).

Banner form

Code	Description	Web Indicator	Web Request Indicator	Activity Date
ADVS	Advising	<input checked="" type="checkbox"/>	<input type="checkbox"/>	02-AUG-2004
EDI	EDI Transcript Type	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	09-AUG-2004
EXTL	External	<input type="checkbox"/>	<input type="checkbox"/>	02-AUG-2004
GMW	GMW transcript	<input type="checkbox"/>	<input type="checkbox"/>	02-AUG-2004
INTL	Internal	<input type="checkbox"/>	<input type="checkbox"/>	02-AUG-2004
OFFL	Official Transcript	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	07-FEB-2005
WWW	Web Transcript	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	16-FEB-2004
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	

Procedure

Follow these steps to create a transcript type.

Step	Action
1	Access the Transcript Type Code Validation Form (STVTPRT).
2	Enter the code for the new transcript type in the Code field.
3	Enter a brief description for the new transcript type in the Description field.
4	Click the Web Indicator checkbox if this transcript type should be accessible on the Web.
5	Click the Web Request Indicator checkbox if this transcript type may be requested via the Web.
6	Click the Save icon.
7	Click the Exit icon.



Section B: Set Up

Lesson: Transcript Type Rules

◀ Jump to TOC

Purpose

The Transcript Type Rules Form (SHATPRT) to create the rules associated with the type of transcript being requested.

Banner form

Transcript Type Rules SHATPRT 7.3

Type: Advising

Print Options Curriculum Print Options Personalization Print Options Self Service Print Options

Print Options

<input checked="" type="checkbox"/> Transcript Type Description	<input checked="" type="checkbox"/> Level Comments	<input checked="" type="checkbox"/> Academic Standing by Term
<input checked="" type="checkbox"/> Transcript Type	<input checked="" type="checkbox"/> Term Comments	<input checked="" type="checkbox"/> Last Academic Standing
<input checked="" type="checkbox"/> Student Address	<input checked="" type="checkbox"/> Course Comments	<input checked="" type="checkbox"/> Institution Totals
<input checked="" type="checkbox"/> Issued Address	<input checked="" type="checkbox"/> College by Term	<input checked="" type="checkbox"/> Transfer Totals
<input checked="" type="checkbox"/> High School	<input checked="" type="checkbox"/> Major by Term	<input checked="" type="checkbox"/> Overall Totals
<input checked="" type="checkbox"/> Current Student Type	<input checked="" type="checkbox"/> Student Type by Term	<input checked="" type="checkbox"/> Test Scores
<input checked="" type="checkbox"/> Term Admitted	<input checked="" type="checkbox"/> Course Campus	User-Defined Extensions
<input checked="" type="checkbox"/> Term Matriculated	<input checked="" type="checkbox"/> Long Course Title	<input checked="" type="checkbox"/> College Transcript
<input checked="" type="checkbox"/> Committees	<input checked="" type="checkbox"/> Transfer Detail	<input checked="" type="checkbox"/> Student
<input checked="" type="checkbox"/> Academic Events	<input checked="" type="checkbox"/> Registration Start and End Dates	<input checked="" type="checkbox"/> Academic Record
<input checked="" type="checkbox"/> Academic Event Decision	<input checked="" type="checkbox"/> CEU Units	<input checked="" type="checkbox"/> Course
<input checked="" type="checkbox"/> Academic Event Grade	<input checked="" type="checkbox"/> CEU Dates	
<input checked="" type="checkbox"/> Degree GPA	<input checked="" type="checkbox"/> CEU Contact Hours	Activity Date: <input type="text" value="09-MAY-2006"/>
<input checked="" type="checkbox"/> Qualifying Papers	<input checked="" type="checkbox"/> GPA Statistics	User ID: <input type="text" value="EJETTO"/>
<input checked="" type="checkbox"/> Qualifying Papers Text	<input checked="" type="checkbox"/> Dean's List	



Section B: Set Up

Lesson: Transcript Type Rules (Continued)

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Procedure

Follow these steps to define a new transcript type or maintain an existing one.

Step	Action
1	Access the Transcript Type Rules Form (SHATPRT).
2	Perform an Enter Query function.
3	Select a transcript type in the Type field.
4	Perform an Execute Query function.
5	Click each of the items that you want to be printed for the transcript type selected. <u>Example:</u> Test score data can be included in the XML transcript. The Test Scores checkbox allows you to specify whether or not a transcript type is to have test scores included in its output. You can <i>only</i> include test score data in an XML transcript. GPA information can also be included in the XML transcript in rounded or truncated format.
6	Perform a Next Block function or click the Curriculum Print Options tab. <u>Note:</u> Use this tab to select the curriculum data to be included in the transcript. This window is divided into four sections: Primary Learner Curriculum, Secondary Learner Curriculum, Primary Outcome Curriculum, and Secondary Outcome Curriculum.
7	Select the appropriate checkboxes for this window.
8	Perform a Next Block function or click the Personalization Print Options tab. <u>Note:</u> This tab is used to set up how birth date, SSN, and Banner ID information will be displayed on the transcript, as well as name hierarchy sequence and source information.
9	Perform a Next Block function or click the Self Service Print Options tab, if applicable. <u>Note:</u> This tab is used to specify the detailed information needed for a self-service transcript request.
10	Select the appropriate Processing Control options, Service Level options, and Payment Options for Self-Service, if applicable.
11	Click the Save icon.
12	Click the Exit icon.



Section B: Set Up

Lesson: Grade Code Maintenance Form

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Purpose

The Grade Code Maintenance Form (SHAGRDE) is used to capture and maintain all of the institution's grading symbols and associated quantity points. These rules must be developed one time for your institution, unless policy changes.

Banner form

Grade Code Maintenance SHAGRDE 7.5 [C3SC:7.6] (SEEDCALB)

Grade Code	Level	Abbreviation	Term	StatusQuality		Count in			Traditional Ind	Web Ind	Numeric Value	Repeat Ind	Repeat Type
				Ind	Points	Attempted	Passed	Earned GPA					
A	UG	A	000000	A	4.000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	40	<input checked="" type="checkbox"/>	Satisfactory
AU	UG	AUDIT	000000	A	.000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0	<input checked="" type="checkbox"/>	
B	UG	B	000000	A	3.000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	30	<input checked="" type="checkbox"/>	Satisfactory
C	UG	C	000000	A	2.000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	20	<input checked="" type="checkbox"/>	Satisfactory
CR	UG	CREDIT	000000	A	.000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	20	<input checked="" type="checkbox"/>	Satisfactory
D	UG	D	000000	A	1.000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10	<input checked="" type="checkbox"/>	Substandard
F	UG	F	000000	A	.000	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	7	<input checked="" type="checkbox"/>	Substandard
I	UG	INC	000000	A	.000	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	7	<input checked="" type="checkbox"/>	
NC	UG	NC	000000	A	.000	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	7	<input checked="" type="checkbox"/>	Substandard
NP	UG	NP	000000	A	.000	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	7	<input checked="" type="checkbox"/>	Substandard

Activity Date: 18-OCT-2007

Valid Grading Modes	Description
P	Pass/Fail



Section B: Set Up

Lesson: Grade Code Maintenance Form (Continued)

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Procedure

Follow these steps to define the grades that are used or accepted for transfer by your organization.

Step	Action
1	Access the Grade Code Maintenance Form (SHAGRDE).
2	Perform an Insert Record function.
3	Enter the code for the grade in the Grade Code field.
4	Select the level code in the Level field.
5	Enter the grade abbreviation in the Abbreviation field.
6	Select the term code for the term in which this grade became or will become effective in the Term field.
7	Enter the status code for this grade in the Status Ind field.
8	Enter the quality points associated with this grade code/level combination in the Quality Points field.
9	Click the Count In checkboxes for the grades that are to be counted in hours and calculating GPA. <u>Note:</u> The table at the top of the form identifies what each checkbox means.
10	Click the Traditional Ind checkbox if the grade is a traditional grade. <u>Note:</u> This is used in the CAPP (Curriculum, Advising, and Program Planning) module.
11	Click the Web Ind checkbox if the grade is to be available on the Web for Faculty and Advisors.
12	Enter the appropriate numeric value of the grade in the Numeric Value field. <u>Note:</u> This information is used in repeat course processing.
13	Indicate if the grade is considered during repeat processing by checking the Repeat Indicator
14	Select a Repeat Type from the drop-down list. Values are Satisfactory, Substandard, Withdrawal, Military Withdrawal and null
15	Perform a Next Block function.
16	Select the grading mode code(s) for this grade in the Mode field.
17	Click the Save icon.
18	Perform a Previous Block function.
19	Repeat steps 2 - 16 for each new grade if you need to define more than one grade.
20	Click the Exit icon.



Section B: Set Up

Lesson: Grade Code Substitution Form

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Purpose

The purpose of the Grade Code Substitution Form (SHAGRDS) is to develop and maintain grade substitution rules. The checking process occurs when a grade is posted to the student's record and ensures that the grade posted is in agreement with the grading mode that the student selected for the course. These rules must be developed one time for your institution, unless policy changes.

Example: A student may have chosen the Pass/Fail grade option for a specific course, but the instructor posted a grade of 'A'. The grade substitution process will convert the 'A' grade to a 'P' (pass) grade for students enrolled for Pass/Fail credit.

Note: If the grade code entered on the class roster does not agree with the grading mode that the student selected for the course, the grade roll process will fail if a substitute grade has not been defined. Errors may be identified, and subsequently corrected, when the Roll Grades to Academic History (SHRROLL) process is run in audit mode.

Banner form

Grade Substitution Maintenance SHAGRDS 7.0 (s4b70)

Grade	Abbreviation	Course Level	Effective Term	Status
A	A	00	000000	A
A	A	01	000000	A
B	B	01	000000	A
C	C	01	000000	A
D	D	01	000000	A
599.99	600	BZ	000000	A
649.99	650	BZ	000000	A
699.99	700	BZ	000000	A
749.99	750	BZ	000000	A

Substitute Grade Mode	Description	Substitute Grade	Abbreviation
<input type="checkbox"/>		<input type="text"/>	<input type="text"/>
<input type="checkbox"/>		<input type="text"/>	<input type="text"/>
<input type="checkbox"/>		<input type="text"/>	<input type="text"/>
<input type="checkbox"/>		<input type="text"/>	<input type="text"/>



Section B: Set Up

Lesson: Grade Code Substitution Form (Continued)

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Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Grade Code Substitution Form (SHAGRDS). <u>Result:</u> The grades built on the Grade Code Maintenance Form (SHAGRDE) are displayed.
2	Select the grade entered on the class roster for which you want to enter a substitution in the Grade field. <u>Example:</u> Click on A.
3	Perform a Next Block function.
4	Select the grade mode for the selected grade in the Substitute Grade Mode field. <u>Example:</u> Select <i>Pass/Fail</i> .
5	Enter the grade that is to be applied to the student's record if the selected grade is posted in the Grade field. <u>Example:</u> <i>Pass</i> <u>Note:</u> You can think of it this way; the first block represents the grade a faculty submits (e.g. 'A'). The second block represents how the student registered for the class (Pass/Fail). If a faculty submitted an 'A' and the student registered for the class as Pass/Fail, what is the grade they should receive? Answer: Pass.
6	Click the Save icon. <u>Note:</u> If you need to define more grade substitutions, go to the Grade Entered block, and follow step 7.
7	Repeat steps 2 - 6 for each new grade substitution you need to define. <u>Example:</u> B and C should be a passing grade. D would be a failing grade.
8	Click the Exit icon.



Section B: Set Up

Lesson: Create Academic Standing Codes

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Purpose

Academic standing and Dean's List codes are defined on this validation table.

Banner Form

Standing Code	Description	Dean List	Prob Ind	Proh Reg	Max Hours	EDI Eqv	Voice Msg	Sys Req	Activity Date
00	Not Calculated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input checked="" type="checkbox"/>	18-OCT-2007
AD	Academic Dismissal	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>				<input type="checkbox"/>	03-JAN-1995
AW	Academic Warning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15.000			<input type="checkbox"/>	10-NOV-1994
DL	Dean's List	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	12-APR-1988
GS	Good Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	18-OCT-2007
HL	Honor's List	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	18-OCT-2007
ML	Merit List	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	11-APR-1989
P1	Academic Probation 1 term	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	12.000			<input type="checkbox"/>	10-NOV-1994
P2	Academic Probation 2 term	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	10.000			<input type="checkbox"/>	10-NOV-1994
P3	Academic Probation 3 term	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	5.000			<input type="checkbox"/>	10-NOV-1994
SU	Suspension	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				<input type="checkbox"/>	02-OCT-1987
TR	Tech Review	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	23-JAN-1995
Y	Not Applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	18-OCT-2007
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	

Procedure

Follow these steps to create Academic Standing and Dean's List codes.

Step	Action
1	Access the STVASTD form
2	Enter a standing code in the Standing Code field
3	Enter a description in the Description field
4	Check the Dean List indicator if the standing code is for Dean's List
5	Check the Prob Ind if the standing code is for academic probation
6	Check the Proh Reg if the standing code prohibits registration
7	If the status reduces the number of units a student can take in a term, enter the maximum number of units the student can take in the Max Hours field
8	Save and exit



Section B: Set Up

Lesson: Create Progress Evaluation Codes

◀ Jump to TOC

Purpose

Progress Evaluation Codes are created on STVPREV

Banner Form

Code	Description	System Req	Voice Message	User ID	Activity Date
00	Not Calculated	<input checked="" type="checkbox"/>		SAISUSR	18-OCT-2007
GS	Good Standing	<input type="checkbox"/>		SAISUSR	18-OCT-2007
P1	Progress Probation	<input type="checkbox"/>		SAISUSR	18-OCT-2007
P2	Progress Probation Semester II	<input type="checkbox"/>		SAISUSR	18-OCT-2007
PD	Progress Dismissal	<input type="checkbox"/>		SAISUSR	18-OCT-2007
Y	Not Applicable	<input type="checkbox"/>		SAISUSR	18-OCT-2007
		<input type="checkbox"/>			
		<input type="checkbox"/>			
		<input type="checkbox"/>			
		<input type="checkbox"/>			
		<input type="checkbox"/>			
		<input type="checkbox"/>			
		<input type="checkbox"/>			
		<input type="checkbox"/>			

Procedure

Follow these steps to create Progress Evaluation codes

Step	Action
1	Access the STVPREV form
2	Enter a progress evaluation code in the Code field
3	Enter a description in the Description field
4	Save and exit.



Section B: Set Up

Lesson: Create Combined Academic Standing Codes

◀ Jump to TOC

Purpose

Combined Academic Standing codes are created on STVCAST

Banner Form

Code	Description	Prohibit Registration	Maximum Hours	Voice Message	System Required	User ID	Activity Date
00	Good Standing	<input type="checkbox"/>			<input checked="" type="checkbox"/>	SATURN	08-OCT-2001
1	Good Standing	<input type="checkbox"/>			<input type="checkbox"/>	SAISUSR	18-OCT-2007
3	Progress Probation	<input type="checkbox"/>			<input type="checkbox"/>	SAISUSR	18-OCT-2007
4	Academic Probation	<input type="checkbox"/>			<input type="checkbox"/>	SAISUSR	18-OCT-2007
5	Academic & Progress Probation	<input type="checkbox"/>			<input type="checkbox"/>	SAISUSR	18-OCT-2007
6	Progress Dismissal	<input checked="" type="checkbox"/>			<input type="checkbox"/>	SAISUSR	18-OCT-2007
7	Academic Dismissal	<input checked="" type="checkbox"/>			<input type="checkbox"/>	SAISUSR	18-OCT-2007
8	Academic & Progress Dismissal	<input checked="" type="checkbox"/>			<input type="checkbox"/>	SAISUSR	18-OCT-2007
X	Status Unknown/Uncollected	<input type="checkbox"/>			<input type="checkbox"/>	SAISUSR	18-OCT-2007
Y	Not Applicable	<input type="checkbox"/>			<input type="checkbox"/>	SAISUSR	18-OCT-2007
		<input type="checkbox"/>			<input type="checkbox"/>		
		<input type="checkbox"/>			<input type="checkbox"/>		
		<input type="checkbox"/>			<input type="checkbox"/>		
		<input type="checkbox"/>			<input type="checkbox"/>		

Procedure

Follow these steps to create Combined Academic Standing codes

Step	Action
1	Access the STVCAST form
2	Enter a combined academic standing code in the Code field
3	Enter a description in the Description field
4	Check the Prohibit Registration indicator if the status indicates dismissal or suspension.
5	Enter the maximum hours in the Maximum Hours field if the status reduces the number of units the student can take in a term.
6	Save and exit.



Section B: Set Up

Lesson: Academic Standing Rules Form

◀ Jump to TOC

Purpose

The Academic Standing Rules Form (SHAACST) establishes the rules used to determine a student's End of Term Academic Standing and qualification for term specific honors.

Academic Standing rules are defined by level and college.

Calculation of Academic Standing is optional; however it is part of the overall end of term processing and would need to be run at this time.

Banner form

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Academic Standing Rules Form (SHAACST).
2	Enter the desired level code in the Level field.
3	Enter the college code in the College field.
4	Perform a Next Block function.
5	Develop academic standing rules, based on institutional policy.
6	Click the Save icon.

7	Select <u>Dean's List and Exclude Grade Rules</u> from the Options menu.
8	Develop dean's list rules, based on institutional policy.
9	Click the Save icon.



Section B: Set Up

Lesson: Adding Progress Probation Evaluation Rules

◀ Jump to TOC

Purpose

The Progress Evaluation Rules block of SHAACST is used to create, update and delete rules for measuring a student's percentage of acceptable grades.

Banner Form

Program	Campus	Degree	Major	Student Type	Effective Term	User ID	Activity Date	Sequence Number	Current Progress Evaluation	Term Low Hours	Term High Hours	Cumulative Low Hours	Cumulative High Hours	Type Hours	Minimum Percentage	Next Progress Evaluation
					200718	SAISUSR	18-OCT-2007	3	00	.000	99.000	12.000	999.000	A	50	GS
					200718	SAISUSR	18-OCT-2007	4	GS	.000	99.000	12.000	999.000	A	50	GS
					200718	SAISUSR	18-OCT-2007	5	GS	.000	99.000	12.000	999.000	A	0	P1

Procedure

Follow these steps to build progress probation evaluation rules.

Step	Action
1	Access the Progress Evaluation Rules block of SHAACST by selecting it from the Options menu
2	Tab to the Effective Term field and enter the term code.
3	Move the cursor to the Sequence Number field and enter a Sequence Number. Each rule must have a unique sequence number.

4	Enter the starting standing in the Current Progress Evaluation field.
5	In the Term Low Hours field enter the minimum number of units a student must take in the term to qualify for this rule.
6	In the Term High Hours field enter the maximum number of units a student can take in the term to qualify for this rule.
7	In the Cumulative Low Hours field enter the minimum number of cumulative units a student must have completed to qualify for this rule.
8	In the Cumulative High Hours field enter the maximum number of cumulative units a student must have completed to qualify for this rule.
9	In the Type Hours field enter the type of hours/units being used in the calculation. Valid values are (A)ttempted, (E)arned, (P)assed or (G)PA Divisor Hours.
10	In the Minimum Percentage field enter the minimum percentage of acceptable grades that are required to meet this rule.
11	In the Next Progress Evaluation field enter the next Progress Evaluation standing the student will receive if they meet the rule requirements.
12	Save



Section B: Set Up

Lesson: Building Progress Evaluation Grade Exclusion Rules

◀ Jump to TOC

Purpose

The Progress Evaluation Grade Exclusion Rules are used to define the grades that reduce a student's percentage of acceptable grades when determining progress probation standing.

Banner Form

Effective Term	Grade	Abbreviation	Exclude from Attempted	User ID	Activity Date
200718	NC	NC	<input type="checkbox"/>	SAISUSR	18-OCT-2007
200718	NP	NP	<input type="checkbox"/>	SAISUSR	18-OCT-2007
200718	W	WITHDR	<input checked="" type="checkbox"/>	SAISUSR	18-OCT-2007
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		

Procedure

Follow these steps to build progress evaluation grade exclusion rules

Step	Action
1	Access the Progress Evaluation Grade Exclusions block of SHAACST by selecting it from the Options menu
2	Enter the effective term in the Effective Term field.
3	Enter the grade in the Grade field.
4	Check the Exclude from Attempted indicator if the grade should be ignored by the Progress Evaluation process.
5	Save.



Section B: Set Up

Lesson: Building Combined Academic Standing Rules

◀ Jump to TOC

Purpose

The Combined Academic Standing Rules allow users to build rules that combine a student's academic standing and progress evaluation standing to determine the combined academic standing.

Banner Form

Effective Term	Academic Standing	Description	Progress Evaluation	Description	Combined Academic Standing	Description
200718	00	Not Calculated	00	Not Calculated	1	Good Standing
200718	GS	Good Standing	GS	Good Standing	1	Good Standing
200718	GS	Good Standing	P1	Progress Probation	3	Progress Probation
200718	GS	Good Standing	P2	Progress Probation Semester II	3	Progress Probation
200718	GS	Good Standing	PD	Progress Dismissal	6	Progress Dismissal
200718	P1	Academic Probation 1 term	GS	Good Standing	4	Academic Probation
200718	P1	Academic Probation 1 term	P1	Progress Probation	5	Academic & Progress Probation
200718	P1	Academic Probation 1 term	P2	Progress Probation Semester II	5	Academic & Progress Probation

Procedure

Follow these steps to build the Combined Academic Standing rules.

Step	Action
1	Access the Combined Academic Standing Rules block of SHAACST by selecting it from the Options menu
2	Enter the effective term in the Effective Term field
3	Enter the academic standing in the Academic Standing field
4	Enter the progress evaluation standing in the Progress Evaluation field
5	Enter the combined academic standing in the Combined Academic Standing field.
6	Save and exit.



Section B: Set Up

Lesson: Academic Dress Size (Continued)

◀ Jump to TOC

Procedure

Follow these steps to create codes and descriptions for sizes of caps and gowns.

Step	Action
1	Access the Academic Dress Size Validation Form (STVSIZE).
2	Enter the code for the size in the Code field. <u>Tip:</u> Make your initials part of the size code. <u>Note:</u> Once a size code record has been saved, the code entered in this field cannot be changed. Once this code has been used in any other record, the size code record cannot be deleted.
3	Enter a description of the size in the Description field.
4	The Activity Date field will default to today's date.
5	Click the Save icon.
6	Click the Exit icon.



Section B: Set Up

Lesson: Measurement

◀ Jump to TOC

Purpose

The Measurement Validation Form (STVMEAS) is used to create, update, insert, and delete measurement codes for cap and gown sizes. You can create and update these codes only from this form.

Banner form

Code	Description	Activity Date
CM	Centimeters	06-JAN-1995
FT	Feet	06-JAN-1995
HAT	Hat Size	31-JAN-2006
IN	Inches	06-JAN-1995
POUND	Pounds	31-JAN-2006
STONE	Stones	06-JAN-1995



Section B: Set Up

Lesson: Measurement (Continued)

◀ Jump to TOC

Procedure

Follow these steps to create codes and descriptions for measurements using to order caps and gowns.

Step	Action
1	Access the Measurement Validation Form (STVMEAS).
2	Enter the code for the measurement in the Code field. <u>Tip:</u> Make your initials part of the size code. <u>Note:</u> Once a measurement code record has been saved, the code entered in this field cannot be changed. Once this code has been used in any other record, the measurement code record cannot be deleted.
3	Enter a description of the measurement in the Description field.
4	The Activity Date field will default to today's date.
5	Click the Save icon.
6	Click the Exit icon.



Section B: Set Up

Lesson: Graduation Default Control

◀ Jump to TOC

Purpose

The Graduation Default Control Form (SHAGRDD) is used to

- set up height, weight, and head size which are used on the Ceremony Attendance Form (SHACATT)
- award institution default values which are used on the Diploma Form (SHADIPL).

Tip: Ensure that you complete all the fields on this form. The values will be used when entering the measurements for the caps and gowns.

Banner form

File Edit Options Block Item Record Query Tools Help

Graduation Default Control SHAGRDD 7.0 (C700)

Height units of measure: Inches

Weight units of measure: Pounds

Head Size units of measure: Inches

Awarding Institution: Western University

Activity Date:



Section B: Set Up

Lesson: Graduation Default Control (Continued)

◀ Jump to TOC

Procedure

Follow these steps to complete the form.

Step	Action
1	Access the Graduation Default Control Form (SHAGRDD).
2	Enter or select the unit of measure for height in the Height units of measure field.
3	Enter or select the unit of measure for weight in the Weight units of measure field.
4	Enter or select the unit of measure for head size in the Head Size units of measure field.
5	Enter or select the awarding institution in the Awarding Institution field.
6	The Activity Date field will default to today's date.
7	Click the Save icon.
8	Click the Exit icon.



Section B: Set Up

Lesson: Attendee Size Classification Rules

◀ Jump to TOC

Purpose

The Attendee Size Classification Rules Form (SHASIZE) is used to create 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 the rules are set up, they default the appropriate cap or gown size into the Attendee Information block on SHACATT when cap and/or gown type is present. If an asterisk (*) is displayed in one of the **Unit of Measure** fields for height, weight, or head size on SHACATT, it indicates that the measurement entered does not fall within a predetermined range on SHASIZE.

This form is optional.

Banner form

File Edit Options Block Item Record Query Tools Help

Attendee Size Classification Rules SHASIZE 7.0 (C700)

Gown Size							
Size	Height		Unit of Measure	Weight		Unit of Measure	Activity Date
	From	To		From	To		
	6.01	8.00	FT	145.01	999.00	POUND	30-MAR-2006
M	4.51	6.00	FT	110.00	145.00	POUND	30-MAR-2006
S	4.00	4.50	FT	95.00	105.00	POUND	01-MAR-2006

Cap Size				
Size	Head Size		Unit of Measure	Activity Date
	From	To		
L	23.01	99.00	IN	30-MAR-2006
M	20.01	23.00	IN	30-MAR-2006
S	14.00	20.00	IN	01-MAR-2006



Section B: Set Up

Lesson: Attendee Size Classification Rules (Continued)

◀ Jump to TOC

Procedure

Follow these steps to create a table of sizes and ranges for caps and gowns.

Step	Action
1	Access the Attendee Size Classification Rules Form (SHASIZE).
2	In the Gown Size block, enter or select a gown size in the Size column.
3	Enter the minimum height for the size in the From field.
4	Enter a maximum height for the size in the To field.
5	Enter or select the unit of measure for height in the Unit of Measure field.
6	Enter a minimum weight for the size in the From field.
7	Enter a maximum weight for the size in the To field.
8	Enter or select the unit of measure for weight in the Unit of Measure field.
9	The Activity Date field defaults to today's date.
10	Perform a Next Block function.
11	In the Cap Size block, enter or select a cap size in the Size column.
12	Enter the minimum head measurement for the size in the From field.
13	Enter the maximum head measurement for the size in the To field.
14	Enter or select the unit of measure for cap size in the Unit of Measure field.
15	The Activity Date field defaults to today's date.
16	Click the Save icon.
17	Click the Exit icon.



Section B: Set Up

Lesson: Ceremony Type

◀ Jump to TOC

Purpose

The Ceremony Type Validation Form (STVCERT) is used to create, update, insert, and delete ceremony type codes used in the graduation and ceremony processing. You can create or update ceremony type codes only from this form.

Banner form

The screenshot shows a software window titled "Ceremony Type Validation STVCERT 7.0 (C700)". The window contains a table with three columns: "Type Code", "Description", and "Activity Date". The table lists several existing ceremony types and has several empty rows for new entries.

Type Code	Description	Activity Date
BUS	Business School Ceremony	09-NOV-1994
FALL	Fall Ceremony	06-OCT-2007
HONR	Honours Ceremony	09-NOV-1994
LAW	Law School Ceremony	09-NOV-1994
MAIN	Main Graduation Ceremony	09-NOV-1994
NURS	Nursing School Ceremony	09-NOV-1994
OPHOUS	Open House Ceremony	23-AUG-2006
RB	Rick test	16-APR-2007
TGCEREMNY	Toni's Ceremony	21-AUG-2006



Section B: Set Up

Lesson: Ceremony Type (Continued)

◀ Jump to TOC

Procedure

Follow these steps to enter a code and description for the graduation ceremony.

Step	Action
1	Access the Ceremony Type Validation Form (STVCERT).
2	Enter the code for the ceremony in the Type Code field. <u>Tip:</u> You do NOT need to include the name of the term in the Type Code or Description field.
3	Enter a description of the ceremony in the Description field.
4	The Activity Date field defaults to today's date.
5	Click the Save icon.
6	Click the Exit icon.



Section B: Set Up

Lesson: Degree Status Codes

◀ Jump to TOC

Purpose

The Degree Status Code Validation Form (STVDEGS) is used to create, update, insert, and delete degree status codes, such as Certificate Awarded, Degree Sought, Undergraduate Awarded, and so on. This form is used by other forms to validate degree status codes. You can create or update degree status codes only from this form.

Banner form

Degree Status Code	Description	Awarded Indicator	Next Degree Status	System Required	Curriculum Status		Activity Date
AW	Awarded	A		<input type="checkbox"/>	AWARDED	Degree Awarded	28-SEP-2006
BZ	Bill Zimmer's test code	P	AW	<input type="checkbox"/>			23-NOV-2004
CR	Record for Compliance Request			<input type="checkbox"/>			23-NOV-2004
DE	Degree of Defects (batch CAPP)	A	AW	<input type="checkbox"/>			23-NOV-2004
MH	MH Foundation			<input type="checkbox"/>	INPROGRESS	In Progress	01-MAY-2006
PN	Pending	P	AW	<input type="checkbox"/>	PENDING	PendingGrad	28-SEP-2006
SO	Sought		MH	<input checked="" type="checkbox"/>			28-SEP-2006
				<input type="checkbox"/>			
				<input type="checkbox"/>			
				<input type="checkbox"/>			
				<input type="checkbox"/>			
				<input type="checkbox"/>			
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				<input type="checkbox"/>			
				<input type="checkbox"/>			



Section B: Set Up

Lesson: Degree Status Codes (Continued)

◀ Jump to TOC

Procedure

Follow these steps to create degree status codes.

Step	Action
1	Access the Degree Status Code Validation Form (STVDEGS).
2	Enter the degree of the status code in the Degree Status Code field.
3	Enter a description of the degree status in the Description field.
4	Enter an <i>A</i> (awarded) or <i>P</i> (pending) to indicate the status of the degree in the Awarded Indicator field.
5	<p>The Next Degree Status field indicates the next step in degree status.. For example, you might have a degree status <i>Pending</i> who next status would be <i>Awarded</i>.</p> <p><u>Note:</u> This field is used in conjunction with the Update Next Degree Status checkbox on the Graduation Status Validation Form (STVGRST). If the Update Next Degree Status checkbox on STVGRST is checked for the graduation status entered, then the current degree status code on the Degrees and Other Formal Awards Form (SHADEGR) will be updated with the next degree status maintained on this validation form.</p>
6	Check the System Required checkbox if the value is required by the system.
7	Enter or select the curriculum status code in the Curriculum Status field.
8	The Activity Date field defaults to today's date.
9	Click the Save icon.
10	Click the Exit icon.



Section B: Set Up

Lesson: Graduation Statuses

◀ Jump to TOC

Purpose

The Graduation Status Validation Form (STVGRST) is used to create, update, insert, and delete graduation statuses. The graduation processing in the Academic History module uses these statuses to update the student's degree record with any impediments to graduation, such as needed approval or monies owed. You can create or update these codes only from this form.

Banner form

Code	Description	Update Next Degree	Activity Date
NO	Will not Graduate	<input checked="" type="checkbox"/>	06-JAN-1995
PG	Plans to Graduate	<input type="checkbox"/>	06-JAN-1995
WG	Will Graduate	<input type="checkbox"/>	04-MAY-1995
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
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		<input type="checkbox"/>	



Section B: Set Up

Lesson: Graduation Statuses (Continued)

◀ Jump to TOC

Procedure

Follow these steps to create graduation statuses.

Step	Action
1	Access the Graduation Status Validation Form (STVGRST)
2	Enter the graduation status code in the Code field.
3	Enter a description of the graduation status in the Description field.
4	Click the Update Next Degree Status checkbox if the student's degree status is to be automatically updated when the graduation status is entered or modified.
5	The Activity Date field defaults to today's date.
6	Click the Save icon.
7	Click the Exit icon.



Section B: Set Up

Lesson: Self Check

◀ [Jump to TOC](#)

Directions

Use the information you have learned in this section to complete this self-check activity.

Question 1

What Banner form do you use to define rules for non-repeatable courses and multiple enrollment courses?

Question 2

Which Banner form is used to create transcript types?

Question 3

Which Banner form is used to define transcript types?

Question 4

What Banner form do you use to define grades that are accepted by your institution for transfer credit?

Question 5

How do you make a grade available on the Web?

Question 6

On the Grade Code Maintenance Form (SHAGRDE), which **Count In** check boxes should you select?



Section B: Set Up

Lesson: Self Check (Continued)

◀ [Jump to TOC](#)

Question 7

What is the Grade Code Substitution Form (SHAGRDS) used for?

Question 8

What is the Attendee Size Classification Rules Form (SHASIZE) used for?

Question 9

The default measurements on the Graduation Default Control Form (SHAGRDD) are used on which form(s)?



Section B: Set Up

Lesson: Answer Key for Self Check

◀ Jump to TOC

Question 1

What Banner form do you use to define rules for non-repeatable courses and multiple enrollment courses?

Use Repeat/Multiple Course Rules Form (SHARPTR).

Question 2

Which Banner form is used to create transcript types?

Use Transcript Type Code Validation Form (STVTPRT) to create transcript types.

Question 3

Which Banner form is used to define transcript types?

Use Transcript Type Rules Form (SHATPRT) to define transcript types.

Question 4

What Banner form do you use to define grades that are accepted by your institution for transfer credit?

Use Grade Code Maintenance Form (SHAGRDE).

Question 5

How do you make a grade available on the Web?

Select the Web Ind check box on the Grade Code Maintenance Form (SHAGRDE).

Question 6

On the Grade Code Maintenance Form (SHAGRDE), which **Count In** checkboxes should you select?

The ones that should be counted in calculating GPA, (varies from institution to institution depending upon the way they do business).



Section B: Set Up

Lesson: Answer Key for Self Check (Continued)

◀ [Jump to TOC](#)

Question 7

What is the Grade Code Substitution Form (SHAGRDS) used for?

Defining grade substitutions

Question 8

What is the Attendee Size Classification Rules Form (SHASIZE) used for?

Creating a table of sizes and ranges for caps or gowns

Question 9

The default measurements on the Graduation Default Control Form (SHAGRDD) are used on which forms?

Ceremony Attendance Form (SHACATT) and the Diploma Form (SHADIPL)



Section C: Day-to-Day Operations

Lesson: Overview

◀ [Jump to TOC](#)

Introduction

The purpose of this section is to explain the regular process and detail the procedures to handle end of term processes, awarding of degrees, and producing academic transcripts at your institution.

Intended audience

Staff from the Office of the Registrar and/or Academic Records

Objectives

At the end of this section, you will be able to

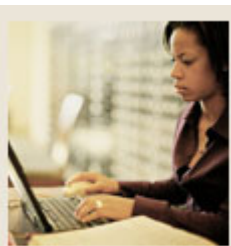
- build, enter, and roll grades
- change/maintain grades
- calculate academic standing
- produce grade mailers
- add/change/award degrees
- review academic history online
- print transcripts
- generate a number of reports and processes.

Prerequisites

To complete this section, you should have completed

- the Education Practices computer-based training (CBT) tutorial “Banner 7 Fundamentals” or have equivalent experience navigating in the Banner system
- completed the Course Catalog training workbook
- completed the Class Schedule training workbook
- completed the General Student training workbook
- completed the Registration training workbook.

You will also need to ensure that the rules and validation codes in Banner needed for the Academic History module have been set up for you.



Section C: Day-to-Day Operations

Lesson: Overview (Continued)

◀ [Jump to TOC](#)

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Section C: Day-to-Day Operations

Lesson: Process Introduction

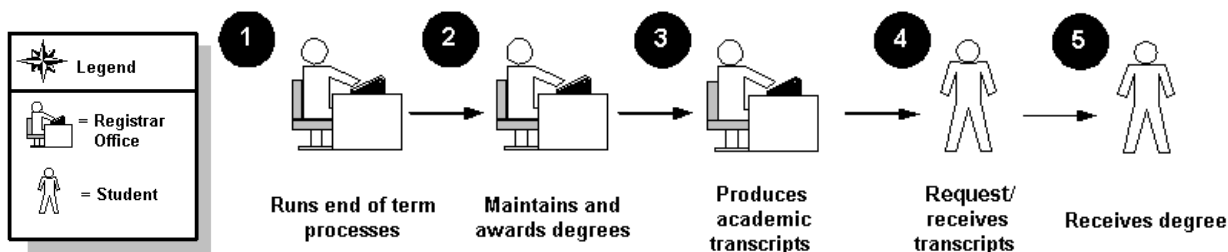
◀ Jump to TOC

About the process

This course is intended to teach the participant about setting up and running the end of term processes, producing grade reports, transcripts and maintaining degree records.

Flow diagram

This diagram highlights the process Academic History follows.



What happens

The stages of the process are described in this table.

Stage	Description
Registrar	
1	Runs end of term processes: <ul style="list-style-type: none"> • Produces class/grade rosters • Enters and/or verifies grades submitted by instructor • Rolls grades to academic history • Runs repeat processing • Runs GPA calculation process • Runs Academic Standing • Runs Progress Evaluation and Combined Academic Standing • Produces Grade Mailers • Updates student type (IPEDS reporting)
2a	Verifies degree information



Section C: Day-to-Day Operations

Lesson: Process Introduction (Continued)

◀ [Jump to TOC](#)

What happens, continued

Step	Action
2b	Awards degrees
3a	Receives transcript request from student and enters in System
3b	Produces and mails transcripts
Student	
4a	Requests transcripts
4b	Receives transcripts
5	Receives degree



Section C: Day-to-Day Operations

Lesson: Processing Grades

◀ Jump to TOC

Introduction

When students enroll in a class, the system automatically creates the Class Attendance Roster Form (SFAALST) for the course reference number (CRN) for the class. Students are listed in sequence order – the order in which they registered for the course.

After enrollment is closed, the Class Roster Report (SFRSLST) needs to be run in order for rosters to be distributed to instructors for grade submission. Even if your institution does not distribute grade rosters, this process should be run (output to a file, not to a printer) in order to alphabetize the names on the rosters.

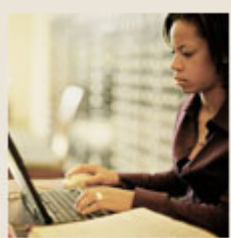
The Class Attendance Roster Form (SFAALST) is used to enter grades and optionally roll them to Academic History. Faculty and/or administrative staff enter mid-term and final grades on the SFASLST form or using Self-Service for Faculty & Advisors (if available at your institution). Once grades are entered, they can be rolled to academic history using the SFASLST form or the Grade Roll to Academic History Process (SHRROLL).

Banner form

Class Attendance Roster SFAALST 7.4.0.1 [C3SC:7.5.2] (SEEDCALB)

Term: 200718 DJM Fall 2007 CRN: 18005 ENGL 103 001 Roll Degree Award Status:

Sequence	ID	Name	Status	Status Date	Final Grade	Grading Mode	Rolled	Credit Hours	Hours Attended	Last Attendance Date
1	A00010006	Austen, Jane	RE	16-OCT-2007		b S	<input checked="" type="checkbox"/>	3.000		
Grade Comment: <input type="text"/>										
2	A00010021	Bennet, Elizabeth	RE	18-OCT-2007		A S	<input checked="" type="checkbox"/>	3.000		
Grade Comment: <input type="text"/>										
3	210009208	Ranson, Rose	RE	20-DEC-2007		S	<input type="checkbox"/>	3.000		
Grade Comment: <input type="text"/>										
							<input type="checkbox"/>			
Grade Comment: <input type="text"/>										
							<input type="checkbox"/>			
Grade Comment: <input type="text"/>										



Section C: Day-to-Day Operations

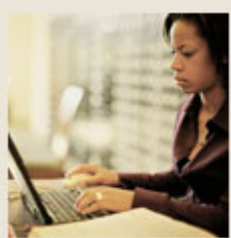
Lesson: Processing Grades (Continued)

◀ Jump to TOC

Procedure

Follow these steps to enter and roll grades for a course reference number (CRN).

Step	Action
1	Access the Class Attendance Roster Form (SFAALST).
2	Select the term for which you want to enter grades in the Term field.
3	Enter the course reference number for which you want to enter grades in the CRN field.
4	Select the Roll checkbox. <u>Notes:</u> This box may also be left unchecked if you do not wish to roll grades when changes are saved. It is recommended that your institution develop procedures using the Roll Grades to History Process (SHRROLL) as described below. All invalid grades and grade substitutions may be reviewed and errors corrected prior to rolling grades to academic history.
5	Enter a value in the Degree Award Status field, if applicable. <u>Note:</u> This field can be left blank if it does not apply.
6	Perform a Next Block function.
7	Enter a final grade for each student in the Final Grade field.
8	Click the Save icon. <u>Note:</u> Make a note of the Term code and ID of one of the students for whom you just entered grades.
9	Click the Exit icon.



Section C: Day-to-Day Operations

Lesson: Processing Grades (Continued)

◀ [Jump to TOC](#)

Introduction

The Roll Grades to History Process SHRROLL rolls grades entered through the Class Roster Form (SFASLST) and/or the Class Attendance Roster Form (SFAALST) to academic history. This is the recommended process for rolling grades at the end of the term when there are a lot of grades to roll to history.

The Grade Roll to Academic History Process (SHRROLL) is used to roll student grades to Academic History.

Running the process in AUDIT mode will produce an error report, which lists all invalid grades and grade substitutions. Using this report, review the invalid grades and make corrections on the class rosters (SFASLST). Once all errors are corrected, run the process in UPDATE mode committing the grades to Academic History.

This process rolls grades from the Class Roster Form (SFASLST) into Academic History. (Remember grades can also be rolled through the Class Roster Form, SFASLST form and the Class Attendance Roster Form, SFAALST). The grade roll process creates a term header record in Academic History and copies courses from Registration into the Term Course Maintenance Form (SHAINST).

Key points

The Grade Roll Process (SHRROLL) is used to update these types of information:

- Course AND degree information
- Graduation data:
 - If data is entered on the LCUR record, it uses that information in the creation of the degree record

If the data is “null” in LCUR, it uses the data from SGBSTDN (for example, Expected Graduation Date and Term Year)



Section C: Day-to-Day Operations

Lesson: Processing Grades (Continued)

◀ Jump to TOC

Banner process

Process Submission Controls GIAPCTL 7.3

Process: SHRROLL Grade Roll To Academic History Parameter Set:

Printer Control

Printer: Special Print: Lines: 55 Submit Time:

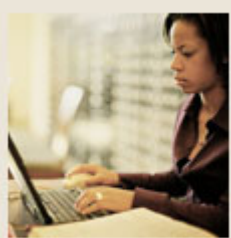
Parameter Values

Number	Parameters	Values
01	Term Code	
02	Start Range From Date	
03	Start Range To Date	
04	Part-of-Term Code	%
05	Course Reference Number	%
06	User ID	
07	Report Mode(A=Audit,U=Update)	A
08	Print Selection(A=All,E=Error)	A

LENGTH: 6 TYPE: Character O/R: Required M/S: Single
Enter term to be processed.

Submission

Save Parameter Set as Name: Description: Hold Submit



Section C: Day-to-Day Operations

Lesson: Processing Grades (Continued)

◀ Jump to TOC

Procedure

Follow these steps to complete the batch process for rolling grades to Academic History.

Step	Action																						
1	Access the Roll Grades to History Process (SHRROLL).																						
2	Select the desired printer in the Printer field, or type in the word <i>DATABASE</i> to send the output to the database for review and/or future printing.																						
3	Enter these parameter values.																						
	<table border="1"> <thead> <tr> <th>Parameter</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>Term Code</td> <td>Enter term to be processed.</td> </tr> <tr> <td>Start Range From Date</td> <td>Enter a date.</td> </tr> <tr> <td>Start Range To Date</td> <td>Enter a date.</td> </tr> <tr> <td>Part of Term Code</td> <td>Enter part of term code or % for all part of term.</td> </tr> <tr> <td>Course Reference Number</td> <td>Enter course reference number or % for all CRNs.</td> </tr> <tr> <td>User ID</td> <td>Enter the User ID to be stored with grade records.</td> </tr> <tr> <td>Report Mode (A=Audit, U=Update)</td> <td>Enter A or U. <i>Note:</i> First run the process in AUDIT mode, printing only Errors.</td> </tr> <tr> <td>Print Selection (A=All, E=Error)</td> <td>Enter A or E.</td> </tr> <tr> <td>Grade Term</td> <td>Scroll and enter the grade term to be recorded.</td> </tr> <tr> <td>Roll Long Section Title</td> <td>Enter Y to roll the syllabus long section title.</td> </tr> </tbody> </table>	Parameter	Value	Term Code	Enter term to be processed.	Start Range From Date	Enter a date.	Start Range To Date	Enter a date.	Part of Term Code	Enter part of term code or % for all part of term.	Course Reference Number	Enter course reference number or % for all CRNs.	User ID	Enter the User ID to be stored with grade records.	Report Mode (A=Audit, U=Update)	Enter A or U. <i>Note:</i> First run the process in AUDIT mode, printing only Errors.	Print Selection (A=All, E=Error)	Enter A or E.	Grade Term	Scroll and enter the grade term to be recorded.	Roll Long Section Title	Enter Y to roll the syllabus long section title.
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Term Code	Enter term to be processed.																						
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Grade Term	Scroll and enter the grade term to be recorded.																						
Roll Long Section Title	Enter Y to roll the syllabus long section title.																						
4	Perform a Next Block function.																						
5	Select the Save Parameter Set as checkbox if you want to save these parameters for future use.																						
6	Enter a name and description for your parameters in the Name and Description fields.																						
7	Select the Hold radio button if you want to run this process at a later time or the Submit radio button if you want this process to run immediately.																						



Section C: Day-to-Day Operations

Lesson: Processing Grades (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action
8	Click the Save icon.
9	Review the output.
10	Make any necessary grade adjustments on the Class Roster (SFASLST).
11	Run the process again, in AUDIT mode, making sure there are no errors (invalid grades) received.
12	Run the process in UPDATE mode, which will update the System with the grades for the term.
13	Click the Exit icon.



Section C: Day-to-Day Operations

Lesson: Processing Repeat Courses

◀ Jump to TOC

Introduction

Repeat limits are developed for individual courses using the Basic Course Information Form (SCACRSE).

Banner form

Basic Course Information SCACRSE 7.3 [C3SC:7.6] (SEEDCALB)

Subject: ENGL English Course: 104 Term: 200718
Course Title: Studies in Jane Austen

Course Details

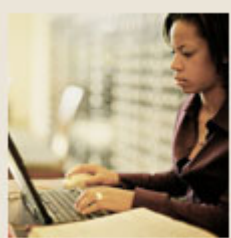
From Term: 200718 Copy To Term: 999999

Course Title: Studies in Jane Austen
College: CC California Community College
Division:
Department: ENGL English
Status: A Active
Approval: S State Approved
Credit Status: D Credit-Degree Applicable
CIP: 230101 English, General
Prerequisite Waiver:
Duration:
 Continuing Education
 Tuition Waiver
 Additional Fees
 CAPP Areas for Prerequisites
 Syllabus Exists
 Long Title Exists

Hours	Low	Or/To	High
CEU or Credit:	3.000	<input type="checkbox"/>	
Billing:	3.000	<input type="checkbox"/>	
Lecture:	3.000	<input type="checkbox"/>	
Lab:		<input type="checkbox"/>	
Other:		<input type="checkbox"/>	
Contact:	54.000	<input type="checkbox"/>	

Repeat Details

Limit: 0 Maximum Hours:
Repeat Type: Non-repeatable Credit
Repeat Status: RP



Section C: Day-to-Day Operations

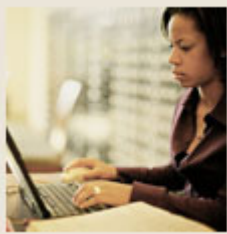
Lesson: Processing Repeat Courses (Continued)

◀ Jump to TOC

Procedure

Follow these steps to enter repeat information for a course.

Step	Action
1	Access the Basic Course Information Form (SCACRSE).
2	Select a subject code in the Subject field.
3	Enter a course number in the Course field or use the Search button to find one.
4	Enter a term code in the Term field or select one from the LOV.
5	Perform a Next Block function.
6	Enter the maximum number of times this course can be taken for credit in the Limit field in the Repeat Details section.
7	Enter the maximum number of credit hours for which this course can be taken for credit in the Maximum Hours field. <u>Note:</u> The Limit and Maximum Hours 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 the Academic History module according to the Repeat/Multiple Course Rules Form (SHARPTR).
8	Select a Repeat Type from the drop-down list. Valid codes are Non-Repeatable Credit, Legally Mandated Training or Activity/Other Repeatable.
9	Enter a repeat status code in the Repeat Status field if desired. <u>Note:</u> This field is informational only and does not control any processing.
10	Click the Save icon.
11	Click the Exit icon.



Section C: Day-to-Day Operations

Lesson: Processing Repeat Courses (Continued)

◀ Jump to TOC

Introduction

The Repeat/Equivalent Course Check Report (SHRRPTS) is used to flag repeated courses.

This process is run to check new courses rolled into Academic History for repeats and/or equivalents. The process takes into account the rules on the Repeat/Multiple Course Rules Form (SHARPTR) to determine how they should be calculated into the students' records. Any course identified as a repeat or equivalent that should be excluded from a record's calculation of hours and GPA is flagged. The report sorts the output of students into alphabetical order by last name.

Banner process

Process Submission Controls GIAPCTL 7.3

Process: SHRRPTS Repeat/Equivalent Course Check Parameter Set:

Printer Control

Printer: Special Print: Lines: 55 Submit Time:

Parameter Values

Number	Parameters	Values
01	Term Code	
02	Level Code	
03	Report or Update	
04	Print Transfer Work	

LENGTH: 6 TYPE: Character O/R: Required M/S: Single
The Term of the courses to be processed.

Submission

Save Parameter Set as Name: Description: Hold Submit



Section C: Day-to-Day Operations

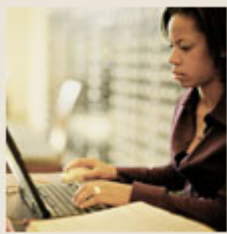
Lesson: Processing Repeat Courses (Continued)

◀ Jump to TOC

Procedure

Follow these steps to complete the process.

Step	Action										
1	Access the Repeat/Equivalent Course Check Report (SHRRPTS).										
2	Select the desired printer in the Printer field, or type in the word <i>DATABASE</i> to send the output to the database for review and/or future printing.										
3	Enter these parameter values.										
	<table border="1"> <thead> <tr> <th>Parameter</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>Term Code</td> <td>Enter the term code of the courses to be processed.</td> </tr> <tr> <td>Level Code</td> <td>Enter the level code of the courses to be processed.</td> </tr> <tr> <td>Report or Update</td> <td>Enter <i>R</i> for report only or <i>U</i> for report and update.</td> </tr> <tr> <td>Print Transfer Work</td> <td>Enter <i>N</i> to if you do not want to print transfer course work or enter <i>Y</i> to print transfer course work.</td> </tr> </tbody> </table>	Parameter	Value	Term Code	Enter the term code of the courses to be processed.	Level Code	Enter the level code of the courses to be processed.	Report or Update	Enter <i>R</i> for report only or <i>U</i> for report and update.	Print Transfer Work	Enter <i>N</i> to if you do not want to print transfer course work or enter <i>Y</i> to print transfer course work.
Parameter	Value										
Term Code	Enter the term code of the courses to be processed.										
Level Code	Enter the level code of the courses to be processed.										
Report or Update	Enter <i>R</i> for report only or <i>U</i> for report and update.										
Print Transfer Work	Enter <i>N</i> to if you do not want to print transfer course work or enter <i>Y</i> to print transfer course work.										
4	Click the Save Parameter Set as checkbox.										
5	Enter a name and description in the Name and Description fields.										
6	Click the Submit radio button.										
7	Click the Save icon to execute the report. <u>Result:</u> The Auto hint line displays the job submission number for the report log and list file.										
8	Select Review Output on the <u>Options</u> menu to review the report.										
9	Click the Exit icon.										
10	Select the Hold radio button if you want to run this process at a later time or the Submit radio button if you want this process to run immediately.										
11	Click the Save icon.										
12	Review the output.										
13	Make any necessary adjustments to the Repeat/Multiple Course Rules Form (SHARPTR).										
14	Run the process again, in UPDATE mode.										
15	Click the Exit icon.										



Section C: Day-to-Day Operations

Lesson: Calculating GPA

◀ Jump to TOC

Introduction

The Calculate GPA Report (SHRCGPA) is used to calculate the GPA for the selected term and group of students. It calculates both term and cumulative GPA.

Banner form

The screenshot shows a web browser window titled "Process Submission Controls GIAPCTL 7.3". The form includes the following sections:

- Process:** SHRCGPA (dropdown), Calculate GPA (text field)
- Parameter Set:** (dropdown)
- Printer Control:** Printer: (dropdown), Special Print: (text field), Lines: (checkbox), Submit Time: (text field)
- Parameter Values:** A table with columns for Number, Parameters, and Values.

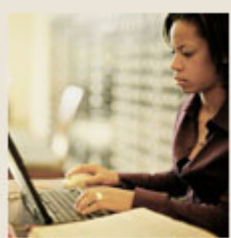
Number	Parameters	Values
01	Term	
02	Select All, Rolled or Collector	
03	Selection Identifier	
04	Application code	
05	Creator ID	

LENGTH: 6 TYPE: Character O/R: Required M/S: Single
- Submission:** Save Parameter Set as, Name: (text field), Description: (text field), Hold, Submit

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Calculate GPA Report (SHRCGPA).
2	Enter the desired printer name in the Printer field. <u>Note:</u> You can enter <i>DATABASE</i> to write the report to a table for on-line viewing and to enable the saving of the report to a shared folder on a designated network drive.



Section C: Day-to-Day Operations

Lesson: Calculating GPA (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action												
3	Enter these parameter values.												
	<table border="1"><thead><tr><th>Parameter</th><th>Value</th></tr></thead><tbody><tr><td>Term</td><td>Enter the term you want to process.</td></tr><tr><td>Select All, Rolled or Collector</td><td>Enter <i>A</i> for all, <i>R</i> for rolled or <i>C</i> for collector.</td></tr><tr><td>Selection Identifier</td><td>Enter the population selection identifier or leave blank for all.</td></tr><tr><td>Application code</td><td>Enter the population selection application code or leave blank for all.</td></tr><tr><td>Creator ID</td><td>Enter the user ID of the person creating the sub-population.</td></tr></tbody></table>	Parameter	Value	Term	Enter the term you want to process.	Select All, Rolled or Collector	Enter <i>A</i> for all, <i>R</i> for rolled or <i>C</i> for collector.	Selection Identifier	Enter the population selection identifier or leave blank for all.	Application code	Enter the population selection application code or leave blank for all.	Creator ID	Enter the user ID of the person creating the sub-population.
Parameter	Value												
Term	Enter the term you want to process.												
Select All, Rolled or Collector	Enter <i>A</i> for all, <i>R</i> for rolled or <i>C</i> for collector.												
Selection Identifier	Enter the population selection identifier or leave blank for all.												
Application code	Enter the population selection application code or leave blank for all.												
Creator ID	Enter the user ID of the person creating the sub-population.												
4	Click the Save Parameter Set as checkbox.												
5	Enter a name and description in the Name and Description fields.												
6	Click the Submit radio button.												
7	Click the Save icon to execute the report. <u>Result:</u> The Auto hint line displays the job submission number for the report log and list file.												
8	Select Review Output on the <u>Options</u> menu to review the report.												
9	Click the Exit icon.												



Section C: Day-to-Day Operations

Lesson: Viewing a Student's Grade in Academic History

◀ Jump to TOC

Introduction

The Term Course Maintenance Form (SHAINST) is used to maintain organizational course history, perform grade changes, and identify repeat courses. Selecting Course Maintenance from the **Options** menu takes you to the Selection-Dependent Course Maintenance Form (SHATCKN), and allows you to view a student's grade in academic history.

Banner form: SHAINST

Term Course Maintenance SHAINST 7.3

Confidential

ID: Term:

Term Header

Data Added by:

Pre-Catalog Entry

Record Status: **Date:**

End of Term Academic Standing:

Dean's List Status: **Date:**

Progress Evaluation: **Date:**

Combined Academic Standing: **Date:**

Special Exam Credit:

Withdrawal Reason:

Transfer Institution:

Duplicate Mailer Request **Date:**

Original Grade Mailer Sent Date:

Revised/Duplicate Grade Mailer Sent Date:



Section C: Day-to-Day Operations

Lesson: Viewing a Student's Grade in Academic History (Continued)

◀ Jump to TOC

Banner form: SHATCKN

Course Maintenance SHATCKN 7.3

Confidential

ID: 210009208 Ranson, Rose Term: 199510 Validation Check: Schedule

Course Detail

CRN: 10011 Subject: ANTH Course: 2510 Folk

Section: 001 Campus: M Repeat: (None) System:

Schedule Type: L Part of Term: 1 Comment:

Continuing Education Units Co-op Education: Start/End Dates: Extension:

Grades

Sequence Number	Grade	Grade Mode	Hours	Change Reason	Extension Date	Grade Date	Grade Comment	User
2	B	S	3.000	EE Entry Error		07-DEC-2004		EJETTO
1	A	S	3.000	OE Original Entry		29-JAN-1995	JAC1 Jan's Test Code1	SAISUSR

Level

Code

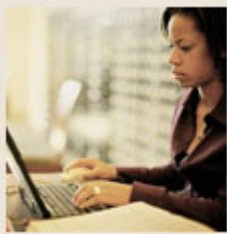
GR Graduate (GR) Primary Level Indicator

UG Undergraduate (UG)

Procedure

Follow these steps to view a student's grade in Academic History.

Step	Action
1	Access the Term Course Maintenance Form (SHAINST).
2	Enter the student's ID in the ID field.
3	Enter the term code in the Term field.
4	Perform a Next Block function.
5	Select Course Maintenance from the Options menu.



Section C: Day-to-Day Operations

Lesson: Viewing a Student's Grade in Academic History (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action
6	<p>Make necessary course title changes in the Course Detail block in the untitled course title field.</p> <p><u>Notes:</u> The Course Detail block provides a detail listing of the courses for the term selected in the key block.</p> <p>Repeated course indicators are checked here.</p>
7	Click the Save icon.
8	Perform a Next Block function.
9	Enter a new grade in the Grade field.
10	Enter the grading mode code in the Grade Mode field.
11	Enter the number of hours in the Hours field.
12	Select the reason for the change in the Change Reason field.
13	Click the Save icon.
14	Click the OK button.
15	Click the Exit icon to return to the Term Header Block of the Term Course Maintenance Form (SHAINST).
16	Click the Exit icon.



Section C: Day-to-Day Operations

Lesson: Calculating Academic Standing

◀ Jump to TOC

Introduction

The Calculate Academic Standing Process (SHRASTD) calculates a student's academic standing based on the rules established on the Academic Standing Rules Form (SHAACST).

Banner process

Process: SHRASTD Calculate Academic Standing Parameter Set:

Printer Control
 Printer: Special Print: Lines: 55 Submit Time:

Parameter Values

Number	Parameters	Values
01	Term	
02	Update Academic Standing	
03	Update Dean's List Standing	
04	Audit/Update Mode	
05	Calculate Max Registration Hrs	
06	Pre-registration Future term	
07	Maximum Hours Update/Audit	

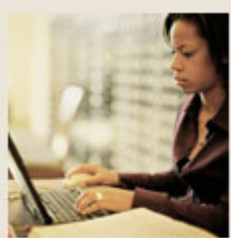
LENGTH: 6 TYPE: Character O/R: Required M/S: Single
 Enter term to be processed.

Submission
 Save Parameter Set as Name: Description: Hold Submit

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Calculate Academic Standing Process (SHRASTD).
2	Enter the desired printer name in the Printer field. <u>Note:</u> You can enter <i>DATABASE</i> to write the report to a table for on-line viewing and to enable the saving of the report to a shared folder on a designated network drive.



Section C: Day-to-Day Operations

Lesson: Calculating Academic Standing (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action																
3	Enter these parameter values.																
	<table border="1"> <thead> <tr> <th>Parameter</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>Term</td> <td>Enter the term you want to process.</td> </tr> <tr> <td>Update Academic Standing</td> <td>Enter <i>Y</i> for yes or <i>N</i> for no.</td> </tr> <tr> <td>Update Dean's List Standing</td> <td>Enter <i>Y</i> for yes or <i>N</i> for no.</td> </tr> <tr> <td>Audit/ Update Mode</td> <td>Enter <i>A</i> for audit or <i>U</i> for update mode.</td> </tr> <tr> <td>Calculate Max Registration Hrs</td> <td>Enter <i>Y</i> to compare to new ASTD code hours to future existing registrations or <i>N</i> to not check.</td> </tr> <tr> <td>Pre-registration Future Term</td> <td>Enter the future term registration to be compared to new ASTD maximum regular hours.</td> </tr> <tr> <td>Maximum Hours Audit/ Update</td> <td>Enter <i>A</i> or <i>U</i>.</td> </tr> </tbody> </table>	Parameter	Value	Term	Enter the term you want to process.	Update Academic Standing	Enter <i>Y</i> for yes or <i>N</i> for no.	Update Dean's List Standing	Enter <i>Y</i> for yes or <i>N</i> for no.	Audit/ Update Mode	Enter <i>A</i> for audit or <i>U</i> for update mode.	Calculate Max Registration Hrs	Enter <i>Y</i> to compare to new ASTD code hours to future existing registrations or <i>N</i> to not check.	Pre-registration Future Term	Enter the future term registration to be compared to new ASTD maximum regular hours.	Maximum Hours Audit/ Update	Enter <i>A</i> or <i>U</i> .
Parameter	Value																
Term	Enter the term you want to process.																
Update Academic Standing	Enter <i>Y</i> for yes or <i>N</i> for no.																
Update Dean's List Standing	Enter <i>Y</i> for yes or <i>N</i> for no.																
Audit/ Update Mode	Enter <i>A</i> for audit or <i>U</i> for update mode.																
Calculate Max Registration Hrs	Enter <i>Y</i> to compare to new ASTD code hours to future existing registrations or <i>N</i> to not check.																
Pre-registration Future Term	Enter the future term registration to be compared to new ASTD maximum regular hours.																
Maximum Hours Audit/ Update	Enter <i>A</i> or <i>U</i> .																
4	Click the Save Parameter Set as checkbox.																
5	Enter a name and description in the Name and Description fields.																
6	Click the Submit radio button.																
7	Click the Save icon to execute the report. <u>Result:</u> The Auto hint line displays the job submission number for the report log and list file.																
8	Select Review Output on the <u>Options</u> menu to review the report.																
9	Click the Exit icon.																
10	Select the Hold radio button if you want to run this process at a later time or the Submit radio button if you want this process to run immediately.																
11	Click the Save icon.																
12	Review the output.																
13	Make any necessary grade adjustments to the Academic Standing Rules (SHAACST).																
14	Run the process again, in AUDIT mode, and validate the data.																
15	Run the process in UPDATE mode, which will update the System with the academic standing for the term.																
16	Click the Exit icon.																



Section C: Day-to-Day Operations

Lesson: Calculating Progress Evaluation and Combined Academic Standing

◀ Jump to TOC

Introduction

The Progress Evaluation Process (SHRPREV) calculates a student's progress evaluation standing and combined academic standing based on the rules established on the Academic Standing Rules Form (SHAACST).

Banner Process

Process Submission Controls GJAPCTL 7.4.1.1 (SEEDCALB)

Process: SHRPREV Progress Evaluation Process Parameter Set: []

Printer Control

Printer: [] Special Print: [] Lines: 55 Submit Time: []

Parameter Values

Number	Parameters	Values
01	Term Code	[]
02	Determine Progress Evaluation	[]
03	Determine Comb. Acad. Standing	[]
04	Update/Audit Mode	A
05	Calculate MAX Reg. Hours	[]
06	Pre-registration future terms	[]
07	Maximum Hours Update/Audit	A
08	Student ID	[]

LENGTH: 6 TYPE: Character O/R: Required M/S: Single
Enter term to be processed.

Submission

Save Parameter Set as Name: [] Description: [] Hold Submit

Procedure

Follow these steps to complete the process. You will run the process once to calculate progress standing and once to calculate combined academic standing.

Step	Action
1	Access the SHRPREV process
2	Enter the desired printer name in the Printer field.

	<u>Note:</u> You can enter <i>DATABASE</i> to write the report to a table for on-line viewing and to enable the saving of the report to a shared folder on a designated network drive.
3	Enter these parameter values.

Parameter	Value
Term Code	Enter the term code you want to process
Determine Progress Evaluation	Enter 'Y' Note: The first time you run this process you will calculate Progress Evaluation and enter a 'Y' in this parameter. The second time you run the process you will calculate Combined Academic Standing and enter an 'N' in this parameter.
Determine Comb. Acad Standing	Enter 'N' Note: The first time you run this process you will calculate Progress Evaluation and enter a 'N' in this parameter. The second time you run the process you will calculate Combined Academic Standing and enter an 'Y' in this parameter.
Update/Audit Mode	Enter a 'U' to Update or an 'A' to run in Audit mode
Calculate MAX Reg Hours	Enter a 'Y' or 'N'
Pre-registration Future Terms	Enter a term code if you are calculating the maximum registration hours
Maximum Hours Update/Audit	Enter a 'U' to Update or an 'A' to run in Audit mode
Student ID	Enter '%'
Selection ID	Populate only if you are using a population selection
Application Code	Populate only if you are using a population selection
Creator ID	Populate only if you are using a population selection
User ID	Populate only if you are using a population selection
Print Detail	Enter 'Y' or 'N'

4	Click the Save Parameter Set as checkbox.
5	Enter a name and description in the Name and Description fields.
6	Click the Submit radio button.
7	Click the Save icon to execute the report. <u>Result:</u> The Auto hint line displays the job submission number for the report log and list file.
8	Select Review Output on the <u>Options</u> menu to review the report.
9	Click the Exit icon.
10	Select the Hold radio button if you want to run this process at a later time or the Submit radio button if you want this process to run immediately.
11	Click the Save icon.
12	Review the output.
13	Make any necessary grade adjustments to the Academic Standing Rules (SHAACST).
14	Run the process again, in AUDIT mode, and validate the data.
15	Run the process in UPDATE mode, which will update the System with the academic standing for the term.



Section C: Day-to-Day Operations

Lesson: Producing Grade Mailers

◀ Jump to TOC

Introduction

The Grade Mailer Report (SHRGRDE) is used to print grade mailers by type (original, revised, mid-term, and duplicate) for students that have had grades rolled or grade changes made in Academic History.

Grade Mailer status is maintained in the Term Header block of the Term Course Maintenance Form (SHAINST).

For institutions that elect not produce grade mailers, it is recommended that you run this process to update the tables. This will allow duplicate grade mailers to be produced should the students request them.

Banner process

Process Submission Controls GJAPCTL 7.3

Process: SHRGRDE Grade Mailer Parameter Set:

Printer Control

Printer: Special Print: Lines: 55 Submit Time:

Parameter Values

Number	Parameters	Values
01	Term code	199101
02	Grade Mailer Type	%
03	Print Academic Standing Y/N/O	Y
04	Print Deans List (Y/N)	Y
05	Print Headings (Y/N)	Y
06	Address Selection Date	30-MAY-91
07	Address Type	1MA
07	Address Type	2PR

LENGTH: 6 TYPE: Character O/R: Required M/S: Single

Submission

Save Parameter Set as Name: Description: Hold Submit



Section C: Day-to-Day Operations

Lesson: Producing Grade Mailers (Continued)

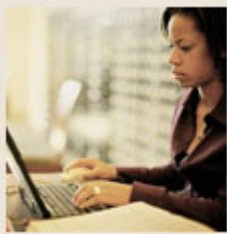
◀ Jump to TOC

Procedure

Follow these steps to run the report.

Step	Action
1	Access the Grade Mailer Report (SHRGRDE).
2	Enter the desired printer name in the Printer field. <u>Note:</u> You can enter <i>DATABASE</i> to write the report to a table for on-line viewing and to enable the saving of the report to a shared folder on a designated network drive.
3	Enter these parameter values.

Parameter	Value
Term Code	Enter the term code for the term you want to process.
Grade Mailer Type	Enter a code from these options: <i>D</i> - Duplicate <i>R</i> - Revised <i>O</i> - Original <i>%</i> - All <i>M</i> - Mid-term
Print Academic Standing Y/N/O	Enter <i>Y</i> for yes, <i>N</i> for no, or <i>O</i> for override.
Print Dean's List (Y/N)	Enter <i>Y</i> for yes or <i>N</i> for no.
Print Headings (Y/N)	Enter <i>Y</i> for yes or <i>N</i> for no.
Address Selection Date	Enter a date.
Address Type	Enter a priority and address type. <u>Example:</u> <i>IMA</i> (1 st priority, mailing address)
Address Type	Enter another priority and address type. <u>Example:</u> <i>2PR</i> (2 nd priority, permanent residence)
Level Code	Scroll and enter a level code or <i>%</i> for all levels.
Campus Code	Enter a campus code or <i>%</i> for all campuses.
Campus Process Request	Enter <i>Y</i> to process by campus.
Campus to be processed	Enter <i>%</i> to process all campuses or enter campus code.



Section C: Day-to-Day Operations

Lesson: Producing Grade Mailers (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action																						
4	Continue entering the parameter values.																						
	<table border="1"> <thead> <tr> <th>Parameter</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>Print Transfer GPA (Y/N)</td> <td>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.</td> </tr> <tr> <td>Term Description Print Option</td> <td>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.</td> </tr> <tr> <td>Print upgraded sections</td> <td>Enter <i>Y</i> to print the ungraded sections on the grade mailer.</td> </tr> <tr> <td>Ungraded section indicator</td> <td>Enter a value of up to three characters to print in the grade field of the ungraded sections. This is a free-format field that is not validated against a validation form.</td> </tr> <tr> <td>Selection Identifier</td> <td>Enter the code that identifies the population with which you wish to work.</td> </tr> <tr> <td>Application Code</td> <td>Enter the code that identifies the general area for which the selection identifier was defined.</td> </tr> <tr> <td>Creator ID</td> <td>Enter the user ID of the person who created the population rules.</td> </tr> <tr> <td>Print expanded fields (Y/N)</td> <td>Enter <i>Y</i> to print a modified grade mailer with a five position course number and quality points in format 9999.99. Enter <i>N</i> to print the standard grade mailer.</td> </tr> <tr> <td>Sort by (N)Name or (Z)Zip Code</td> <td>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.</td> </tr> <tr> <td>Print Expanded Quality Pts/GPA</td> <td>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>.</td> </tr> </tbody> </table>	Parameter	Value	Print Transfer GPA (Y/N)	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.	Term Description Print Option	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.	Print upgraded sections	Enter <i>Y</i> to print the ungraded sections on the grade mailer.	Ungraded section indicator	Enter a value of up to three characters to print in the grade field of the ungraded sections. This is a free-format field that is not validated against a validation form.	Selection Identifier	Enter the code that identifies the population with which you wish to work.	Application Code	Enter the code that identifies the general area for which the selection identifier was defined.	Creator ID	Enter the user ID of the person who created the population rules.	Print expanded fields (Y/N)	Enter <i>Y</i> to print a modified grade mailer with a five position course number and quality points in format 9999.99. Enter <i>N</i> to print the standard grade mailer.	Sort by (N)Name or (Z)Zip Code	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.	Print Expanded Quality Pts/GPA	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> .
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Section C: Day-to-Day Operations

Lesson: Producing Grade Mailers (Continued)

◀ Jump to TOC

Procedure, continued

5	Click the Save Parameter Set as checkbox, if you wish to save the parameter set for future use.
6	Enter a name and description in the Name and Description fields.
7	Click the Submit radio button.
8	Click the Save icon to execute the report. <u>Result:</u> The Auto hint line displays the job submission number for the report log and list file.
9	Select Review Output on the <u>Options</u> menu to review the report.
10	Click the Exit icon.
11	To verify the grade mailers were successfully run, access the Term Course Maintenance Form (SHAINST).
12	Enter an ID number for a student, and the Term.
13	Perform a Next Block function. Verify the Record Status indicator is <i>C</i> = Grade Mailer Processing Complete. Look at the Original Grade Mailer Date Sent at the bottom of the form. <u>Note:</u> This form is where duplicate grade mailers may be requested.
14	Click the Exit icon.



Section C: Day-to-Day Operations

Lesson: Reviewing Grade Mailer Status/Error Correction

◀ Jump to TOC

Introduction

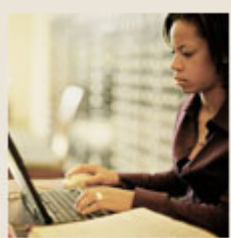
The Grade Mailer Status/Error Correction Form (SHAGCOL) provides a means to review and/or update the Grade Collector Table (SHRGCOL). This form shows any grade mailers that could not be produced due to error conditions. The form also shows all grade mailers that are pending, have been produced, and have been printed.

Banner form

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Grade Mailer Status/Error Correction Form (SHAGCOL).
2	Enter the desired term code in the Term field.
3	Perform a Next Block function.
4	Review Grade Mailer Errors.
5	Select <u>Pending Mailers Query</u> from the Options menu.
6	Review Pending Mailers.
7	Select <u>Printed Mailers Query</u> from the Options menu.
8	Review Printed Mailers.
9	Select <u>Printer Mailers Corrections</u> from the Options menu.
10	Review Printed Mailers Corrections.
11	Click the Exit icon.



Section C: Day-to-Day Operations

Lesson: Updating Student Type

◀ Jump to TOC

Introduction

The Student Type Update Report (SHRTYPE) updates the existing student type code maintained on the General Student Form (SGASTDN) for each learner to the next student type, based upon rules defined on the Continuant Terms Rule Form (SOACTRM). This process should be run after the Grade Roll Process (SHRROLL). Codes are defined on the Student Type Code Validation Form (STVSTYP). The student type data is used in IPEDS reporting.

Example: A new student may be classified as a 'New, First Time Freshman'. After successfully completing one term of enrollment, the student's type will be updated to 'Continuing' for the subsequent term(s).

A student must have enrollment status (SFAREGS) that permits registration for the update process to occur. At least one grade must have been rolled to Academic History for the term being processed.

The Student Type Update Report (SHRTYPE) will also review all current and active curricula and process the student type, if available, on the curriculum record (SORLCUR). The existence of 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 report will retrieve curriculum data from the SORLCUR and SORLFOS tables rather than from the original curriculum fields in the General Student module base tables (such as, SRBRECR, SARADAP, SGBSTDN and SHRDGMR).



Section C: Day-to-Day Operations

Lesson: Updating Student Type (Continued)

◀ Jump to TOC

Banner process

Process Submission Controls GJAPCTL 7.3

Process: SHRTYPE Student Type Update Parameter Set:

Printer Control

Printer: Special Print: Lines: 55 Submit Time:

Parameter Values

Number	Parameters	Values
01	Rules Term	
02	Update Term	
03	Mode	A
04	Process Curriculum	

LENGTH: 6 TYPE: Character O/R: Required M/S: Single
Enter the term for which continuant rules have been defined.

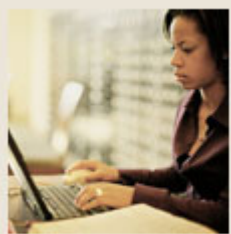
Submission

Save Parameter Set as Name: Description: Hold Submit

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Continuant Term Rules Form (SOACTRM).
2	Enter the desired printer name in the Printer field. <u>Note:</u> You can enter <i>DATABASE</i> to write the report to a table for on-line viewing and to enable the saving of the report to a shared folder on a designated network drive.



Section C: Day-to-Day Operations

Lesson: Updating Student Type (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action										
3	Enter these parameter values.										
	<table border="1"> <thead> <tr> <th>Parameter</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>Rules Term</td> <td>Enter the term for which continuant rules have been defined.</td> </tr> <tr> <td>Update Term</td> <td>Enter the term for which student type will be updated.</td> </tr> <tr> <td>Mode</td> <td>Enter <i>A</i> for audit or <i>U</i> for update mode. <u>Note:</u> Run the process in AUDIT mode the first time.</td> </tr> <tr> <td>Process Curriculum</td> <td>Enter <i>Y</i> or <i>N</i> to process the student type for the learner curriculum. This is optional.</td> </tr> </tbody> </table>	Parameter	Value	Rules Term	Enter the term for which continuant rules have been defined.	Update Term	Enter the term for which student type will be updated.	Mode	Enter <i>A</i> for audit or <i>U</i> for update mode. <u>Note:</u> Run the process in AUDIT mode the first time.	Process Curriculum	Enter <i>Y</i> or <i>N</i> to process the student type for the learner curriculum. This is optional.
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Process Curriculum	Enter <i>Y</i> or <i>N</i> to process the student type for the learner curriculum. This is optional.										
4	Click the Save Parameter Set as checkbox, if you wish to save the parameters for future use.										
5	Enter a name and description in the Name and Description fields.										
6	Click the Submit radio button.										
7	Click the Save icon to execute the report. <u>Result:</u> The Auto hint line displays the job submission number for the report log and list file.										
8	Select Review Output on the <u>Options</u> menu to review the report. <u>Note:</u> Make a note of at least one of the ID numbers, as you will verify changes made to the General Student Record (SGASTDN).										
9	Click the Exit icon.										
10	Run the process again in UPDATE mode.										
11	Click the Exit icon.										
12	Verify the update process by accessing the General Student Record (SGASTDN).										
13	Enter the ID number (as noted in step 8).										
14	Perform a Next Block function.										
15	Review the current student type.										
16	Click the Exit icon.										



Section C: Day-to-Day Operations

Lesson: Entering and Maintaining Degree Information

◀ Jump to TOC

Introduction

The Degrees and Other Formal Awards Form (SHADEGR) is used to display degrees being sought or awarded to the student.

Banner form

The screenshot shows the Banner Degrees and Other Formal Awards (SHADEGR) form. The title bar reads "Degree and Other Formal Awards SHADEGR 7.3". The form includes several input fields and dropdown menus for "ID:", "Degree Sequence:", "Graduation Holds:", and "Override Hold:". A checkbox labeled "View Current/Active Curricula" is also present. Below these are tabs for "Learner Outcome", "Curricula", "Dual Degree", "Honors", "Institutional Courses", "Transfer Courses", "Non-Course Work", and "Course Attributes". The "Learner Outcome" section contains fields for "Outcome Status:", "Student Record Term:", "Bulletin Academic Year:", "Degree Completion Term:", "Graduation Application Date:", and a "Calculate GPA" button. The "Graduation Information" section includes fields for "Graduation Term:", "Graduation Year:", "Graduation Status:", "Graduation Date:", "Fee Charge:", "Fee Term:", "Fee:", "Fee Amount:", "Fee Date:", "Fee Indicator:", and "Authorize:". Below these are two summary tables. The "Curricula Summary" table has columns for "Priority Term", "Program", "Catalog", "Level", "Campus", "College", and "Degree". The "Field of Study Summary" table has columns for "Priority Term", "Type", "Field of Study", "Department", and "Attached to Major".



Section C: Day-to-Day Operations

Lesson: Entering and Maintaining Degree Information (Continued)

◀ Jump to TOC

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Degrees and Other Formal Awards Form (SHADEGR).
2	Enter the student's ID in the ID field.
3	Select the degree sequence number in the Degree Sequence field.
4	Select the View Current/Active Curricula checkbox if you want only current and active curriculum records to be displayed in the Curriculum and Field of Study blocks.
5	Perform a Next Block function.
6	Select the degree status code in the Outcome Status field.
7	Select the code of the term associated with the general student record in the Student Record Term field.
8	Select the year of the catalog under which the degree is being offered in the Bulletin Academic Year field.
9	Select the code of the term in which the degree is expected to be completed in the Degree Completion Term field.
10	Click the Save icon.
	<p>Enter information in the remaining fields in this window and in the following windows as directed by your instructor.</p> <p><u>Note:</u> You can select these windows from the Options menu or directly by using the tabs.</p> <ul style="list-style-type: none"> • Curricula • Dual Degree • Honors • Institutional Courses • Transfer Courses • Non-Course Work • Course Attributes
11	Click the Save icon.
12	Click the Exit icon.



Section C: Day-to-Day Operations

Lesson: Producing Transcripts

◀ [Jump to TOC](#)

Introduction

Before you can produce transcripts, you must define the transcript types and their rules. This is usually done when Banner is implemented at your institution, although you might need to create new transcript types or maintain existing ones in the future.

In Section B: Set Up you developed these forms:

- Transcript Type Validation Form (STVTPRT)
- Transcript Type Rules Form (SHATPRT)

This lesson covers

- processing a transcript request
- processing transcripts for a population of students
- printing transcripts.



Section C: Day-to-Day Operations

Lesson: Producing Transcripts (Continued)

◀ Jump to TOC

Banner form

The Transcript Request Form (SHARQTC) is used to enter a transcript request to produce official transcripts immediately or on a delayed basis.

The screenshot shows a web browser window titled "Transcript Request SHARQTC 7.3". The interface includes a search bar for "ID:" with a dropdown arrow, a "Holds Exist" checkbox, a "View Holds:" dropdown, and an "Override Holds:" checkbox. Below this are three tabs: "Transcript Request" (selected), "Issue Information", and "Current Student Status".

The main form area is titled "Transcript Request" and contains several sections:

- Request Number:** A text input field.
- Level:** A dropdown menu.
- Request Date:** A date picker.
- Transcript Type:** A dropdown menu.
- Number of Copies:** A text input field.
- Official:** A checkbox.
- Billing Term:** A dropdown menu.
- Detail:** A dropdown menu.
- Amount:** A text input field.
- Student Information Term:** A dropdown menu.
- Receipt Number:** A text input field.
- In-Progress Cutoff Term:** A dropdown menu.
- Transcript Sent Date:** A date picker.
- Transcript Print Date:** A text input field.
- User ID:** A text input field.

On the right side, there are three panels:

- Hold Processing:** Contains checkboxes for "Hold for Grades" and "Hold for Degrees".
- Electronic Transcript Status:** Contains fields for "Run Date:", "Status:", and "Status Date:".
- Self-Service Request Details:** Contains fields for "Self Service Option:" and "Payment Option:".



Section C: Day-to-Day Operations

Lesson: Producing Transcripts (Continued)

◀ Jump to TOC

Banner form

The Academic Transcript Process (SHRTRTC) is used 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), 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.

Process Submission Controls GJAPCTL 7.3

Process: SHRTRTC Academic Transcript Parameter Set:

Printer Control

Printer: Special Print: Lines: 55 Submit Time:

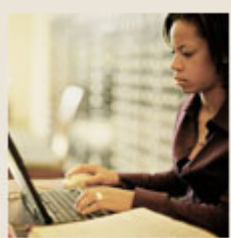
Parameter Values

Number	Parameters	Values
01	Transcript Population File	N
02	ID and Seq as XXXXXXXXXXX000	209500092
03	Transcript Type	%
04	Transcript Printer	%
05	Address Selection Date	02-OCT-91
06	Address Priority and Type	1MA
06	Address Priority and Type	2PR
07	Official Transcript Request	Y

LENGTH: 1 TYPE: Character O/R: Optional M/S: Single
Y indicates transcript population previously selected via SHRTPOP.

Submission

Save Parameter Set as Name: Description: Hold Submit



Section C: Day-to-Day Operations

Lesson: Producing Transcripts (Continued)

◀ Jump to TOC

Procedure

Follow these steps to generate a transcript for a single student ID.

Step	Action
1	Access the Transcript Request Form (SHARQTC).
2	Enter the student ID of the student for whom you want to generate a transcript in the ID field.
3	Perform a Next Block function.
4	Enter information in the fields as directed by your instructor.
5	Click the Save icon.
6	Click the Exit icon.
7	Run the Academic Transcript Process (SHRTRTC), being sure to enter the value in the Printer field that will send the output to the database as a file and entering other parameter information as directed by your instructor.
8	Make a note of the file name and number.
9	Access the Saved Output Review Form (GJIREVO).
10	Enter <i>SHRTRTC</i> in the Process field.
11	Enter the file number in the Number field or select it from the LOV.
12	Perform a Next Block function to view the file output.
13	Click the Exit icon.



Section C: Day-to-Day Operations

Lesson: Producing Transcripts (Continued)

◀ Jump to TOC

Banner form

The Transcript Population Creation Process (SHRTPOP) is used to generate transcripts for a Population Selection.

Process Submission Controls GJAPCTL 7.3

Process: SHRTPOP Transcript Population Creation Parameter Set:

Printer Control

Printer: Special Print: Lines: 55 Submit Time:

Parameter Values

Number	Parameters	Values
01	Purge Parameter	N
02	Selection Term	
03	Student ID	
04	Level(s)	
05	Advisor ID	
06	Degree Code	
07	Degree Status	%
08	Degree Graduation Date	

LENGTH: 1 TYPE: Character O/R: Optional M/S: Single
Y will cause purge if selection file already exists, else run aborted.

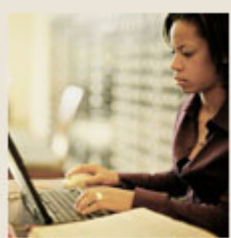
Submission

Save Parameter Set as Name: Description: Hold Submit

Procedure

Follow these steps to generate a transcript for a selected population of students.

Step	Action
1	Access the Transcript Population Creation Process (SHRTPOP).
2	Enter the desired printer name in the Printer field. <u>Note:</u> You can enter <i>DATABASE</i> to write the report to a table for on-line viewing and to enable the saving of the report to a shared folder on a designated network drive.



Section C: Day-to-Day Operations

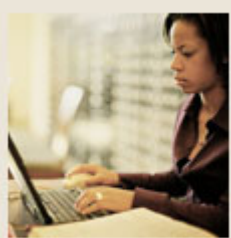
Lesson: Producing Transcripts (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action
3	Enter the parameter values, using the table that follows as a guide. <u>Note:</u> Consult your instructor to determine the specific values that should be entered for the purposes of this exercise.

Parameter	Value
Purge Parameter	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	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.
Student ID	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)	Enter the level(s) for which you want to run the transcripts, or enter % or a NULL value to select all the levels.
Advisor ID	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.
Degree Code	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 Status	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 Graduation Date	Enter the date after which the student must have graduated to receive a transcript.



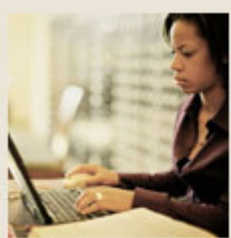
Section C: Day-to-Day Operations

Lesson: Producing Transcripts (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action																														
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Section C: Day-to-Day Operations

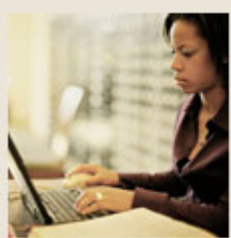
Lesson: Producing Transcripts (Continued)

◀ Jump to TOC

Procedure

Follow these steps to

Step	Action																		
5	Continue entering parameter values.																		
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6	Click the Save Parameter Set as checkbox, if you wish to save the parameters for future use.																		
7	Enter a name and description in the Name and Description fields.																		
8	Click the Submit radio button.																		
9	Click the Save icon to execute the report. <u>Result:</u> The Auto hint line displays the job submission number for the report log and list file.																		
10	Click the Exit icon.																		
11	Access the Academic Transcript Process (SHRTRTC).																		
12	Enter the <i>DATABASE</i> in the Printer field.																		



Section C: Day-to-Day Operations

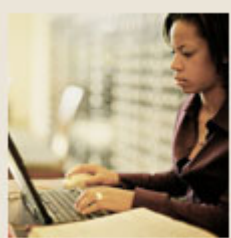
Lesson: Producing Transcripts (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action
13	Enter the parameter values, using the table that follows as a guide. <u>Note:</u> Consult your instructor to determine the specific values that should be entered for the purposes of this exercise.

Parameter	Value
Transcript Population File	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 Seq as XXXXXXXXXX000	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. The sequence number is derived from the Request (Number) 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	Enter the type of transcript(s) requested. Enter % or a NULL value to select all transcript types.
Transcript Printer	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	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	Enter the priority number and address type code (format IMA) for the address selection.
Official Transcript Request	Enter <i>Y</i> if the transcript request is official, <i>N</i> or a NULL value if the request is considered unofficial.
Campus Selection Indicator	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.



Section C: Day-to-Day Operations

Lesson: Producing Transcripts (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action																				
14	Continue entering parameter values.																				
	<table border="1"> <thead> <tr> <th>Parameter</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>Campus Selected</td> <td>(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.</td> </tr> <tr> <td>Control Report</td> <td>Enter <i>Y</i> to generate a control report, <i>N</i> or a NULL value to suppress printing of the control report.</td> </tr> <tr> <td>Page Alignment</td> <td>Enter <i>Y</i> to generate one page of alignment, <i>N</i> or a NULL value to suppress alignment.</td> </tr> <tr> <td>Run in sleep/wake mode (Y/N)</td> <td>Enter <i>Y</i> to begin the sleep/wake cycling for this process and printer.</td> </tr> <tr> <td>Sleep interval</td> <td>Enter the time (in seconds) this process is to pause before resuming execution.</td> </tr> <tr> <td>Substitute In Progress Title</td> <td>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.</td> </tr> <tr> <td>Sort Order</td> <td>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.</td> </tr> <tr> <td>Process rqsts awaiting grades?</td> <td>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.</td> </tr> <tr> <td>Process rqsts awaiting degrees</td> <td>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.</td> </tr> </tbody> </table>	Parameter	Value	Campus Selected	(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.	Control Report	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	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 (Y/N)	Enter <i>Y</i> to begin the sleep/wake cycling for this process and printer.	Sleep interval	Enter the time (in seconds) this process is to pause before resuming execution.	Substitute In Progress Title	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.	Sort Order	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.	Process rqsts awaiting grades?	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.	Process rqsts awaiting degrees	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.
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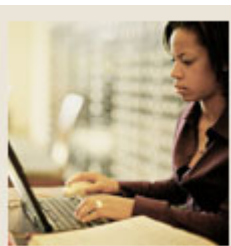
Section C: Day-to-Day Operations

Lesson: Producing Transcripts (Continued)

◀ Jump to TOC

Procedure, continued

Step	Action								
15	Continue entering parameter values.								
	<table border="1"><thead><tr><th>Parameter</th><th>Value</th></tr></thead><tbody><tr><td>Web Self Service Options</td><td>Use this parameter to process requests that learners submitted via Student Self-Service with Web self service options selected.</td></tr><tr><td>Web Payment Options</td><td>Use this parameter to process requests that learners submitted via Student Self-Service with Web payment options selected. The default is null.</td></tr><tr><td>Print Expanded Hours Formats</td><td>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.</td></tr></tbody></table>	Parameter	Value	Web Self Service Options	Use this parameter to process requests that learners submitted via Student Self-Service with Web self service options selected.	Web Payment Options	Use this parameter to process requests that learners submitted via Student Self-Service with Web payment options selected. The default is null.	Print Expanded Hours Formats	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.
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16	Make a note of the file name and number.								
17	Access the Saved Output Review Form (GJIREVO).								
18	Enter <i>SHRTRTC</i> in the Process field.								
19	Enter the file number in the Number field or select it from the LOV.								
20	Perform a Next Block function to view the file output.								
21	Click the Exit icon.								



Section C: Day-to-Day Operations

Lesson: Graduation Processing

◀ [Jump to TOC](#)

Introduction

In this lesson you will learn the forms used to complete graduation processing.

The validation forms, completed in Section B: Set Up, that correspond to graduation processing include:

- Academic Dress Size Validation Form (STVSIZE)
- Measurement Validation Form (STMEAS)
- Graduation Default Control Form (SHAGRDD)
- Attendee Size Classification Rules Form (SHASIZE)
- Ceremony Type Validation Form (STVCERT)
- Degree Status Code Validation Form (STVDEGS)
- Graduation Status Validation Form (STVGRST)

This lesson covers

- establishing the date and time of the graduation
- ordering cap, gown, and hood
- setting up diploma information
- mass entering graduation data, ceremony attendance records, and diploma information.



Section C: Day-to-Day Operations

Lesson: Graduation Processing (Continued)

◀ Jump to TOC

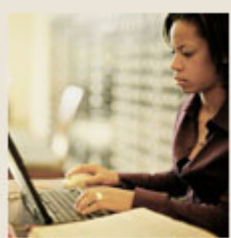
Banner form

The Ceremony Form (SHACRMY) is used to create and maintain ceremony information. Queries are available for events, buildings, and rooms from either the First Choice or Second Choice sections of the Events block.

Note: A ceremony must exist on this form before attendees may be associated with it on the Ceremony Attendance Form (SHACATT).

The screenshot shows the SHACRMY 7.0 (C700) application window. At the top, there is a menu bar with options: File, Edit, Options, Block, Item, Record, Query, Tools, Help. Below the menu bar is a toolbar with various icons. The main window contains the following fields:

- Ceremony:** A dropdown menu.
- Term:** A dropdown menu.
- Events** section, which is divided into two columns:
 - First Choice:** Fields for Event (dropdown), Site (dropdown), Building (dropdown), Room (dropdown), Date (calendar icon), and Time (text input).
 - Second Choice:** Fields for Event (dropdown), Site (dropdown), Building (dropdown), Room (dropdown), Date (calendar icon), and Time (text input).
- Ceremony Limits** section, which includes:
 - Maximum Student Tickets: A text input field.
 - Maximum Non-Student Tickets: A text input field.
 - Maximum Capacity: A text input field.
 - Required Dress Code: A dropdown menu.
 - Activity Date: A text input field.



Section C: Day-to-Day Operations

Lesson: Graduation Processing (Continued)

◀ Jump to TOC

Procedure

Follow these steps to create ceremony information.

Note: At minimum, you must enter the date and time of the ceremony on this form. You do not need a second choice. Enter as much information as needed or required.

Step	Action
1	Access the Ceremony Form (SHACRMY).
2	Enter the ceremony code in the ceremony field.
3	Enter the graduation term in the Term field.
4	Perform a Next Block function.
5	Enter or select an event in the Event field. <u>Note:</u> If an existing event from the Event Form (SLAEVNT) is entered, the Building and Room fields will default in and cannot be changed on SHACATT. If the Event field is left blank, the user is able to enter the rest of the event information
6	Enter or select the site code in the Site field. <u>Note:</u> The site code must exist on the Site Code Validation Form (STVSITE) in order to be entered.
7	Enter or select a building for the ceremony in the Building field.
8	Enter or select a room for the ceremony in the Room field.
9	Enter or select a date for the ceremony in the Date field.
10	Enter the ceremony's time in the Time field.
11	Click the Save icon.
12	Click the Exit icon.



Section C: Day-to-Day Operations

Lesson: Graduation Processing (Continued)

◀ Jump to TOC

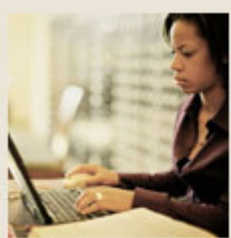
Banner form

The Ceremony Attendance Form (SHACATT) is used to create and maintain ceremony attendance records. A record will exist for each unique ceremony that the attendee will attend. Information is maintained on this form such as cap, gown, hood types and sizes.

Note: You can give access to this form to the any campus entity (e.g., the Bookstore) that takes measurements and orders the caps, hoods, and gowns.

The screenshot shows the SHACATT 7.0 (C700) application window. The menu bar includes File, Edit, Options, Block, Item, Record, Query, Tools, and Help. The toolbar contains various icons for file operations and navigation. The main interface is divided into several sections:

- Header Fields:** ID (dropdown), Ceremonly (dropdown), Term (dropdown), Holds Exist, View Holds (dropdown), and Override Holds (checkbox).
- Attendee Information:** Height, Weight, and Head Size (text input fields); Unit of Measure (dropdown) for Height, Weight, and Head Size; and Activity Date (text input field).
- Attendee Sizes:** Cap, Gown, and Hood sections, each with Type (dropdown) and Size (dropdown) fields.
- Dates:** Order, Pickup, and Return fields for Cap, Gown, and Hood, each with a calendar icon.



Section C: Day-to-Day Operations

Lesson: Graduation Processing (Continued)

◀ Jump to TOC

Procedure

Follow these steps to create attendance records.

Step	Action
1	Access the Ceremony Attendance Form (SHACATT).
2	Enter or select the student's ID who is applying for graduation in the ID field.
3	Enter the ceremony type in the Ceremony field.
4	Enter the term of the graduation in the Term field.
5	Enter the type of cap needed in the Cap Type field.
6	Enter the type of gown needed in the Gown Type field.
7	Enter the type of hood needed in the Hood Type field.
8	Enter the student's height in the Height field. <u>Note:</u> The Unit of Measure fields will default into the form from SHAGRDD. Also, the sizes will populate in the Attendee Sizes fields based on the measurements entered into SHASIZE.
9	Enter the student's weight in the Weight field.
10	Enter the student's head measurement in the Hat Size field.
11	Click the Save icon.
12	Click the Exit icon.



Section C: Day-to-Day Operations

Lesson: Graduation Processing (Continued)

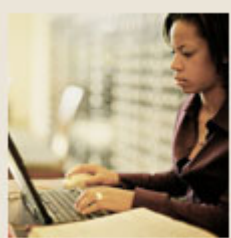
◀ Jump to TOC

Banner form

The Diploma Form (SHADIPL) is used to create and maintain diploma-related information. The student/attendee must have a degree record on the Degrees and Other Formal Awards Form (SHADEGR) before a diploma record can be created.

The screenshot shows the SHADIPL 7.3 (C700) application window. The interface includes a menu bar (File, Edit, Options, Block, Item, Record, Query, Tools, Help) and a toolbar. The main form is divided into several sections:

- Top Section:** Fields for ID (with a dropdown), Degree Sequence (with a dropdown), Program, Catalog Term, Level, and Degree. There are also checkboxes for "Holds exist", "View Holds" (with a dropdown), and "Override Holds".
- Diploma Information Section:** Fields for Diploma Name, Awarding Institution (with a dropdown), Ceremony (with a dropdown), and Term (with a dropdown).
- Diploma Charges Section:** Fields for Fee Indicator, Fee Detail Code (with a dropdown), Amount, Apply Charge to Term (with a dropdown), Charge Date (with a calendar icon), and Fee Charged.
- Diploma Address and Order Dates Section:** A checkbox for "Address Exists" with a refresh icon, and fields for Order Date, Mailed Date, Pickup Date (all with calendar icons), and Duplicate.



Section C: Day-to-Day Operations

Lesson: Graduation Processing (Continued)

◀ Jump to TOC

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Diploma Form (SHADIPL).
2	Enter the ID of the student who has applied for graduation in the ID field.
3	Enter the sequence number for the application in the Degree Sequence field.
4	Perform a Next Block function. <u>Note:</u> The student's name will default into the Diploma Informatio block from SPAIDEN.
5	Make changes, if necessary, in the Diploma Name field for the name to appear on the diploma as requested by the student.
6	Select <i>Student's Ceremonies</i> from the drop-down list in the Ceremony field. <u>Note:</u> This will take you to SHACPRQ where you can perform a Next Block function and choose a ceremony for which the student has an attendance record.
7	Enter the term the student will be graduating in the Term field.
8	Perform a Next Block function.
9	Enter a Y in the Fee Indicator field if you are charging a diploma fee (not a graduation fee).
10	Enter a detail code in the Fee Detail Code field.
11	Enter the amount of the fee in the Amount field.
12	Perform a Next Block function.
13	Click the icon next to the Address Exists checkbox. Then, click on the Address Type icon. <u>Note:</u> It is important to ensure an address exists for the graduating student in case the diploma needs to be mailed.
14	Click <i>Address Summary</i> and select the correct address. When you return to the form, the Address Exists checkbox should be checked indicating that an address exists. <u>Note:</u> If the address on the application is different from the ones listed, you can hand enter the address.



Section C: Day-to-Day Operations

Lesson: Graduation Processing (Continued)

◀ [Jump to TOC](#)

Procedure, continued

Step	Action
15	Perform a Next Block function.
16	Enter any comments that you want recorded about the student and diploma in the Comments field.
17	Click the Save icon.
18	Click the Exit icon.



Section C: Day-to-Day Operations

Lesson: Graduation Processing (Continued)

◀ Jump to TOC

Banner form

The Mass Entry Graduation Form (SHAMDEG) is used for mass entering of graduation data. The student must have a degree record on the Degrees and Other Formal Awards Form (SHADEGR) *before* graduation information can be updated via this form.

There are two ways the mass entry may be performed. You can

- search for the students you want to update
- enter the students you want to update.

Both require that the user enter at least some update data in the Graduation Update Values section of the form. If no update data is entered in the Graduation Update Values section, then the form is used as a query form.

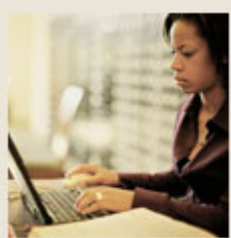
The screenshot shows the SHAMDEG 7.4 (C700) software interface. The window title is "Mass Entry Graduation - SHAMDEG 7.4 (C700)". The interface is divided into two main sections: "Search Criteria" and "Graduation Update Values".

Search Criteria:

Registration Term:	<input type="text"/>	College:	<input type="text"/>
Degree:	<input type="text"/>	Major:	<input type="text"/>
Degree Status:	<input type="text"/>	Class:	<input type="text"/>
Level:	<input type="text"/>	Campus:	<input type="text"/>

Graduation Update Values:

Graduation Term:	<input type="text"/>	Graduation Year:	<input type="text"/>
Graduation Status:	<input type="text"/>	Graduation Date:	<input type="text"/>
Fee Charged:	<input type="checkbox"/>	Fee Code:	<input type="text"/>
Fee Amount:	<input type="text"/>	Fee Date:	<input type="text"/>



Section C: Day-to-Day Operations

Lesson: Graduation Processing (Continued)

◀ Jump to TOC

Procedure

Follow these steps to update SHADEGR in mass.

Step	Action
1	Access the Mass Entry Graduation Form (SHAMDEG).
2	Enter appropriate information into the Search Criteria block to narrow down the students you want to update.
3	Enter the values you want to update on SHADEGR for each of the students.
4	Perform a Next Block function. <u>Result:</u> You will be given a list of students who match your selection criteria.
5	Check the Update checkbox next to each student you want to update.
6	Click the Save icon. <u>Result:</u> SHADEGR has been updated for each student indicated.
7	To update or edit your Search Criteria values, perform a Rollback function. Remove the criteria.
8	Perform a Previous Block function.
9	Enter the IDs of students you want to update in the ID field.
10	Enter the degree sequence number in the Degree Sequence Number field.
11	Click the Save icon. <u>Result:</u> SHADEGR has been updated for each of those students.
12	Click the Exit icon.



Section C: Day-to-Day Operations

Lesson: Graduation Processing (Continued)

◀ Jump to TOC

Banner form

The Mass Entry Ceremony Attendance Form (SHAMCAT) is used to perform mass entry of ceremony attendance records. There are two ways this can be done. Both require that the user enter at least some update data in the Ceremony Update Values section of the form. If no update data is entered in the Ceremony Update Values section, then the form is used as a query form.

Note: If you do NOT intend to collect cap and gown measurements, then you can use this form (instead of going to SHACATT for each student) to enter the fact that the student intends to attend the graduation ceremony.

File Edit Options Block Item Record Query Tools Help

Mass Entry Ceremony Attendance SHAMCAT 7.3 (C700)

Search Criteria

Graduation Term: Level:

Degree: Class:

Degree Status: Campus:

Ceremony Update Values

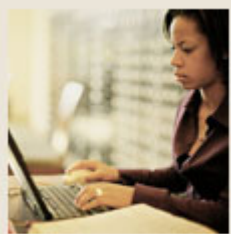
Ceremony:

Ceremony Term:

Fee Charged:

Fee:

Fee Amount: Date:



Section C: Day-to-Day Operations

Lesson: Graduation Processing (Continued)

◀ Jump to TOC

Procedure

Follow these steps to update SHACATT in mass.

Step	Action
1	Access the Mass Entry Ceremony Attendance Form (SHAMCAT).
2	Enter appropriate information into the Search Criteria block to narrow down the students you want to update.
3	Enter the values you want to update on SHACATT for each of the students.
4	Perform a Next Block function. <u>Result:</u> You will be given a list of students who match your selection criteria.
5	Check the Add checkbox next to each student you want to update.
6	Click the Save icon. <u>Result:</u> SHACATT has been updated for each student indicated.
7	To update or edit your Search Criteria values, perform a Rollback function. Remove the criteria.
8	Perform a Previous Block function.
9	Enter the IDs of students you want to update in the ID field.
10	Enter the degree sequence number in the Degree Sequence Number field.
11	Click the Save icon. <u>Result:</u> SHACATT has been updated for each of those students.
12	Click the Exit icon.



Section C: Day-to-Day Operations

Lesson: Graduation Processing (Continued)

◀ Jump to TOC

Banner form

The Mass Entry Diploma Form (SHAMDIP) is used to perform mass entry of diploma information. There are two ways this can be done. Both require that the user enter at least some update data in the Diploma Update Values section of the form. If no update data is entered in the Diploma Update Values section, then the form is used as a query form.

Note: This is a good way to update when each of the diplomas have been ordered.

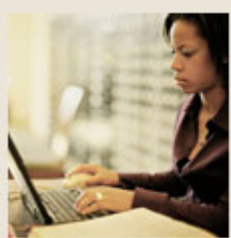
The screenshot shows the SHAMDIP 7.3 (C700) application window. The menu bar includes File, Edit, Options, Block, Item, Record, Query, Tools, and Help. The toolbar contains various icons for file operations and navigation. The main window is divided into two sections:

Search Criteria

Graduation Term:	<input type="text"/>	College:	<input type="text"/>
Degree:	<input type="text"/>	Major:	<input type="text"/>
Degree Status:	<input type="text"/>	Class:	<input type="text"/>
Level:	<input type="text"/>	Campus:	<input type="text"/>

Diploma Update Values

Awarded By:	<input type="text"/>	Order Date:	<input type="text"/>
Address Code:	<input type="text"/>	Ceremony:	<input type="text"/>
Term:	<input type="text"/>	Fee Charged:	<input type="checkbox"/>
Fee Amount:	<input type="text"/>	Fee Code:	<input type="text"/>
		Fee Date:	<input type="text"/>



Section C: Day-to-Day Operations

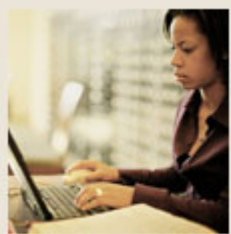
Lesson: Graduation Processing (Continued)

◀ Jump to TOC

Procedure

Follow these steps to enter SHADIPL in mass.

Step	Action
1	Access the Mass Entry Diploma Form (SHAMDIP).
2	Enter appropriate information into the Search Criteria block to narrow down the students you want to update.
3	Enter the values you want to update on SHADIPL for each of the students.
4	Perform a Next Block function. <u>Result:</u> You will be given a list of students who match your selection criteria.
5	Check the Add Diploma checkbox next to each student you want to update.
6	Click the Save icon. <u>Result:</u> SHADIPL has been updated for each student indicated.
7	To update or edit your Search Criteria values, perform a Rollback function. Remove the criteria.
8	Perform a Previous Block function.
9	Enter the IDs of students you want to update in the ID field.
10	Enter the degree sequence number in the Degree Sequence Number field.
11	Click the Save icon. <u>Result:</u> SHADIPL has been updated for each of those students.
12	Click the Exit icon.



Section C: Day-to-Day Operations

Lesson: Graduation Processing (Continued)

◀ Jump to TOC

Banner form

The Mass Update Diploma Form (SHAMUDI) is used to perform mass updating of diploma records. There are two ways this can be done. Both require that the user enter at least some update data in the Diploma Update Values section of the Key Information. If no update data is entered in the Diploma Update Values section, then the form is used as a query form.

Note: This is a good way to update when each of the diplomas have been mailed or picked up.

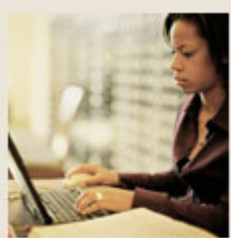
The screenshot shows the SHAMUDI 7.4 (C700) application window. The interface is divided into two main sections: Search Criteria and Diploma Update Values.

Search Criteria:

- Degree: ▾
- Status: ▾
- Level: ▾
- College: ▾
- Major 1: ▾ Major 2: ▾ Minor 1: ▾ Minor 2: ▾
- Ceremony: ▾ Term: ▾ Awarded By: ▾
- Campus: ▾

Diploma Update Values:

- Order Date: 📅 Mail Date: 📅 Pickup Date: 📅
- Ceremony: ▾ Term: ▾ Awarded By: ▾



Section C: Day-to-Day Operations

Lesson: Graduation Processing (Continued)

◀ Jump to TOC

Procedure

Follow these steps to update SHADIPL in mass.

Step	Action
1	Access the Mass Update Diploma Form (SHAMUDI).
2	Enter appropriate information into the Search Criteria block to narrow down the students you want to update.
3	Enter the values you want to update on SHADIPL for each of the students.
4	Perform a Next Block function. <u>Result:</u> You will be given a list of students who match your selection criteria.
5	Check the Update checkbox next to each student you want to update.
6	Click the Save icon. <u>Result:</u> SHADIPL has been updated for each student indicated.
7	To update or edit your Search Criteria values, perform a Rollback function. Remove the criteria.
8	Perform a Previous Block function.
9	Enter the IDs of students you want to update in the ID field.
10	Enter the degree sequence number in the Degree Sequence Number field.
11	Click the Save icon. <u>Result:</u> SHADIPL has been updated for each of those students.
12	Click the Exit icon.



Section C: Day-to-Day Operations

Lesson: Graduation Processing (Continued)

◀ Jump to TOC

Banner form

The Mass Update Ceremony Attendance Form (SHAMUCA) is used to perform mass update of attendance records by ceremony. There are two ways this can be done. Both require that the user enter at least some update data in the Ceremony Update Values section of the Key Information. If no update data is entered in the Ceremony Update Values section, then the form is used as a query form.

The screenshot shows the SHAMUCA 7.4 (C700) application window. The menu bar includes File, Edit, Options, Block, Item, Record, Query, Tools, and Help. The toolbar contains various icons for navigation and editing. The main window is divided into two sections:

- Search Criteria:** Contains two dropdown menus labeled "Ceremony:" and "Term:".
- Ceremony Update Values:** Contains several input fields and dropdown menus:
 - Order Date: [text box] [calendar icon]
 - Mail Date: [text box] [calendar icon]
 - Pickup Date: [text box] [calendar icon]
 - Return Date: [text box] [calendar icon]
 - Cap Type: [dropdown menu]
 - Gown Type: [dropdown menu]
 - Hood Type: [dropdown menu]
 - Number of Tickets: [text box]

At the bottom of the Ceremony Update Values section, there is a checkbox labeled "Update Diploma Pickup (Uses Return Date)".



Section C: Day-to-Day Operations

Lesson: Graduation Processing (Continued)

◀ Jump to TOC

Procedure

Follow these steps to update SHACATT in mass.

Step	Action
1	Access the Mass Update Ceremony Attendance Form (SHAMUCA).
2	Enter appropriate information into the Search Criteria block to narrow down the students you want to update.
3	Enter the values you want to update on SHACATT for each of the students.
4	Perform a Next Block function. <u>Result:</u> You will be given a list of students who match your selection criteria.
5	Check the Cap, Gown, Hood, and Tickets checkbox next to each student you want to update.
6	Click the Save icon. <u>Result:</u> SHACATT has been updated for each student indicated.
7	To update or edit your Search Criteria values, perform a Rollback function. Remove the criteria.
8	Perform a Previous Block function.
9	Enter the IDs of students you want to update in the ID field.
10	Check the Cap, Gown, Hood, and Tickets fields, as appropriate.
11	Click the Save icon. <u>Result:</u> SHACATT has been updated for each of those students.
12	Click the Exit icon.



Section C: Day-to-Day Operations

Lesson: Summary

◀ [Jump to TOC](#)

Let's review

As a result of completing this workbook, you have

- reviewed and created validation forms that control end of term processing, awarding and maintaining degree records, and producing transcripts
- produced class rosters
- rolled grades to academic history
- ran repeat/equivalent course processing
- calculated academic standing
- produced grade reports
- updated student types
- maintained degree records
- produced academic transcripts.

Now you are ready to begin determining how the various processes and procedures will be implemented. Decisions will need to be made based upon your organization's needs as to which code validation forms and control and rules forms will be used as well as what your values will be on these forms.



Section C: Day-to-Day Operations

Lesson: Self Check

◀ Jump to TOC

Directions

Use the information you have learned in this workbook to complete this self-check activity.

Question 1

What do you use the Class Attendance Roster Form (SFAALST) for?

Question 2

How can you view a student's grades after they've been rolled to academic history?

Question 3

How do you roll grades to academic history using the (SFAALST) form?

Question 4

What Banner forms are used to generate grade mailers?

Question 5

What is the first process that must be run if you want to generate grade mailers?

Question 6

Can you generate grade mailers for only a group of students?

Question 7

What Banner form do you use to maintain students' degree information?



Section C: Day-to-Day Operations

Lesson: Self Check (Continued)

◀ [Jump to TOC](#)

Question 8

What is the Transcript Request Form (SHARQTC) used for?

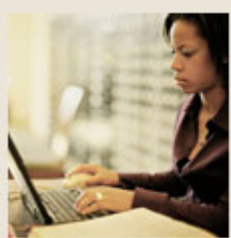
Question 9

What process must be run for generating either single or multiple transcripts?

Question 10

You have to use all of the graduation processing forms.

True or False?



Section C: Day-to-Day Operations

Lesson: Answer Key for Self Check

◀ Jump to TOC

Question 1

What do you use the Class Attendance Roster Form (SFAALST) for?

A class roster is used to be distributed to faculty and to enter grades for a CRN.

Question 2

How can you view a student's grades after they've been rolled to academic history?

Use the Term Course Maintenance Form (SHAINST), the Term Sequence Course History Form (SHATERM), or the Course Summary Form (SHACRSE).

Question 3

How do you roll grades to academic history using the (SFAALST) form?

Select the Roll check box in the Key Block, enter grades, and then save.

Question 4

What Banner forms are used to generate grade mailers?

None. Grade mailers are generated using processes and reports.

Question 5

What is the first process that must be run if you want to generate grade mailers?

The Grade Roll to Academic History Process (SHRROLL)

Question 6

Can you generate grade mailers for only a group of students?

Yes. A population selection can be run to generate grade mailers only for a selected group of students.



Section C: Day-to-Day Operations

Lesson: Answer Key for Self Check (Continued)

◀ [Jump to TOC](#)

Question 7

What Banner form do you use to maintain students' degree information?

Degrees and Other Formal Awards Form (SHADEGR)

Question 8

What is the Transcript Request Form (SHARQTC) used for?

Requesting a transcript for a single student ID

Question 9

What process must be run for generating either single or multiple transcripts?

Academic Transcript Process (SHRTRTC)

Question 10

You have to use all of the graduation processing forms.

False



Section D: Reference

Lesson: Overview

◀ [Jump to TOC](#)

Introduction

The purpose of this section is to provide reference materials related to the workbook.

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Section D: Reference

Lesson: Setup Forms and Where Used

◀ Jump to TOC

Guide

Use this table as a guide to the setup forms and the day-to-day forms that use them.

Setup Form		Day-to-Day Form(s)	
Form Name	Code	Form Name	Code
Repeat/Multiple Course Rules Form	SHARPTR	Basic Course Information Form	SCACRSE
Transcript Type Code Validation Form	STVTPRT	Transcript Request Form	SHARQTC
Transcript Type Rules Form	SHATPRT		
Grade Code Maintenance Form	SHAGRDE	Calculate GPA Report	SHRCGPA
Grade Code Substitution Form	SHAGRDS		
Academic Standing Rules Form	SHAACST	Calculate Academic Standing Process	SHRASTD
Progress Evaluation Code Validation Form	STVPREV	Academic Standing Rules Form	SHAACST
Combined Academic Standing Code Validation Form	STVCAST	Academic Standing Rules Form	SHAACST
Academic Standing Code Validation Form	STVASTD	Academic Standing Rules Form	SHAACST



Section D: Reference

Lesson: Day-to-Day Forms and Setup Needed

◀ Jump to TOC

Guide

Use this table as a guide to the day-to-day forms and the setup forms needed for each.

Day-to-Day Form	Setup Forms Needed
Class Roster Form (SFASLST)	<ul style="list-style-type: none"> Students must be enrolled in a course to populate this form.
Class Attendance Roster Form (SFAALST)	<ul style="list-style-type: none"> See above.
Term Course Maintenance Form (SHAINST)	<ul style="list-style-type: none"> Student must have received a grade to populate this form.
Student Type Update Process (SHRTYPE)	<ul style="list-style-type: none"> See above.
Basic Course Information Form (SCACRSE)	<ul style="list-style-type: none"> Repeat/Multiple Course Rules Form (SHARPTR).
Calculate GPA Report (SHRCGPA)	<ul style="list-style-type: none"> Grade Code Maintenance Form (SHAGRDE) Grade Code Substitution Form (SHAGRDS).
Calculate Academic Standing Process (SHRASTD)	<ul style="list-style-type: none"> Academic Standing Rules Form (SHAACST)
Transcript Request Form (SHARQTC)	<ul style="list-style-type: none"> Transcript Type Code Validation Form (STVTPRT) Transcript Type Rules Form (SHATPRT)
Grade Mailer Report (SHRGRDE)	<ul style="list-style-type: none"> Term Course Maintenance Form (SHAINST)
Grade Mailer Status/Error Correction Form (SHAGCOL)	<ul style="list-style-type: none"> Term Course Maintenance Form (SHAINST) Grade Mailer Report (SHRGRDE)
Degrees and Other Formal Awards Form (SHADEGR)	<ul style="list-style-type: none"> Term Course Maintenance Form (SHAINST)



Section D: Reference

Lesson: Forms Job Aid

◀ Jump to TOC

Guide

Use this table as a guide to the forms used in this workbook. The Owner column may be used as a way to designate the individual(s) responsible for maintaining a form.

Form Name	Form Description	Owner
SHARPTR	Repeat/Multiple Course Rules Form	
STVTPRT	Transcript Type Code Validation Form	
SHATPRT	Transcript Type Rules Form	
SHAGRDE	Grade Code Maintenance Form	
SHAGRDS	Grade Code Substitution Form	
SHAACST	Academic Standing Rules Form	
STVPREV	Progress Evaluation Code Validation Form	
STVCAST	Combined Academic Standing Code Validation Form	
STVASTD	Academic Standing Validation Form	



Release Date

◀ [Jump to TOC](#)

This workbook was last updated on 3/17/2009.