

Registration Query Form (SFAREGQ)

The Registration Query Form (SFAREGQ) provides you with an online view of a student's schedule. The form is query-only and will display all registered courses and related information for the term *or* date range and student specified in the Key Information of the form. Use the date range to search on open learning courses.

A person must be a student and have registered for courses using the Student Course Registration Form (SFAREGS) or other remote registration (telephone registration processing, web registration, etc.) for this form to be useful.

You can access SFAREGQ from the SFAREGS form. To do so, select View Student's Schedule of Classes from the Options Menu. You may also access the form directly from the *REGISTRATION menu.

Use the Registration History Form item in the Options Menu to access SFARHST for an alternative search method.

Use the **Co-op Education** button to navigate to SGACOOB when the cursor is on a CRN which allows co-op assignment (the schedule type for the section is flagged on STVSCHD to allow co-op). Button activation is determined by the CRN your cursor is on.

The button has three modes:

- Data - A valid co-op is assigned for that student, term, and CRN. The button is enabled, and the message bubble says *Data*.
- No Data - A valid co-op record exists for the CRN. The button is enabled, and the message bubble says *No Data*.
- Disabled - There is no co-op record attached to the CRN. The button is not enabled.

Fields	Descriptions
Registration From Date	<p>The from date allows you to search on registration information based on the original registration date.</p> <p>If you enter a registration date range, the start date as recorded in the Additional Registration Information Table (SFRAREG), (or the part-of-term date recorded for the section if records were processed prior to Banner® 6.0), is compared to the dates entered in the Key Block to find all registration records, regardless of term, to be displayed in this form. You can access the Calendar Form (GUACALN) from these fields to help select your dates.</p>
Registration To Date	<p>The to date allows you to search on registration information based on the original registration date. You can access the Calendar Form (GUACALN) from these fields to help select your dates.</p>
Term	<p>This field displays the term for the CRN. The query search may return multiple terms, and you can use the term to avoid confusion.</p>
Part of Term	<p>This is the part of term number for a traditional course. Since open learning sections do not contain a part-of-term, <i>OL</i> is displayed in the Part of Term field in place of a part-of-term number.</p>
Begin Time	<p>This field displays the beginning time from the meeting time record. Please note that open learning courses may or may not be associated with meeting time records.</p>
End Time	<p>This field displays the ending time from the meeting time record. Please note that open learning courses may or may not be associated with meeting time records.</p>
Instructional Method	<p>This field displays the course delivery method information associated with the registration record.</p>
Instructor	<p>This field is populated by the name of the assigned instructor or tutor defined for the section.</p>

Student Course Registration Form (SFAREGS)

The Student Course Registration Form (SFAREGS) provides an automated mechanism for registering students into sections created by the Class Schedule module. This form also assesses the charges related to the registration and passes them to the Accounts Receivable

module. This form further allows for student maintenance, performs the functions necessary for add/drop activity, and provides the ability to print a student's schedule/bill.

Note: After entering the Registration Information section, *all* changes must be saved and errors corrected, before the user may exit the form.

You may select View Registration Messages from the Options Menu or tab through the fields in the Course Information to the **Override (Indicator)** field, then the **Message** box will display. This box displays registration messages, variable credit hour ranges, and any registration errors detected, such as major restrictions. The box is positionally displayed, depending on the type of message being shown, so that data relevant to the message is still displayed in the main window. Message code and text information comes from SFARMSG.

Prior to registering a student, the registration control information must have been entered via the Registration forms, the course and section information must have been entered via the Catalog and Schedule modules, and student information must have been created via the General Person and Admissions modules.

This form creates a set of SHRMRKS records associated with the student for all courses where gradable components have been defined. This task is accomplished at the time the registration record is created for the student for an individual section. SFAREGS also creates a set of SHRSMRK records for all sub-component definitions associated with the component records for the section.

This form can be used with automated waitlist processing. When automated waitlisting is active, the SOAWLTC error checking controls are used in place of the corresponding SOATERM values.

Use the Registration tab to access the main window from secondary windows on this form.

Fields	Descriptions
View Current/ Active Curricula	Checkbox used to limit the display of curriculum records in the Curriculum and Field of Study blocks to only those that are current and active.

Enrollment Status

During student registration, a student's enrollment time status is calculated after additions or changes have been completed and saved in SFAREGS, and the user exits the form or performs a Rollback. Changes in student information such as college, campus, degree, major, or student type may result in a change to previously calculated time statuses, depending on whether institution-specific rules exist for differences in any one or more of those characteristics. Changes in course registration or student information may cause a new time status to be calculated, depending on the rules established. Use the Time Status History window to view time status information for a student.

Academic Standing

When a student's academic standing prevents registration, you are prevented from navigating into the Course Registration information and are stopped in the Enrollment Status section, and the message **ERROR* Academic standing prevents registration.* is displayed. Student status, enrollment status, or academic standing can all prevent registration, and any status which prevents registration prevents navigation from the Enrollment Status section.

Because students may pre-register for a term before academic standing has been calculated for the current term, course registrations for a future term need to be dropped for students who have been placed on an academic standing which prevents registration. This can be accomplished by defining a set of enrollment status and course registration status codes which will drop all courses automatically. Setting the enrollment status to a value which is defined to affect course registrations will drop the registrations, even though access to the Course Registration information is not permitted.

Degree and Program Processing

Degree and program restrictions and pre-requisites are processed as follows:

- Degree and program restrictions are checked using the degree and/or program in both the primary and secondary curriculum of the effective student record. If either type of restriction fails, a *DEGREE RESTRICTION* and/or *PROGRAM RESTRICTION* error will be issued. Degree and program restriction errors will not be issued if an appropriate permit/override exists for the student. Degree and program restriction errors can be overridden by the operator using normal override processing.
- If a prerequisite is fulfilled by an in-progress course, and in-progress courses are permitted to fulfill prerequisite requirements based upon the **In Progress** checkbox on the Term Control Form (SOATERM), a *PRE-REQ IN PROGRESS* message will not be issued.
- If a section fails a prerequisite requirement, a *PRE-REQ OR TEST SCORE RESTRICTION* error message will be issued.
 - If standard prerequisite and test score restrictions are used to define the prerequisite requirements for the section, no further information will be available. The prerequisite error can be overridden by the operator using normal override processing.
 - If the prerequisite requirement is defined using CAPP areas, use a Duplicate Item function from the **CRN** field to transfer to the Detailed Restriction Results Form (SFQPREQ) where the details of the prerequisite conditions which were not met are displayed. After reviewing the conditions which were failed, additional enrollments can be added to allow the student to fulfill requirements (for example, if additional courses would fulfill requirements for concurrent-enrollment prerequisites), the error can be

overridden using standard override processing, or the enrollment can be dropped.

Electronic Gradebook Processing

When Electronic Gradebook processing for Faculty and Advisors Self-Service is in use, the following occurs. When a student registers for a section, the system automatically creates a student mark record for every gradable component defined for the CRN. These table entries are copied from the Gradable Component Definition Table (SHRGCOD) to the Student Mark Table (SHRMRKS) and the Student Midterm/Final Mark Records Table (SHRCMRK).

Note: If the student drops the course and the registration is purged, the associated mark records will be purged as well.

Title IV Processing

SFAREGS is used in the Return of Title IV Funds processing.

- A non-fatal pop-up warning message is displayed whenever an attempt is made to reinstate a student's enrollment status on SFAREGS in a term for which a Title IV withdrawal record has been created.
- If the `SFBETRM_ESTS_CODE` is changed, and Title IV withdrawal records exist for the student, the following message is displayed: *Student has Title IV withdrawal record for this term.*
- Use the Student Withdrawal Information item in the Options Menu to access SFIWDRL.
- The form recalculates the student's tuition and fees to reflect the reduced charges resulting from the shortened period of attendance. This is handled by registration fee assessment processing to accommodate the correct calculation of the Financial Aid refund by adding the update of the TBRACCD Original Charge Indicator or an original assessment.
- The online registration fee assessment process sets the `orig_chg_ind` in assessment if applicable.

Open Learning Registration

SFAREGS is used with open learning registration. Please be aware that waitlist functionality does not apply to open learning classes.

- Use the **Search** feature from the **Term** field to allow searches for valid terms or existing classes by date range and find the class best suited to the student's request (i.e., a class that starts in the desired timeframe). If an Exit with Value is used to return from the Class Search on SSASECQ, the term in the Key Block will be populated, and the CRN will be remembered and inserted after you navigate to the Registration Information block.

- Use the Option List choices or functions from the **Term** field to view terms and search for classes. The List of Terms item or a List function displays the Term Code Validation (STVTERM) list. The Class Search item or a Count Query Hits function displays the Schedule Section Query Form (SSASECQ). You can also select the Class Search item from the Options Menu to access SSASECQ.
- If you have searched for classes and returned to SFAREGS using an Exit with Value, the term and CRN of the selected class are stored. When you navigate to the Registration Information block, a new record is inserted, and the **CRN** field is populated with the section identified in SSASECQ.
- Use Registration History item in the Options Menu to access SFARHST. This allows you to view all registration activity for the student without having to return to the Key Block and perform term-by-term searches. This also allows you to process extensions from SFAREGS.
- View the **Method of Instruction** field to see if the class is set up as open learning, with a method of WEB for example.
- Use the **Status Type** field to view the registration status codes for a traditional course (part-of-term is defined) or for an open learning course. Values for a traditional course come from SFRRSTS. Values for an open learning course are defined at the section level based on the usage cutoff information (using the date in the Key Block as the point of reference) and come from SSRRSTS. You cannot enter a registration status code that has been allocated for extension processing (STVRSTS_EXTENSION_IND is set to Y).

Fields	Descriptions
Term	Enter the term for which you wish to register the student or view existing registration records. Use the Option List to search for valid terms and existing course sections by date range.
	List Term Code Validation (STVTERM)
	Count Hits Schedule Section Query Form (SSASECQ)
Process Block	Check the Process Block field to add the CRNs of the block code for the student's registration. The Process Block field displays the current block code for the student.
Minimum Hours	Minimum hours allowed for registration for the student.
	List Academic Standing Validation (STVASTD)
	Count Hits Registration Minimum Maximum Hours Form (SFAMHRS)

Fields	Descriptions
Maximum Hours	Maximum hours allowed for registration for the student. List Academic Standing Validation (STVASTD) Count Hits Registration Minimum Maximum Hours Form (SFAMHRS)
Source	Source of the minimum or maximum hours.
Acceptance	Radio group used to specify the student's acceptance for enrollment. Valid values are <i>Confirmed</i> , <i>None</i> , and <i>Accepted</i> .
Attempted Hours	Used to display the student's attempted hours for the CRN/section. The field is populated by the existing SFTREGS_CREDIT_HR_HOLD value when the STVRSTS_ATTEMPTED_HRS_IND is set to <i>Y</i> .
Time Status Hours	Used to display the student's hours for the CRN/section that will be used in the time status calculation. The field is populated by the existing SFTREGS_CREDIT_HRS_HOLD value when the STVRSTS_INCL_TMST_IND is set to <i>Y</i> .
Method of Instruction	This field displays the instructional method for the course, if one exists. This field is display only.
Stat Type	The Status Type field is used to assign a status type to describe the course registration status code for baseline, self-service, and telephone applications. Valid values are <i>R</i> (Registered), <i>D</i> (Dropped), <i>L</i> (Waitlisted), or <i>W</i> (Withdrawn). This field is display only and represents the value defined for the status code in STVRSTS.

Start/End Date Entry Window

After the class editing has been accomplished and you save the registration record, the Start/End Date Entry window is displayed for *open learning classes only*, requiring that you can enter the start or end date selected by the student. The window displays a message asking you to enter the start date or the requested completion date for the specific section of the course. The resulting expected completion date (in the case of a start date being entered) or start date (if the completion date is entered) will be calculated, verified against the section record, and displayed. After this information is entered and saved, registration restriction and error checking proceed in the same manner as a traditional course registration.

The CRN and course information are displayed in this window for the registration record being processed. If multiple registrations are saved, one window is displayed for each

open learning registration record. The permitted start and end dates displayed represent the start from and to dates assigned to the section record. The duration, as defined on the section record, is also displayed in this window. Either a start or end date can be entered on the Start/End Date Entry window.

When all registration checking has been successfully completed, an entry will be generated in both the SFRSTCR and SFRAREG tables. The Additional Registration Information Table (SFRAREG) entry, processed for the original registration, will house either the student-selected start date and expected completion date for open learning courses or the part-of-term start and end dates defined for the section. This original registration record will have a number of extensions value of 0.

Fields	Descriptions
Permitted Start Dates (From and To)	These dates are displayed as the class start and end dates for the section (SSBSECT_LEARNER_REGSTART_FDATE and SSBSECT_LEARNER_RESTART_TDATE).
Permitted End Dates (From and To)	<p>These dates are displayed as a range derived from the start date plus the duration to allow quicker entry of end dates and instant recognition of an invalid date. The following equations are used:</p> <p style="text-align: center;">Start From Date + (number of days equivalent of duration unit * number of duration units)</p> <p style="text-align: center;">Start To Date + (number of days equivalent of duration unit * number of duration units)</p> <p>No date adjustments are made for exclusion dates (i.e., statutory holidays). If the calculation of the duration period results in a fraction of a day, that fraction is rounded up. For example: ten hours where one hour is equal to .25 of a day, is calculated as 2.5 days, which is then rounded to three calendar days.</p> <p>For continuing education courses, your institution may want all students to start and end the class on the same day. In that instance, the Permitted Start and End (From) Dates and the Permitted Start and End To Dates will be the same (i.e., all four dates are the same). To ease data entry in this situation, the Start Date (the user-entered date) is populated with the Permitted Start Date.</p>

Fields	Descriptions
Start Date	<p>Enter the start date selected by the student, if applicable, that falls between the permitted start date range. If you enter the start date, you cannot enter the end date.</p> <p>The entered start date must fall between the start from and to dates of the associated section record. If this date is valid, the expected completion date is calculated as follows:</p> $\text{Start Date entered} + (\text{number of days equivalent of duration unit} * \text{number of duration units})$ <p>No date adjustments are made for exclusion dates (i.e., statutory holidays). If the calculation of the duration period results in a fraction of a day, that fraction is rounded up. For example: ten hours where one hour is equal to .25 of a day, is calculated as 2.5 days, which is then rounded to three calendar days.</p>
Duration	<p>This is the duration information that has been defined for the section (SSBSECT_NUMBER_OF_UNITS and SSBSECT_DUNT_CODE).</p>
End Date	<p>Enter the end date selected by the student, if applicable, that falls between the permitted end date range. If you enter the end date, you cannot enter the start date. When you enter the end date, the start date is calculated as follows:</p> $\text{End Date entered} - (\text{number of days equivalent of duration unit} * \text{number of duration units})$ <p>No date adjustments are made for exclusion dates (i.e., statutory holidays). If the calculation of the duration period results in a fraction of a day, that fraction is rounded up. For example: ten hours where one hour is equal to .25 of a day, is calculated as 2.5 days, which is then rounded to three calendar days.</p> <p>The calculated start date must fall between the start from and to dates of the associated section record. If this date is invalid, and error message is displayed.</p>

Student Term Window

Use this window to view detailed information about the student such as student status, student type, full or part time, block schedule, progress evaluation, and combined academic standing information. This information can be modified on the General Student Form (SGASTDN) prior to the student registering for a term.

Registration records are re-checked after changes are made to the student term information. After saving changes in this window and returning to the **(Enrollment)** **Status** field in the main window, the Exit, Save, or Rollback functions cause registrations

to be re-checked against current student information. Re-checking re-applies all restriction checking, maximum hours checking, or other checking for enrollments which have not had a previous error override. This insures that the operator is notified of registrations which should no longer be allowed based upon the rules for the new student data.

Access this window by selecting the Update Student's Term Information item in the Options Menu or by selecting the Student Term tab.

Fields	Descriptions
Full or Part Time	The Full or Part Time radio group specifies the prospect's intended load of study. Valid values are <i>Full Time</i> , <i>Part Time</i> , and <i>None</i> .
Block Schedule	The Block Schedule (Code) field displays and allows the update of the block code which is associated with the student for the term in the Key Information or for the effective term. Valid block codes may be selected from the Block Schedule Query Form (SSABLCK).

Progress Evaluation Processing

The Student Term window displays the progress evaluation (PREV) code, the combined academic standing (CAST) code, and the associated descriptions for the student, as well as the academic standing. Override codes and terms will display if available, and you may update (override) an existing code using these fields.

When you are registering a student in a course, SFAREGS checks the combined academic standing code first to see if this code can cause registration to be prohibited or if maximum hours are attached to that code. It then looks at the academic standing for prohibitions or maximum hour restrictions.

The logic within baseline registration, telephone registration, and Web registration considers whether or not a student's combined academic standing (CAST) code has any registration restrictions or limitations associated with it. If it does not, or if the student does not have a combined academic standing (CAST) code, the registration process will also consider whether or not the academic standing (ASTD) code has any registration restrictions or limitations associated with it. As such, your institution should carefully consider whether or not to place registration restrictions and/or limitations on both sets of codes (CAST and ASTD). SunGard® Higher Education's recommendation is to associate registration restrictions and/or limitations with one set of codes or the other, not necessarily both.

The following fields in this window are used for progress evaluation:

Fields	Descriptions
Progress Evaluation	<p>The Progress Evaluation field is used to enter the progress evaluation code for the student in the key.</p> <p>If an override exists on SGASTDN, then both the Progress Evaluation and Override Term fields are populated with those values. However, if no override exists, then only the Progress Evaluation field is populated from the value on SHAINST.</p> <p>List Progress Evaluation Code Validation (STVPREV)</p>
(Untitled) Description	This is the description of the progress evaluation code.
Override Term	The (Progress Evaluation) Override Term field is used to enter the term for which the override takes place.
Combined Academic Standing	<p>The Combined Academic Standing field is used to enter the combined academic standing code for the student in the key.</p> <p>If an override exists on SGASTDN, then both the Combined Academic Standing and Override Term fields are populated with those values. However, if no override exists, then only the Combined Academic Standing field is populated from the value on SHAINST.</p> <p>List Combined Academic Standing Code Validation (STVCAST)</p>
(Untitled) Description	This is the description of the combined academic standing code.
Override Term	The (Combined Academic) Override Term field is used to enter the term for which the override takes place.

Curriculum Window

This window is used to enter and view the curriculum details for the recruit, applicant, learner, or learner outcome record. This window is accessed using the Curriculum item in the Options Menu or by selecting the Curricula tab.

Note: Use the **View Current/Active Curricula (Indicator)** in the Key Block to control if you want only current and active curriculum records to be displayed in the Curriculum and Field of Study windows.

Student's courses are re-evaluated, and fee assessment is run (Immediate assessment or Create collector record, as specified in the Fees field), whenever changes are saved on the Curriculum window.

This window will only display the appropriate fields for curriculum rows for the module from which it is being called. For example, if the window is called from SAAADMS, then only curriculum rows where the module code is *ADMISSIONS* would be returned. The fields displayed will differ, depending on the module referenced. Access the Learner Curriculum Query Form (SOILCUR) from the Options menu to view curriculum information for all modules.

You can perform a query to select only the most current records for each priority for the ID in either the Curriculum or Field of Study windows by entering *Y* in the **Current** field. You can enter *N* to see records that are not current. You can also select all records by leaving the **Current** field blank.

How to Update a Record

You can insert and delete records in this window. You cannot update existing records, as the history of the curriculum and field of study data needs to be preserved. If you wish to change data in a curriculum record, you must use the **Replace**, **Update**, or **Duplicate** buttons to copy the existing row and make the change on the new row. For example, to inactivate a record, use **Duplicate** button to duplicate the row to be inactivated. On the duplicated row, change the activity status, and if applicable, the curriculum status, to *INACTIVE*. Then use the curriculum status to identify why the record is being deactivated. Insert the new row that you want to be active, and save the changes.

Sort Order for Curriculum Records

Records can be sorted by current or not current, depending on the setting of the **Current** field, which indicates if the curriculum is the most current for the priority (*Y*) or is not the most current (*N*). The default for the Curriculum window is to display all curriculum records for the given ID, term, and key sequence number.

The following sort order is used to determine how records will be displayed once the population to be displayed has been determined. This sort order applies to all places where curriculum data is displayed.

For SORLCUR:

- Module (On SOILCUR only; as module is a default value on all other forms, and each form only displays data for its module.)
- Term Code (if the module is not *LEARNER* or *OUTCOME*)
- Key Sequence
- Current and Active

- Priority number, in ascending order (As the lowest priority number is the most important, it is displayed first.)
- SORLCUR sequence number, in descending order (This is so the most recently entered records are displayed first.)

For SORLFOS:

- Field of study type: major, minor, and then concentration
- Current and Active
- Priority, in ascending order
- SORLFOS sequence number, in descending order

Curriculum Button Functionality

Three buttons are used in this window for curriculum processing:

- The **Replace** button is used to copy the curriculum record and set the curriculum activity status to *INACTIVE* and the curriculum status to *CHANGED*. It then inserts a new blank curriculum record. If user defaults have been set up on SORLCDF, those values will fill in the appropriate fields.
- The **Update** button is used to perform the non-destructive update and copy the curriculum record in question. This allows the user to make changes without re-entering all of the data, as the record is populated with the current record values.
- The **Duplicate** button is used to copy the curriculum record (with the field of study) as it is. The duplicated record is now ready for the user to make the needed changes.

This function does not consider the curriculum user defaults in the duplication process. If the user uses the Insert function and then the Duplicate Key function, the curriculum user defaults will fill the newly inserted record before the record duplication occurs.

Please see below for how the **Update** and **Duplicate** buttons are used with manual roll and self-service graduation application processing.

Manual Roll and Self-service Graduation Application Button Functionality

Two buttons are used with manual roll and self-service graduation application processing:

- The **Roll to Outcome** button is active when the **Graduation Sequence** field (rolled sequence number) is null, the curriculum is current and active, and no graduation application exists. The button is not active when a new curriculum record is inserted, but it is enabled with the record is saved.

This button triggers the roll to outcome process, sends the curriculum sequence number, and refreshes the data that is rolled to the outcome. When the button is used to initiate the roll, the setting of the **Roll Learner** radio group is not

considered. The curriculum record will be rolled, even when the **Roll Learner** radio group is set to *N*.

The values for the **Graduation Date**, **Graduation Term**, **Graduation Year** fields and the **Fee** radio group are pulled from the graduation application. If no application exists, the graduation date, term, and year information is taken from SGASTDN and from the next learner curriculum record. If a graduation status code exists in the graduation application for the curriculum, that is also copied into the degree sequence.

Courses are applied to the new degree based on the setting of the new **Apply Graded Courses to New Degrees** checkbox on SHACTRL. When the checkbox is checked (set to *Y*), all courses that have not been previously applied to an awarded degree will be applied to the new degree.

- The **Apply to Graduate** button does not insert diploma information into the graduation application. This button is only enabled if the learner curriculum record is current and active. The button is not enabled when the learner curriculum record has been rolled to history, when the graduation application is attached to an awarded degree, or when the graduation application is inactive. When a graduation application exists, the button opens SHAGAPP in update mode for that graduation application.

This button triggers the Graduation Application API (*sb_gradapp*), updates the graduation application sequence number on SORLCUR, and opens SHAGAPP so additional data can be entered. Curriculum data is copied from the curriculum record (including **Admission Term**, **Matriculation Term**, **Graduation Date**, **Graduation Term**, **Graduation Year** values). If that does not exist, data from SGBSTDN is used.

The **Update** and **Duplicate** buttons are also used with manual roll and self-service graduation application processing.

When a graduation application sequence of 1 has been created for a learner curriculum in SGASTDN or SFAREGS, using the **Update** button or the **Duplicate** button displays a Copy Graduation Sequence alert window with buttons used to **Copy** the graduation application sequence number to the new current application, **Inactivate** it, or create a **New Priority**.

- When the **Copy** button is used, the curriculum priority remains the same. The user can change curriculum values (including the priority) and save the changes. The graduation sequence number of 1 can be viewed on the new curriculum record, and the new curriculum data is associated with graduation application sequence of 1. The **Roll to Outcome** button is disabled, but the **Apply to Graduate** button remains enabled, as it can be used to toggle between the Curriculum window and the graduation application data. The **Roll to Outcome** and **Apply to Graduate** buttons are disabled for the previous curriculum record.
- When the **Inactivate** button is used, the original graduation sequence 1 for the original curriculum is inactivated (the status in SHAGAPP is set to the system-required, inactive, application status code), and the **Roll to Outcome** and **Apply to**

Graduate buttons are not enabled on that curriculum record. The user may edit the curriculum data, but when the changes are saved, no graduation application will be associated with that new record. A new curriculum record can be rolled to outcome (history), or a graduation application can be created manually.

- When the **New Priority** button is used, the curriculum priority is increased to the next sequence number based on the SOACTRL rules, and the original graduation application sequence 1 remains active and associated with the original priority 1 curriculum. The user can either roll the curriculum record or submit a new graduation application for the new curriculum priority that has been created.

Fields	Descriptions
Record of	This field displays the number of curriculum records that exist for the ID based on the data entered in the Key Block, for example Record 1 of 5 . You can scroll through the records using the Previous Record and Next Record arrow buttons. As you scroll through the records, the data in the Curriculum and Field of Study blocks changes for each record.
Current	<p>This field specifies if the record is the current row for the priority. Valid values are checked (Current) or unchecked (Not Current).</p> <ul style="list-style-type: none"> • <i>Current</i> displays the most recent row for each given priority (i.e., the highest sequence number for each priority). This assumes you are only displaying rows for the given learner module and key sequence number. • <i>Not Current</i> displays rows for the given learner module and key sequence number that are not the most recent.
Activity	<p>This is the curriculum activity status code.</p> <p>List Curriculum Activity Status (STVCACT)</p>
Key Sequence	This is the key sequence number of the module record that is associated with the curriculum record. This sequence number will be the same as either the recruiting, application, or degree sequence number, or it will be 99 for a learner sequence record.
Term	<p>This is the term code for the module's curriculum record.</p> <p>List Term Code Validation (STVTERM)</p>
End Term	<p>This is the term code for the end term of the field of study.</p> <p>This field is populated with the SGBSTDN effective term when the curriculum stops being current. If there is no future SGBSTDN term, the field will be blank.</p>

Fields	Descriptions
Catalog Term	This is the catalog term code for the module's curriculum record. List Term Code Validation (STVTERM)
Priority	This is the priority number that defines the curriculum rank.
Program	This is the program for the module's curriculum record. List All Program Codes (SMAPRLE) Help Base Curriculum Rules by Program Count Hits Change Curriculum Edit Curriculum Rules (SOACURR)
Level	This is the level for the module's curriculum record. List Level Code Validation (STVLEVL) Help Base Curriculum Rules by Level Count Hits Change Curriculum
Campus	This is the campus for the module's curriculum record. List Campus Validation (STVCAMP) Help Base Curriculum Rules by Campus Count Hits Change Curriculum
College	This is the college for the module's curriculum record. List College Validation (STVCOLL) Help Base Curriculum Rules by College Count Hits Change Curriculum
Degree	This is the degree for the module's curriculum record. List Degree Code Validation (STVDEGC) Help Base Curriculum Rules by Degree Count Hits Change Curriculum
Admission Type	This is the admissions type code for the learner curriculum.

Fields	Descriptions
Admission Term	This is the term code for admittance for the learner curriculum.
Application	Sequence number from the application record from which the curriculum was derived. Display only. This field will not be populated if the learner record was generated from SAAQUIK.
Matriculated Term	This is the term code for matriculation for the learner curriculum.
Roll Learner	<p>Use this radio group to determine if the learner curriculum should be rolled to history (outcome). When the curriculum is rolled, the outcome record is created (SHADEGR), and the learner curriculum inserted for the outcome. A new outcome is not created if a previous outcome exists that has not been awarded and has a curriculum record with the same level, degree, college, and program. In this case, the curriculum is rolled to the existing outcome.</p> <p>The choices are <i>Yes</i>, <i>No</i>, or <i>Default</i>. The default value originates first from the setting of the Primary (Indicator) or the Secondary (Indicator) on SOACURR. If a curriculum has not been defined, the default value then originates from the Create or Update Outcome Record with Primary Learner Curriculum radio group or the Create or Update Outcome Record with Secondary Learner Curricula radio group on SOACTRL.</p> <ul style="list-style-type: none"> • Select <i>Yes</i> to roll the learner record to academic history (outcome). • Select <i>No</i> to not roll the learner record. • Select <i>Default</i> to use the curriculum rules defined on SOACURR (Primary or Secondary checkboxes) and SOACTRL (Create or Update Outcome Record with Primary Learner Curriculum radio group or Create or Update Outcome Record with Secondary Learner Curricula radio group). <p>Note: All non-learner modules (Recruiting, Admissions, Academic History) will display a value of <i>No</i> in this field.</p>
Rolled to Outcome	Sequence number from the degree record to which the curriculum was rolled. Display only.
Graduation Sequence	Displays the graduation application sequence number on the curriculum record for the learner (SGASTDN, SFAREGS) and outcome (SHADEGR) curriculums. Display only.

Fields	Descriptions
User ID	This field displays the user ID of the person who created the record.
Activity Date	This field displays the date the record was created or modified.
Start Date	This is the start date of the curriculum. (This field is not used at this time.)
End Date	This is the end date of the curriculum. (This field is not used at this time.)
Student Type	Student type code entered specifically for the curriculum record.
Site	Site code entered specifically for the curriculum record.
Rate	Rate code entered specifically for the curriculum record.
Leave of Absence	Leave of Absence code entered specifically for the curriculum record.
From Date	Date from which the leave of absence code entered specifically for the curriculum record is in effect.
To Date	Date to which the leave of absence code entered specifically for the curriculum record is in effect.
Expected Graduation Date	Expected graduation date entered specifically for the curriculum record.
Graduation Term	Graduation term code entered specifically for the curriculum record.
Graduation Year	Graduation year entered specifically for the curriculum record.

Mouse	Keyboard	Result
Replace	N/A	Copies record, inactivates record, inserts new blank record
Update	N/A	Copies record, performs non-destructive update
Duplicate	N/A	Copies record, inserts duplicate record

Mouse	Keyboard	Result
Apply to Graduate	N/A	Rolls learner curriculum record to outcome
Roll to Outcome	N/A	Creates automatic graduation application

Field of Study Window

This window is used to enter and view the field of study details for the recruit, applicant, learner, or learner outcome. It displays certain fields from the curriculum record and all field of study records. You can only access the Field of Study window from the Curriculum window. Use the Field of Study tab to access this window when you are in the Curriculum window.

Note: Use the **View Current/Active Curricula (Indicator)** in the Key Block to control if you want only current and active curriculum records to be displayed in the Curriculum and Field of Study windows.

The **Attached Concentrations** button is enabled when the cursor is on a field of study record for a major with attached concentrations. Click on the button to display a list of the attached concentrations in a pop-up window. The button is not enabled if the cursor is on a record for a major with no attached concentrations, or if the record is for a minor or a concentration.

The **Inactivate** button is used to insert a copy of that field of study record with values of *INACTIVE* in the **Activity** field and *REMOVED* in the **Status** field.

Fields	Descriptions
<i>The following fields default in from the Curriculum window and are not updateable.</i>	
Record of	This field displays the number of curriculum records that exist for the ID based on the data entered in the Key Block, for example Record 1 of 5 . You can scroll through the records using the Previous Record and Next Record arrow buttons. As you scroll through the records, the data in the Curriculum and Field of Study blocks changes for each record.

Fields	Descriptions
Current	<p>This field specifies if the record is the current row for the priority. Valid values are checked (Current) or unchecked (Not Current).</p> <ul style="list-style-type: none"> • <i>Current</i> displays the most recent row for each given priority (i.e., the highest sequence number for each priority). This assumes you are only displaying rows for the given learner module and key sequence number. • <i>Not Current</i> displays rows for the given learner module and key sequence number that are not the most recent.
Priority	This is the priority number that defines the curriculum rank.
Activity	This is the curriculum activity status code.
Program	This is the program for the module's curriculum record.
Term	This is the term code for the module's curriculum record.
Catalog	This is the catalog term code for the module's curriculum record.
End Term	This is the term code for the end term of the field of study. This field is updated by the system and is not updateable on new curriculum records.
Level	This is the level for the module's curriculum record.
Key Seq (Key Sequence)	This is the key sequence number of the module record that is associated with the curriculum record. This sequence number will be the same as either the recruiting, application, or degree sequence number, or it will be 99 for a learner sequence record.
Campus	This is the campus for the module's curriculum record.
College	This is the college for the module's curriculum record.
Degree	This is the degree for the module's curriculum record.

The following fields are updateable.

Fields	Descriptions
Current	<p>This field specifies if the record is the current row for the priority. Valid values are <i>Y</i> (Current) or <i>N</i> (Not Current).</p> <ul style="list-style-type: none"> • <i>Current</i> displays the most recent row for each given priority (i.e., the highest sequence number for each priority). This assumes you are only displaying rows for the given learner module and key sequence number. • <i>Not Current</i> displays rows for the given learner module and key sequence number that are not the most recent.
Activity	<p>This is the curriculum activity status for the field of study.</p> <p>List Curriculum Activity Status (STVCACT)</p>
Status	<p>This is the curriculum status for the field of study.</p> <p>List Curriculum Status (STVCSTS)</p>
Term	<p>This is the term code for the field of study. This value defaults from the Curriculum block.</p>
Type	<p>This is the type code for the learner field of study. It identifies whether the row is for a major, minor, or concentration.</p> <p>List Learner Field of Study Types (GTVLFST)</p>
Priority	<p>This is the priority number that defines the field of study rank.</p>
Rolled (Indicator)	<p>Checkbox used to indicate that the field of study record has been rolled to a degree record.</p>
Catalog	<p>This is the catalog term for the field of study.</p> <p>List Term Code Validation (STVTERM)</p>
End Term	<p>This is the term code for the end term of the field of study. (This field is not used at this time.)</p> <p>List Term Code Validation (STVTERM)</p>
Field of Study	<p>This is the major, minor, or concentration code for the field of study.</p> <p>List All Major, Minor, or Concentration Codes</p> <p>Help Attached Majors, Minors, or Concentrations</p>

Fields	Descriptions
Department	This is the department code for the field of study. List All Department Codes Help Attached Departments
Attached to Major	This is the code for the attached major for the field of study. This field indicates to which major a concentration is attached, if appropriate. This field is only enabled if the field of study type is <i>CONCENTRATION</i> . List All Major Codes Help Attached Majors Edit Curriculum Rules (SOACURR)
Full or Part Time	This is the time status code for the field of study. List Time Status Code Validation (STVTMST)
Start Date	This is the start date for the field of study. (This field is not used at this time.)
End Date	This is the end date for the field of study. (This field is not used at this time.)
User ID	This field displays the user ID of the person who created the record.
Activity Date	This field displays the date the record was created or modified.

Mouse	Keyboard	Result
Attached Concentrations	N/A	Lists concentrations attached to major
Inactivate	N/A	Inserts copy of field of study record with <i>INACTIVE</i> activity and <i>REMOVED</i> status

Time Status Window

Use this window to view the history of enrollment statuses that have been calculated for the student in the key. This window can only be accessed if registration exists for the term in the key.

The time status records are displayed in reverse chronological order, so the most recent changes display first. You may use an Edit function from the **Date** field to view the date

and time that a time status calculation was performed. The fields in this window are display only.

Access this window by selecting the Time Status tab while you are in the Key Information.

Student Course Registration Audit Form (SFASTCA)

The Student Course Registration Audit Form (SFASTCA) shows the results of course requests saved to the database through the Student Course Registration Form (SFAREGS), the Registration Mass Entry Form (SFAMREG), telephone registration processing, and through Web registration. All registration transactions are captured, including fatal errors and overrides.

Enter a term code *or* a date range in the Key Block for your query. The date range is used for open learning courses. Use the View Student's Registration History item in the Options Menu to access SFARHST for an alternative search method for registration information by term or ID to gather additional audit information.

Final grades posted to the SFRSTCR record in the SFRSTCR_GRDE_CODE field create registration audit trail records which can be viewed on the Student Course Registration Audit Form (SFASTCA). The audit trail records are written by database triggers on the SFRSTCR table, so any grades posted or changed in SFRSTCR will be reflected in audit trail records. Audit trail records for grades will include the message *Grade update to x*, where “x” is the entered grade value. This message will be issued whether the change is to enter the first final grade, or whether a grade already existing in SFRSTCR is changed to another value. (Grade changes in Academic History will not be reflected in the registration audit trail, but are audited in the academic history grade table.)

Fields	Descriptions
Registration From Date	<p>The from date allows you to search on registration information based on the original registration date.</p> <p>If you enter a registration date range, the start date as recorded in the Additional Registration Information Table (SFRAREG), (or the part-of-term date recorded for the section if records were processed prior to Banner® 6.0), is compared to the dates entered in the Key Block to find all registration records, regardless of term, to be displayed in this form. You can access the Calendar Form (GUACALN) from these fields to help select your dates.</p>
Registration To Date	<p>The to date allows you to search on registration information based on the original registration date. You can access the Calendar Form (GUACALN) from these fields to help select your dates.</p>
Term	<p>This field displays the term for the CRN. The query search may return multiple terms, and you can use the term to avoid confusion.</p>
Attempted Hours	<p>Used to display the student’s attempted hours for the CRN/section. The field displays the existing SFRSTCA_ATTEMPTED_HOUR value, which is set to either the SFRSTCR_CREDIT_HR_HOLD value or 0 when the record is created, based on the value of the STVRSTS_ATTEMPTED_HRS_IND field.</p>
Source	<p>This field indicates which registration table generated the audit record displayed on SFASTCA.</p> <p>The value of <i>TEMP</i> denotes the record was generated by the SFTREGS table triggers. The value of <i>BASE</i> denotes the record was generated by the SFRSTCR table triggers.</p>

Fields	Descriptions
Message	This field will not necessarily be populated for all records in the audit trail. In many cases, the message can be inferred from value in the Status Code field (from STVRSTS) associated with the record. Messages about the nature of fatal errors are always captured. Message code and text information comes from SFARMSG.
Error Flag	This field identifies an error associated with the registration of a CRN. Valid values are <i>F</i> (Fatal), <i>D</i> (Do not count in enrollment), <i>L</i> (Waitlisted), <i>O</i> (Override), <i>W</i> (Warning), and <i>X</i> (Delete). (<i>X</i> is only used by the SFRSTCR POST UPDATE database trigger.)

Degrees and Other Formal Awards Form (SHADEGR)

The intent of this form is to capture all information pertaining to degrees or other types of awards which the student is seeking, or which have been awarded. Degrees are captured by sequence number (1, 2, 3, etc.) to prevent the occurrence of duplicate degree records for a student. Multiple degrees may be sought by a student. A GPA calculation may be requested for any of the degrees posted to the student's record. Degree GPAs only include those courses which have the **Apply to Learner Outcome (Indicator)** checked in the Institutional Courses window and the Transfer Credits window on this form.

Note: A subsequent degree record is created when there is a change in the college, degree, level, or program code. If there is a change on SGASTDN any other curriculum data (i.e., Major 1), the current degree record is updated.

All degree candidates must have been entered via the General Person Identification Form (SPAIDEN) before this form can be used.

Main Window

The main window contains the Key Block, the Learner Outcome Information block, the Graduation Information block, the Curricula Summary block, and the Field of Study Summary block. Use the Learner Outcome tab to access the main window from the secondary windows on the form.

Key Block

Use this block to enter the ID and degree sequence number for the student.

Fields	Descriptions
View Current/ Active Curricula	Checkbox used to limit the display of curriculum records in the Curriculum and Field of Study blocks to only those that are current and active.

Learner Outcome Information Block

Processing controls based upon the value in the **Outcome Status** field in the Learner Outcome Information work so that other values can be updated under correct conditions. The following rules apply:

- When the **Outcome Status** is *SO* (sought), any data elements in the degree record (degree information, graduation information, primary curriculum, or secondary curriculum) can be updated, but institutional or departmental honors cannot be entered.
- When the **Outcome Status** is *PN* (pending), any data elements in the degree record (degree information, graduation information, primary curriculum, or secondary curriculum) can be updated, and institutional or departmental honors can be maintained. Changes to graduation information (graduation term or date) will be allowed even if honors exist.
- When the **Outcome Status** is *AW* (awarded), no data element, except **Outcome Status**, in the degree record (degree information, graduation information, primary curriculum, or secondary curriculum) can be updated. Institutional or departmental honors can be maintained.
- Changes in **Outcome Status** from *AW* to *PN* will be allowed, but no other changes to degree record data will be allowed until the change is saved.
- Changes in **Outcome Status** from *PN* to *SO* will not be allowed if honors exist. In order to change the status from pending to sought, honors must first be deleted and the changes saved.

You can have a *NULL* value in the **Bulletin Academic Year** field. A value is not required for the bulletin year in the SHADEGR record when the **Outcome Status** is *AW*, *PN*, or *SO*. The form displays the bulletin year that is populated from the conversion of data from pre-existing records, that is, records that existed prior to the 7.0 release of concurrent curriculum processing. If no bulletin year is present after the conversion, users will not receive an error when the **Bulletin Academic Year** field is *NULL*, and the record is saved.

The Graduation Information section is used to maintain graduation status, dates, and fee information. When a Duplicate Item function is performed from the **Outcome Status**, **Student Record (Effective) Term**, and **Bulletin Academic Year** fields of the Learner Outcome Information, the user is moved to the Graduation Information, where degree graduation information is updated.

Apply to Graduate Button

The **Apply to Graduate** button is used with manual roll and self-service graduation application processing. This button is used to create a graduation application from an outcome record with an **Outcome Status** of *SO (Sought)*. All current and active curriculum records for the outcome will be included in the graduation application, when that application is created. When outcome curriculum is copied, the graduation application sequence is copied to the new record.

The button does not insert diploma information into the graduation application. This button is only enabled if the learner curriculum record is current and active. The button is not enabled when the graduation application is attached to an awarded degree or when the graduation application is inactive. When a graduation application exists, the button opens SHAGAPP in update mode for that graduation application.

This button triggers the Graduation Application API (*sb_gradapp*) to create the application, updates the graduation application sequence number on the outcome curriculum records, and opens SHAGAPP so additional data can be entered. The values for the **Graduation Date**, **Graduation Term**, **Graduation Year**, **Graduation Status** fields and the **Fee** radio group are inserted into the new graduation application from SHADEGR. The current date is always used as the graduation application date when the new graduation application is created using the **Apply to Graduate** button. This date can be modified in SHAGAPP. If the graduation application already exists, and the outcome degree status is still *SO (sought)* and the button is enabled, but the user is taken to the existing graduation application.

Mouse	Keyboard	Result
Calculate GPA	Count Query Hits	SHQDEGR
Apply to Graduate	N/A	Creates automatic graduation application

Graduation Information Block

The Graduation Information is also used for degree-related fee processing. Use the **Fee Term** field to link a term to a fee for Accounts Receivable records. When the **Fee** radio group is set to either *Charge Fee* or *Waive Fee*, the **Fee Term** will be set to the value in the **Graduation Term** field, if one is available. If no graduation term has been entered, or if the fee should be assessed for a different term than the graduation term, a value can be entered or changed in the **Fee Term** field. When a fee is to be charged (**Fee** is set to *Charge Fee*), values are required in the **Fee Term**, **Fee Detail**, and **Fee Amount** fields. When a fee is to be waived (**Fee** is set to *Waive Fee*), values are required in the **Fee Term** and **Fee Detail** fields, and appropriate errors will be issued if these criteria are not met.

Fields	Descriptions
Fee	<p>The Fee radio group is used to specify whether a fee has been charged, waived, or does not exist. Valid values are <i>Charge Fee</i>, <i>Waive Fee</i>, and <i>None</i>.</p> <p>When the Fee radio group is set to either <i>Charge Fee</i> or <i>Waive Fee</i>, the Fee Term will be set to the value in the Graduation Term field, if one is available. If no graduation term has been entered, or if the fee should be assessed for a different term than the graduation term, a value can be entered or changed in the Fee Term field.</p> <p>When a fee is to be charged (Fee is set to <i>Charge Fee</i>), values are required in the Fee Term, Fee Detail, and Fee Amount fields.</p> <p>When a fee is to be waived (Fee is set to <i>Waive Fee</i>), values are required in the Fee Term and Fee Detail fields, and appropriate errors will be issued if these criteria are not met.</p>
Fee Term	Use the Fee Term field to link a term to a fee for Accounts Receivable records.
Fee Indicator (untitled)	The untitled, display only Fee Indicator radio group under the Fee Term field displays the last action taken the last time the graduation fee code was updated. The setting for this field appears after the setting for the Fee radio group has been selected and saved.

Curricula Summary Block

This block is query only for the ID in the Key Block and displays a summary of curricula data. You need to access the Curriculum window to insert or delete curriculum records.

This block displays the most recent curriculum data for each priority if the curriculum row is *ACTIVE*. The block displays the critical curriculum fields so that users can quickly determine what curricula the learner is pursuing. In order to make it easier for users to identify which curriculum records have been backfilled into the primary and secondary curriculum fields, the key words *Primary* or *Secondary* are displayed next to the Curricula Summary block title to identify these two rows.

This block will only display the appropriate fields for curriculum rows for the module from which it is being called. For example, if the window is called from SAAADMS, then only curriculum rows where the module code is *ADMISSIONS* would be returned. Access the Learner Curriculum Query Form (SOILCUR) to see all the possible fields that exist for curriculum information. You can use the Options Menu access SOILCUR and view curriculum information for all modules.

The following fields are in this block.

Fields	Descriptions
Priority	This is the priority number that defines the curriculum rank.
Term	This is the term code for the module's curriculum record.
Program	This is the program for the module's curriculum record.
Catalog	This is the catalog term code for the module's curriculum record.
Level	This is the level for the module's curriculum record.
Campus	This is the campus for the module's curriculum record.
College	This is the college for the module's curriculum record.
Degree	This is the degree for the module's curriculum record.

Field of Study Summary Block

This block is query only for the ID in the Key Block and displays a summary of field of study data. You need to access the Curriculum window to insert or delete field of study records.

This block will only display the appropriate fields for curriculum rows for the module from which it is being called. For example, if the window is called from SAAADMS, then only curriculum rows where the module code is *ADMISSIONS* would be returned. Access the Learner Curriculum Query Form (SOILCUR) to see all the possible fields that exist for curriculum information. You can use the Options Menu access SOILCUR and view curriculum information for all modules.

The **Attached to Major** button is enabled when the cursor is on a field of study record for a major with attached concentrations. Click on the button to display a list of the attached concentrations in a pop-up window. The button is not enabled if the cursor is on a record for a major with no attached concentrations, or if the record is for a minor or a concentration.

The following fields are in this block.

Fields	Descriptions
Priority	This is the priority number that defines the field of study rank.
Term	This is the term code for the field of study. This value defaults from the Curriculum block.

Fields	Descriptions
Type	This is the type code for the learner field of study. It identifies whether the row is for a major, minor, or concentration.
Field of Study	This is the major, minor, or concentration code for the field of study.
Department	This is the department code for the field of study.
Attached to Major	This is the code for the attached major for the field of study. This field indicates to which major a concentration is attached, if appropriate. This field is only enabled if the field of study type is <i>CONCENTRATION</i> .

Mouse	Keyboard	Result
Attached to Major	N/A	Lists concentrations attached to major

Curriculum Window

This window is used to enter and view the curriculum details for the recruit, applicant, learner, or learner outcome record. This window is accessed using the Curriculum item in the Options Menu or by selecting the Curricula tab.

Note: Use the **View Current/Active Curricula (Indicator)** in the Key Block to control if you want only current and active curriculum records to be displayed in the Curriculum and Field of Study windows.

Three buttons are used in this window:

- The **Replace** button is used to copy the curriculum record and set the curriculum activity status to *INACTIVE* and the curriculum status to *CHANGED*. It then inserts a new blank curriculum record. If user defaults have been set up on SORLCDF, those values will fill in the appropriate fields.
- The **Update** button is used to perform the non-destructive update and copy the curriculum record in question. This allows the user to make changes without re-entering all of the data, as the record is populated with the current record values.
- The **Duplicate** button is used to copy the curriculum record (with the field of study) as it is. The duplicated record is now ready for the user to make the needed changes.

This function does not consider the curriculum user defaults in the duplication process. If the user uses the Insert function and then the Duplicate Key function, the curriculum user defaults will fill the newly inserted record before the record duplication occurs.

When the **Replace** button is used for an outcome curriculum record that has a graduation application associated with the degree sequence, the new curriculum record will automatically replace the old curriculum record for the graduation application. The outcome delete process will delete the graduation application. If a learner curriculum record exists for a graduation application, the outcome delete process will not delete the graduation application. When an outcome curriculum record is copied, the graduation application sequence number is copied to the new record. This includes processing for the **Update** and **Duplicate** buttons in the Curriculum window.

This window will only display the appropriate fields for curriculum rows for the module from which it is being called. For example, if the window is called from SAAADMS, then only curriculum rows where the module code is *ADMISSIONS* would be returned. The fields displayed will differ, depending on the module referenced. Access the Learner Curriculum Query Form (SOILCUR) from the Options menu to view curriculum information for all modules.

You can perform a query to select only the most current records for each priority for the ID in either the Curriculum or Field of Study windows by entering *Y* in the **Current** field. You can enter *N* to see records that are not current. You can also select all records by leaving the **Current** field blank.

How to Update a Record

You can insert and delete records in this window. You cannot update existing records, as the history of the curriculum and field of study data needs to be preserved. If you wish to change data in a curriculum record, you must use the **Replace**, **Update**, or **Duplicate** buttons to copy the existing row and make the change on the new row. For example, to inactivate a record, use **Duplicate** button to duplicate the row to be inactivated. On the duplicated row, change the activity status, and if applicable, the curriculum status, to *INACTIVE*. Then use the curriculum status to identify why the record is being deactivated. Insert the new row that you want to be active, and save the changes.

Sort Order for Curriculum Records

Records can be sorted by current or not current, depending on the setting of the **Current** field, which indicates if the curriculum is the most current for the priority (*Y*) or is not the most current (*N*). The default for the Curriculum window is to display all curriculum records for the given ID, term, and key sequence number.

The following sort order is used to determine how records will be displayed once the population to be displayed has been determined. This sort order applies to all places where curriculum data is displayed.

For SORLCUR:

- Module (On SOILCUR only; as module is a default value on all other forms, and each form only displays data for its module.)
- Term Code (if the module is not *LEARNER* or *OUTCOME*)

- Key Sequence
- Current and Active
- Priority number, in ascending order (As the lowest priority number is the most important, it is displayed first.)
- SORLCUR sequence number, in descending order (This is so the most recently entered records are displayed first.)

For SORLFOS:

- Field of study type: major, minor, and then concentration
- Current and Active
- Priority, in ascending order
- SORLFOS sequence number, in descending order

Fields	Descriptions
Record of	This field displays the number of curriculum records that exist for the ID based on the data entered in the Key Block, for example Record 1 of 5 . You can scroll through the records using the Previous Record and Next Record arrow buttons. As you scroll through the records, the data in the Curriculum and Field of Study blocks changes for each record.
Current	<p>This field specifies if the record is the current row for the priority. Valid values are checked (Current) or unchecked (Not Current).</p> <ul style="list-style-type: none"> • <i>Current</i> displays the most recent row for each given priority (i.e., the highest sequence number for each priority). This assumes you are only displaying rows for the given learner module and key sequence number. • <i>Not Current</i> displays rows for the given learner module and key sequence number that are not the most recent.
Activity	<p>This is the curriculum activity status code.</p> <p>List Curriculum Activity Status (STVCACT)</p>
Key Sequence	This is the key sequence number of the module record that is associated with the curriculum record. This sequence number will be the same as either the recruiting, application, or degree sequence number, or it will be 99 for a learner sequence record.
Term	<p>This is the term code for the module's curriculum record.</p> <p>List Term Code Validation (STVTERM)</p>

Fields	Descriptions
Catalog Term	This is the catalog term code for the module's curriculum record. List Term Code Validation (STVTERM)
Priority	This is the priority number that defines the curriculum rank.
Program	This is the program for the module's curriculum record. List All Program Codes (SMAPRLE) Help Base Curriculum Rules by Program Count Hits Change Curriculum Edit Curriculum Rules (SOACURR)
Level	This is the level for the module's curriculum record. List Level Code Validation (STVLEVL) Help Base Curriculum Rules by Level Count Hits Change Curriculum
Campus	This is the campus for the module's curriculum record. List Campus Validation (STVCAMP) Help Base Curriculum Rules by Campus Count Hits Change Curriculum
College	This is the college for the module's curriculum record. List College Validation (STVCOLL) Help Base Curriculum Rules by College Count Hits Change Curriculum
Degree	This is the degree for the module's curriculum record. List Degree Code Validation (STVDEGC) Help Base Curriculum Rules by Degree Count Hits Change Curriculum
Graduation Sequence	Displays the graduation application sequence number on the curriculum record for the learner (SGASTDN, SFAREGS) and outcome (SHADEGR) curriculums. Display only.

Fields	Descriptions
User ID	This field displays the user ID of the person who created the record.
Activity Date	This field displays the date the record was created or modified.
Start Date	This is the start date of the curriculum. (This field is not used at this time.)
End Date	This is the end date of the curriculum. (This field is not used at this time.)

Mouse	Keyboard	Result
Replace	N/A	Copies record, inactivates record, inserts new blank record
Update	N/A	Copies record, performs non-destructive update
Duplicate	N/A	Copies record, inserts duplicate record

Field of Study Window

This window is used to enter and view the field of study details for the recruit, applicant, learner, or learner outcome. It displays certain fields from the curriculum record and all field of study records. You can only access the Field of Study window from the Curriculum window. Use the Field of Study tab to access this window when you are in the Curriculum window.

Note: Use the **View Current/Active Curricula (Indicator)** in the Key Block to control if you want only current and active curriculum records to be displayed in the Curriculum and Field of Study windows.

The **Attached Concentrations** button is enabled when the cursor is on a field of study record for a major with attached concentrations. Click on the button to display a list of the attached concentrations in a pop-up window. The button is not enabled if the cursor is on a record for a major with no attached concentrations, or if the record is for a minor or a concentration.

The **Inactivate** button is used to insert a copy of that field of study record with values of *INACTIVE* in the **Activity** field and *REMOVED* in the **Status** field.

Fields	Descriptions
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The following fields default in from the Curriculum window and are not updateable.

Record of	This field displays the number of curriculum records that exist for the ID based on the data entered in the Key Block, for example Record 1 of 5 . You can scroll through the records using the Previous Record and Next Record arrow buttons. As you scroll through the records, the data in the Curriculum and Field of Study blocks changes for each record.
Current	This field specifies if the record is the current row for the priority. Valid values are checked (Current) or unchecked (Not Current). <ul style="list-style-type: none"> • <i>Current</i> displays the most recent row for each given priority (i.e., the highest sequence number for each priority). This assumes you are only displaying rows for the given learner module and key sequence number. • <i>Not Current</i> displays rows for the given learner module and key sequence number that are not the most recent.
Priority	This is the priority number that defines the curriculum rank.
Activity	This is the curriculum activity status code.
Program	This is the program for the module's curriculum record.
Term	This is the term code for the module's curriculum record.
Catalog	This is the catalog term code for the module's curriculum record.
Key Seq (Key Sequence)	This is the key sequence number of the module record that is associated with the curriculum record. This sequence number will be the same as either the recruiting, application, or degree sequence number, or it will be 99 for a learner sequence record.
Level	This is the level for the module's curriculum record.
Campus	This is the campus for the module's curriculum record.
College	This is the college for the module's curriculum record.
Degree	This is the degree for the module's curriculum record.

The following fields are updateable.

Fields	Descriptions
Current	<p>This field specifies if the record is the current row for the priority. Valid values are <i>Y</i> (Current) or <i>N</i> (Not Current).</p> <ul style="list-style-type: none"> • <i>Current</i> displays the most recent row for each given priority (i.e., the highest sequence number for each priority). This assumes you are only displaying rows for the given learner module and key sequence number. • <i>Not Current</i> displays rows for the given learner module and key sequence number that are not the most recent.
Activity	<p>This is the curriculum activity status for the field of study.</p> <p>List Curriculum Activity Status (STVCACT)</p>
Status	<p>This is the curriculum status for the field of study.</p> <p>List Curriculum Status (STVCSTS)</p>
Term	<p>This is the term code for the field of study. This value defaults from the Curriculum block.</p>
Type	<p>This is the type code for the learner field of study. It identifies whether the row is for a major, minor, or concentration.</p> <p>List Learner Field of Study Types (GTVLFST)</p>
Priority	<p>This is the priority number that defines the field of study rank.</p>
Catalog	<p>This is the catalog term for the field of study.</p> <p>List Term Code Validation (STVTERM)</p>
End Term	<p>This is the term code for the end term of the field of study. (This field is not used at this time.)</p> <p>List Term Code Validation (STVTERM)</p>
Field of Study	<p>This is the major, minor, or concentration code for the field of study.</p> <p>List All Major, Minor, or Concentration Codes</p> <p>Help Attached Majors, Minors, or Concentrations</p>
Department	<p>This is the department code for the field of study.</p> <p>List All Department Codes</p> <p>Help Attached Departments</p>

Fields	Descriptions
Attached to Major	This is the code for the attached major for the field of study. This field indicates to which major a concentration is attached, if appropriate. This field is only enabled if the field of study type is <i>CONCENTRATION</i> . List All Major Codes Help Attached Majors Edit Curriculum Rules (SOACURR)
Full or Part Time	This is the time status code for the field of study. List Time Status Code Validation (STVTMST)
Start Date	This is the start date for the field of study. (This field is not used at this time.)
End Date	This is the end date for the field of study. (This field is not used at this time.)
User ID	This field displays the user ID of the person who created the record.
Activity Date	This field displays the date the record was created or modified.

Mouse	Keyboard	Result
Attached Concentrations	N/A	Lists concentrations attached to major
Inactivate	N/A	Inserts copy of field of study record with <i>INACTIVE</i> activity and <i>REMOVED</i> status

Dual Degree Window

When dual degree information exists for a student, it may be viewed or updated in this window. This window is accessed using the Dual Degree tab.

When degree information is created in the Academic History module during the Grade Roll Process (SHRROLL), dual degree information will also be created, if it exists. If a change is made to dual degree information in the Academic History module, it is not retroactive to the General Student module. If a change is made to dual degree information in the General Student module, the next time grades are rolled, the system will update the dual degree information on the existing degree record. A new degree record will not be created unless the level, primary curriculum degree, or college are changed.

Degree information, including dual degree data, can be rolled online using the Class Roster Form (SFASLST) and the Class Attendance Roster Form (SFAALST).

Please review the following information to clarify the use of dual degree data and primary and secondary curriculum data.

- **Primary Curriculum:** This is the first academic program the person is pursuing at any point in time (determined by effective term). A curriculum is defined as a unique level/college/degree combination. Within one curriculum, a person can have up to two majors, two minors, and four concentrations, all of which must be within the level/college/degree combination.
- **Secondary Curriculum:** This is the second academic program the person is pursuing at any point in time (determined by effective term). A curriculum is defined as a unique level/college/degree combination. Within one curriculum, a person can have up to two majors, two minors, and four concentrations, all of which must be within the level/college/degree combination. When the level/college/degree combination for the first and second curricula are the same, the major(s), minor(s), and concentrations(s) of the second curriculum are considered to be simply extensions of the first. When the level/college/degree combination in the second curriculum is different, the second curriculum indicates a second academic program.
- **Dual degree information** is intended for a different use than the dual curricula structure. It is used to record a dual degree which the person is pursuing at the same time as the actual curricula. The dual degree might be granted to the student by the same institution upon completion of the one indicated in the primary/secondary curricula structure, like when an institution offers a joint BA/MBA program. Or, the dual degree might be one offered by another institution, like in a combined plan program where one institution awards the BA and another the BS, but in a condensed time frame.
- The major difference is that the curricula information is official. These are the values used in registration restriction checking, fee assessment, academic standing/dean's rule/GPA calculations, etc. The dual degree information is entirely informational. It controls nothing.

Honors Window

This is used for entering and maintaining departmental and institutional honors, as well as degree comments for the student. This window is accessed using the Honors tab or the Dept Honors, Inst Honors, Comments item in the Options Menu.

When a transcript is sent electronically via EDI, there is a restriction to sending only one honors code for a degree. When the **Default EDI** box is checked, this indicates which institutional honor code is to be sent. If no EDI default is indicated, the first institutional honor returned from the database selection will be sent for the degree.

Fields	Descriptions
Print on Transcript	When the Print on Transcript box is checked in the Departmental Honors or Institutional Honors sections, the appropriate honors will print on the student's transcript. If the box is left unchecked, the honors will not be printed.
Print on Commencement Report	When the Print on Commencement Report box is checked in the Departmental Honors or Institutional Honors sections, the appropriate honors will print on the student's commencement report. If the box is left unchecked, the honors will not be printed.
Default EDI	When the Default EDI box is checked, this indicates which institutional honor code is to be sent. If no EDI default is indicated, the first institutional honor returned from the database selection will be sent for the degree.

Mouse	Keyboard	Result
Calculate GPA	Count Query Hits	SHQDEGR

Institutional Courses Window

This window provides a listing of courses taken at the institution for a specific student and the attributes associated with the person and section. This window processes open learning registration records, which do not use part-of-term information, as well as traditional registration records with section part-of-term information. This window is accessed using the Institutional Courses tab or the Institutional Crse Attributes item in the Options Menu.

The attributes in the Institutional Courses block denote what course has that attribute in the previous section of the window with an asterisk (*) next to the course record.

The Section Attributes block displays attributes associated with the person and section (table SHRATTR). The **Course Attributes Exist** checkbox is checked when course section attributes exist. Attributes can be added or deleted in the Section Attributes block, but the Course Attributes window is display only.

Fields	Descriptions
Applied to Learner Outcome	The Applied to Learner Outcome is updated via the Roll to History either online or in batch, or is manually updated by the user. This flag is used to calculate the Degree GPA.
Repeat	This field displays whether the course has been included, excluded, averaged, or not processed as a result of repeat processing updates. Valid values are: <i>Include</i> - Include in GPA, saved to the database as <i>I</i> . <i>Exclude</i> - Exclude from GPA, but include only in attempted hours, saved to the database as <i>E</i> . <i>Include GPA</i> - Include in attempted hours and GPA, but exclude from earned hours, saved to the database as <i>A</i> . <i>(None)</i> - Not processed, saved to the database as <i>Null</i> .
Course Attributes Exist	This checkbox is checked when course section attributes exist.

Mouse	Keyboard	Result
Calculate GPA	Count Query Hits	SHQDEGR

Transfer Courses Window

This window provides a listing of transfer courses for a specific student. The attributes in the Transfer Credit Attributes block denote what course has that attribute in the Transfer Credit block with an asterisk (*) next to the course record. This window is accessed using the Transfer Courses tab or the Transfer Course Attributes item in the Options Menu.

Note: To update the transfer attendance period GPA in SHATRNS, you need to navigate to SHATRNS and perform the update there.

Fields	Descriptions
Count in GPA	Use the Count in GPA (Indicator) to update the count flag for the transfer courses when changing the Apply to Learner Outcome (Indicator) in this window. This means you do not have to exit from SHADEGR and access SHATRNS to change the Count in GPA (Indicator) for that course when applying or un-applying the course to the degree GPA.
Repeat	This field displays whether the course has been included, excluded, averaged, or not processed as a result of repeat processing updates. Valid values are: <i>Include</i> - Include in GPA, saved to the database as <i>I</i> . <i>Exclude</i> - Exclude from GPA, but include only in attempted hours, saved to the database as <i>E</i> . <i>Include GPA</i> - Include in attempted hours and GPA, but exclude from earned hours, saved to the database as <i>A</i> . <i>(None)</i> - Not processed, saved to the database as <i>Null</i> .
Repeat System	This field indicates how the Repeat (Indicator) setting was created in the student record. Valid values are: <i>Manual</i> - Manually set, saved to the database as <i>M</i> . <i>System</i> - Set by the system, saved to the database as <i>S</i> . <i>(None)</i> - Not updated, saved to the database as <i>Null</i> .

Mouse	Keyboard	Result
Calculate GPA	Count Query Hits	SHQDEGR

Non-Course Work Window

This window is used to show non-courses for the student whether or not they have been applied to a degree sequence number. The information displayed here is the same as that displayed on the Academic Non-Course Form (SHANCRS). Non-courses can be maintained for all students, not just graduate students. This window is accessed using the Non-Course Work tab or the Non-Course Information item in the Options Menu.

The Non-Course Work block treats the non-courses in the same fashion as the courses which must be taken to be awarded a degree. The user may adjust the **Apply Non-Course Work to Learner Outcome (Indicator)** on the non-courses the same way as is currently done for the degree applied indicators on the courses which the student has taken.

Mouse	Keyboard	Result
Calculate GPA	Count Query Hits	SHQDEGR

Course Attributes Window

The Course Attributes window displays attributes associated with the section which were rolled into Academic History during Grade Roll processing (table SHRATTC). This window is accessed using the Course Attributes tab.

The **Copy to Student Course Attributes** button (or a Duplicate Record function) can be used to copy the course section attributes back to the Section Attributes block in the Institutional Courses window.

Attributes can be added or deleted in the Section Attributes block of the Institutional Courses window, but the Course Attributes window is display only. Attributes cannot be added or deleted in the Course Attributes window.

How Degree Attributes Move from Catalog to Academic History

1. Degree attributes are entered in the Catalog module (SCAETL).
2. A new schedule record is created in the Class Schedule module, and the catalog attributes populate the schedule attributes (SSAETL).

Note: This is the reason that degree attributes exist on the catalog record, so they can be defaulted into the schedule record.
3. A student registers for the section, and the section is graded and rolled to history.
4. For the first student that is rolled in the section, the schedule degree attributes are used to populate the history degree attributes (SHRATTC).
5. The History Course Section Attribute Table (SHRATTR), which is used in CAPP, is populated from SHRATTC.
6. Other students register for the section and have grades rolled. The contents of SHRATTC are used to populate the student's degree attributes.
7. You can view the rolled section degree attributes (SHRATTC) on SHADEGR and SHATCKN, although they are not updateable.
8. To customize the degree attributes on a student's record (SHRATTR), you can insert and/or delete data from the SHRATTR block.

Mouse**Keyboard****Result**

Copy to
Student
Course
Attributes

Duplicate Record

Copy Course Section Attributes
to the Section Attributes block in
the Institutional Courses
window

Subject Sequence History Form (SHASUBJ)

The purpose of the Subject Sequence History Form is to provide a tool which can be used by advisors to track the student's progress in specific subject areas. The form provides information pertinent to the student's current status at the institution as well as GPA information on a subject-by-subject basis. This form shows institution entries and all transfer entries which have been flagged to be included in the transfer GPA. Scrolling totals on a subject-by-subject basis are kept for institutional, transfer, and overall GPAs. The form allows the entry of a specific beginning subject area to avoid having to scroll through multiple subject areas if only one is required.

This form is query-only. Valid person and student related information must be present for the ID entered.

Main Window

The main window contains the Key Block and the Current Standing block. Use the Current Standing tab to return to the main window from the secondary window.

Key Block

Use this block to enter the student's ID as well as the level and subject.

Current Standing Block

Use this block to view the current standing and progress evaluation information. The block displays the progress evaluation (PREV) code and the combined academic standing (CAST) code of the student in the Current Standing block. Override codes and descriptions for the PREV and CAST codes are display only fields.

Fields	Descriptions
Academic Standing Override	The Academic Standing Override field displays the user entered academic override standing.
Progress Evaluation	The Progress Evaluation field is display only. The value displayed in this field comes from SHRTTRM_PREV_CODE.
(unlabeled)	The description for the progress evaluation code is displayed in this field.
Progress Evaluation Override	The Progress Evaluation Override field is display only. The value comes from SGBSTDN_PREV_CODE.
(unlabeled)	The description for the progress evaluation history override code is displayed in this field.

Fields	Descriptions
Combined Academic Standing	The Combined Academic Standing field is display only. The value displayed in this field comes from SHRTRM_CAST_CODE.
(unlabeled)	The description for the combined academic standing code is displayed in this field.
Combined Academic Standing Override	The Combined Academic Standing Override field is display only. The value comes from SGBSTDN_CAST_CODE.
(unlabeled)	The description for the combined academic standing history override code is displayed in this field.

Subject GPA and Course Detail Information Window

This window displays the subject area GPA information and the detail institution and transfer course information. Use the Subject GPA and Course Detail Information tab to access this window.

The **Repeat** field appears in the Institutional Courses block and the Transfer Courses block.

Fields	Descriptions
Repeat	<p>This field displays whether the course has been included, excluded, averaged, or not processed as a result of repeat processing updates. Valid values are:</p> <p><i>Include</i> - Include in GPA, saved to the database as <i>I</i>.</p> <p><i>Exclude</i> - Exclude from GPA, but include only in attempted hours, saved to the database as <i>E</i>.</p> <p><i>Include GPA</i> - Include in attempted hours and GPA, but exclude from earned hours, saved to the database as <i>A</i>.</p> <p><i>(None)</i> - Not processed, saved to the database as <i>Null</i>.</p>

Term Sequence Course History Form (SHATERM)

The purpose of the Term Sequence Course History Form (SHATERM) is to provide a tool to be used by advisors to determine the student's progress on a term-by-term basis. This form is query-only, and displays the student's current status and GPA information. Scrolling institutional, transfer, and overall GPA totals are displayed on this form each time the term changes. Institutional and transfer work are displayed separately. The form permits the entry of a specific beginning term which is other than the first term the student attended.

Transfer work which has been flagged to be included in the transfer GPA is displayed by term, transfer institution, and transfer attendance period. The primary sort order for coursework is by term. Within term, the sort order is by institutional coursework first then

by transfer coursework second. For transfer coursework, the sort order is by transfer institution number and then by attendance period.

The student must have been added to the system via the General Person Identification Form (SPAIDEN). In addition, general student information must be present for the ID entered.

Main Window

The main window contains the Key Block and the Current Standing block.

Key Block

Use this block to enter the ID, level, and start term for the coursework. Use the Current Standing tab to return to the main window from the secondary window.

Current Standing Block

This block displays term attendance, academic standing, progress evaluation, and combined academic standing information. Hours and GPA information is displayed for institution, transfer, and overall records.

The progress evaluation code (STVPREV) and the combined academic standing code (STVCAST) of the student are displayed in this block. Override codes and descriptions for the progress evaluation and combined academic standing codes are display only fields.

Fields	Descriptions
First Term Attended	First term attended for current standing evaluation.
Last Term Attended	Last term attended for current standing evaluation.
Academic Standing	The Academic Standing field displays the academic standing.
untitled	The description for the academic standing code is displayed in this field.
Academic Standing Override	The Academic Standing Override field displays the academic override standing.
untitled	The description for the academic standing override code is displayed in this field.

Fields	Descriptions
Progress Evaluation	The Progress Evaluation field is display only. The value displayed in this field comes from SHRTTRM_PREV_CODE.
(unlabeled)	The description for the progress evaluation code is displayed in this field.
Progress Evaluation Override	The Progress Evaluation Override field is display only. The value comes from SGBSTDN_PREV_CODE.
(unlabeled)	The description for the progress evaluation history override code is displayed in this field.
Combined Academic Standing	The Combined Academic Standing field is display only. The value displayed in this field comes from SHRTTRM_CAST_CODE.
(unlabeled)	The description for the combined academic standing code is displayed in this field.
Combined Academic Standing Override	The Combined Academic Standing Override field is display only. The value comes from SGBSTDN_CAST_CODE.
(unlabeled)	The description for the combined academic standing history override code is displayed in this field.

Term GPA and Course Detail Information Window

This window is used to display the term GPA and the institutional and transfer course detail. When you scroll through the term records in the Term GPA information, the data in the bottom of the window switches between the Transfer Courses information and the Institutional Courses information. Use the Term GPA and Course Detail Information tab to access this window.

Fields	Descriptions
Institution or Transfer	Radio group used to indicate whether course information is institutional or transfer. Valid values are <i>Institution</i> or <i>Transfer</i> . Values saved to the database are <i>I</i> or <i>T</i> .
Repeat	<p>This field displays whether the course has been included, excluded, averaged, or not processed as a result of repeat processing updates. Valid values are:</p> <p><i>Include</i> - Include in GPA, saved to the database as <i>I</i>.</p> <p><i>Exclude</i> - Exclude from GPA, but include only in attempted hours, saved to the database as <i>E</i>.</p> <p><i>Include GPA</i> - Include in attempted hours and GPA, but exclude from earned hours, saved to the database as <i>A</i>.</p> <p><i>(None)</i> - Not processed, saved to the database as <i>Null</i>.</p>
Repeat System	<p>This field indicates how the Repeat (Indicator) setting was created in the student record. Valid values are:</p> <p><i>Manual</i> - Manually set, saved to the database as <i>M</i>.</p> <p><i>System</i> - Set by the system, saved to the database as <i>S</i>.</p> <p><i>(None)</i> - Not updated, saved to the database as <i>Null</i>.</p>

Transfer Course Form (SHATRNS)

The purpose of this form is to capture and maintain information relating to transfer work. Information about each transfer institution and attendance period is captured using a two-position short hand notation to identify each entry. The attendance periods entered must pertain to a specific student level (undergraduate, graduate, etc.). If a student had taken both graduate and undergraduate course work at the same institution, and you wished to capture this information, it would be necessary to identify two attendance periods: one for the undergraduate work and one for the graduate work. Optionally, the user may define multiple attendance periods relating to the same level if the need arises. Untranslated entries may be entered from the transcript which have no effect on the transfer GPA. In addition, institutional equivalent entries are captured in a separate window.

These entries have no effect on the student's transfer GPA until the user updates the field telling the system to include the course in the GPA. Optionally, the institutional equivalent information which has been manually entered as a result of the review of the transcript may be associated with the untranslated entries which were posted earlier. Entering a zero in the detail untranslated course sequence number indicates that no untranslated entries have been entered for the associated equivalent courses. The form permits equivalent courses to be associated to untranslated entries on a one-to-one, one-to-many, or a many-to-one basis. Additionally, a course may be applied to a degree for which the student has applied.

The student must have been added to the system via the General Person Identification Form (SPAIDEN).

Main Window

The main window contains the Key Block, the Transfer Institution block, and the Transfer Attendance Period block.

Key Block

Use this block to enter the ID, transfer institution number, and attendance period number.

Transfer Institution Block

Use this block to view the transfer institution and transcript receipt date. You can also see if the transcript is marked as official.

Fields	Descriptions
Institution	<p>When you are in the Institution field in the Transfer Institution block, and you use the Search feature, an Option List with two choices is displayed. The choices are:</p> <ul style="list-style-type: none">• Source Validation Form (STVSBGI)• Source Institution Form (SOISBGI) <p>Select either option to access the actual form (not a List of Values window) in Enter Query mode. Enter and execute a query, then select a value, and exit back to SHATRNS.</p>

Transfer Attendance Period Block

Use this block to view the transfer attendance period information.

Transfer Course Detail Window

This window contains the Transfer Course Detail block, the Equivalent Course Detail block, and the Course Attributes block. This window is used to add and maintain transcript course detail information along with institutional equivalent course detail and attributes.

Transfer Course Detail Block

Use this block to enter transfer course information.

Equivalent Course Detail Block

Use this block to enter equivalent course information. Use the **Repeat** and **Repeat System (Indicators)** to view and update the repeat status of a course.

Fields	Descriptions
Repeat	<p>This field displays whether the course has been included, excluded, averaged, or not processed as a result of repeat processing updates. Valid values are:</p> <p><i>Include</i> - Include in GPA, saved to the database as <i>I</i>.</p> <p><i>Exclude</i> - Exclude from GPA, but include only in attempted hours, saved to the database as <i>E</i>.</p> <p><i>Include GPA</i> - Include in attempted hours and GPA, but exclude from earned hours, saved to the database as <i>A</i>.</p> <p><i>(None)</i> - Not processed, saved to the database as <i>Null</i>.</p>
Repeat System	<p>This field indicates how the Repeat (Indicator) setting was created in the student record. Valid values are:</p> <p><i>Manual</i> - Manually set, saved to the database as <i>M</i>.</p> <p><i>System</i> - Set by the system, saved to the database as <i>S</i>.</p> <p><i>(None)</i> - Not updated, saved to the database as <i>Null</i>.</p>

Course Attributes Block

Use this block to enter course attribute information.

Attendance Period GPA Window

This window allows the user to view and calculate attendance period GPA information. Perform a Count Query Hits to calculate the GPA.

Hold Information Form (SOAHOLD)

You use the Hold Information Form to assign holds to a person or entity.

The hold information is contained on the Hold Type Code Validation Form (STVHLDD), which specifies how the person or entity is affected by the hold. Holds may prevent registration or graduation, or prevent the production of transcripts, enrollment verification

documents, and grade mailers. Holds which affect the Accounts Receivable information may also be specified. Hold information is created by a particular user and may only be deleted or changed by that user (unless the user specifies otherwise). Each office should determine a user to create and delete hold information.

Fields	Descriptions
Release Indicator	When the Release Indicator is checked, the release of this hold may only be performed by the user who entered it. When unchecked, the hold may be released by any user.

Hold information is used in the Registration, Academic History, and Accounts Receivable modules.

High School Information Form (SOAHSCH)

Use this form to enter high school information such as the school name and address, graduation date, subjects taken, course, overall GPA, and class rank/size.

Main Window

Use this window to enter high school information.

Key Block

Use the Key Block to enter the identification number of the person whose high school information is being added or updated.

Fields	Descriptions
ID	Identification number of the person for whom high school information is being added/queried. Choices come from the Person Search (SOAIDEN) list of values.

High School Details Block

Use the High School Details block to gather information about the person's high school record. An unlimited number of high schools may be entered for each person. This information is used when admissions decisions are processed automatically. Select the High School Details tab to access this block from a secondary window.

Fields	Descriptions
High School	High school code for the prospect/applicant. Choices come from the Source/Background Institution Query-Only (SOISGBI) list of values, or the Source or Background Institution field on the Source/Background Institution Code Validation (STVSBGI) list of values.
Enrollment Planning Service Code	Value determined by the geographic region in which a high school resides. This field is display only. EPS codes are created by the College Board and are stored on the Enrollment Planning Service Code Validation Form (STVEPSC).
Graduation Date	Date the prospect/applicant graduated from high school. Use the date format DD-MON-YYYY.
Transcript Received Date	Date the prospect/applicant's high school transcript was received by the institution. Use the date format DD-MON-YYYY.
Class Rank and Size (Rank)	Used to calculate the class rank. The class rank must be less than the class size. The percentile is calculated if both fields are entered. You can enter the percentile manually if only one field is entered.
Class Rank and Size (Size)	Used to calculate the percentile of the student body. The class size must be greater than the class rank. The percentile is calculated if both fields are entered.
Percentile	Student's percentile as related to class rank and size. It is calculated by the system when the class rank and class size are entered. You may enter it manually if the rank or size are not entered.
GPA (Grade Point Average)	High school GPA earned by the prospect/applicant. This field is free format.
Diploma	Type of high school diploma earned. Choices come from the Diploma Type field on the Diploma Type Validation (STVDPLM) list of values.

Fields	Descriptions
College Preparation	<p>Checkbox that indicates whether the high school curriculum completed was college preparatory or not. Choices are:</p> <p><i>checked</i> - College preparatory. This value is stored in the database as <i>Y</i>.</p> <p><i>unchecked</i> - Not college preparatory. This value is stored in the database as <i>N</i>.</p>
Admissions Request	<p>Links high school transcripts with admissions checklist items in the Checklist window of the Admissions Application Form (SAAADMS). If the following conditions are met, the checklist item received date is updated when the transcript receive date or the request codes are entered or updated.</p> <ul style="list-style-type: none"> • The admission request code entered on this form exists on any of the person's applications. • The high school code is the same as the item code on the Checklist window on the Admission Application Form (SAAADMS), or the Item (Code) field is blank. • The receive date on the checklist item is blank. All request items with matching criteria are updated, regardless of the application number or term. The checklist receive date is updated with the transcript date and may be changed on SAAADMS. <p>Choices come from the Request Code field on the Admission Request Code Validation (STVADMR) list of values.</p>

High School Subjects Window

Use this window to add and update high school subjects completed by the student. Select the High School Subjects tab to access this window.

Fields	Descriptions
Subject	<p>High school subject and description, completed by the applicant. Choices come from the Code field on the High School Subject Validation (STVSBJC) list of values.</p>
Subject Grade	<p>Grade earned by the student for high school subjects. Use alphabetic characters only.</p>

Fields	Descriptions
Years Taken	Number of years the high school subject was taken by the applicant. Use the format 99.99.
Subject GPA	GPA earned by the applicant for the associated high school. This field is free format.

High School Address Window

Use this window to review the high school's address. Select the High School Address tab to access this window. You can update high school address on the Source or Background Institution Base Form (SOASBGI).

Fields	Descriptions
House Number	Unique number assigned to each building on a street or in an area and used as part of the postal address in some countries.
Street Line 1	High school address street line 1.
Street Line 2	High school address street line 2.
Street Line 3	High school address street line 3.
Street Line 4	High school address street line 4.
City	High school address city.
State or Province	High school address state or province.
ZIP or Postal Code	High school address ZIP or postal code.
County	High school address county.
Nation	High school address nation.

Procedures

To enter high school information for a student:

1. Access the High School Information Form (SOAHSCH).
2. Enter the student's ID.
3. Go to the High Information block.

4. Enter or search for the high school.

5. Save.

Note: The other fields on this form, although not required, are referenced in other Banner® forms. Therefore, it is highly recommended that you enter information into all fields for optimal data results.

Person Search Form (SOAIDEN)

The Person Search Form may be accessed from all forms that require an ID number in the Key Information. This form may be used to determine the correct ID number for a person using the query capabilities of the system. The name, ID number, birth date, change indicator (an indicator to record name and ID changes-blank for the current record), and name type are displayed.

A second function, the soundex search, is provided on the Soundex Search window. This search allows the user to enter information (or partial information) for a "sounds like" search.

All persons available to all other forms will be displayed on this form. The creation of these persons occurs in the General Person Identification Form (SPAIDEN). You can use the Common Matching Entry Form (GOAMTCH) to create a person after checking to see if they are a match to an existing Banner® ID.

If you wish to enter a case sensitive query for your search, select *Yes* in the **Case Sensitive Query** radio group, and then enter your query.

Use Next Block from the main window to access the Soundex Search window. You may also use the Search Using Sounds Like choice in the Options Menu.

Soundex Search Window

The Soundex Search window is used to query the database for names that are approximate matches for the name entered in the **Sounds Like...Last Name** field and/or the **First Name** field. To use the soundex search, enter a name in the **Sounds Like...Last Name** field and/or the **First Name** field, and perform an Execute Query function. The query data will be displayed in the main window.

Use Count Query Hits from the **ID** field in the main window to view detail for the ID and access the Person Search Detail Form (SOAIDNS), or use Search and Display More Detail from the Options Menu to access SOAIDNS from the Soundex Search window.

Note: Soundex searches are not case sensitive.

Prior College Form (SOAPCOL)

This form is used to enter information about a person's prior college experience. The degree information including GPA, hours, honors, and attendance dates is also maintained on this form, along with majors, minors, and concentrations associated with the degrees. Multiple degrees may be created for a prior college. A person must be added to the system via the General Person Identification Form (SPAIDEN) prior to entering this form. If a student's degree information is updated, all corresponding majors, minors, and concentrations are updated with the new degree code.

Main Window

The main window contains the Key Block, the Prior College block, and the Degree Details block. You can access the main window from a secondary window using the Prior College and Degree tab.

Key Block

Use this block to enter the ID for which you wish to see prior college information.

Prior College Block

Use this block to review the prior college information for the person in the Key Block.

Fields	Descriptions
Enrollment Planning Service Code	The value in the Enrollment Planning Service Code field is determined by the geographic region in which an institution resides.

Degree Details Block

Use this block to review degree information for the person in the Key Block.

Fields	Descriptions
Primary Degree Indicator	The Primary Degree Indicator can be used to flag an attendance period as the person's "primary" prior college attendance. There is no validation of this field across prior college degree records for a person, and multiple prior college degree records can be flagged as "primary" for a single person. (Degree/attendance information associated with a person's primary prior college will be flagged as primary when prior college data is loaded using the AMCAS application data load.)
Goal	The Goal field can be used to record the goal the person was working toward at the prior college. Values are validated against the Educational Goal Validation Form (STVEGOL). (Prior College data loaded by the AMCAS application data load will place the person's program type in this field for each prior college attendance period.)

Admission Checklist Window

Use this window to view checklist items for the ID in the key. Select Review Checklist from the Options Menu to access this window. You can access this window when you are in the Prior College block and checklist data exists for the ID in the key.

Majors, Minors, Concentrations Window

Use this window to enter and view major, minor, and concentration information for the ID in the Key Block. Select Major, Minor, Areas of Concentration Information from the Options Menu or use the Majors, Minors, Concentrations tab to access this window.

Note: If a user attempts to delete a degree record that has attached majors, minors, or concentrations, the following message is displayed: *Cannot delete Prior College Degree; Major/Minor/Area of Concentration data exists.*

Majors Block

Use this block to view major information for the student.

Minors Block

Use this block to view minor information for the student.

Concentrations Block

Use this block to view concentration information for the student.

Prior College Address Window

Use this window to view prior college address information for the ID in the Key Block. Select College Address from the Options Menu or use the Prior College Address tab to access this window.

Fields	Descriptions
House Number	Unique number assigned to each building on a street or in an area and used as part of the postal address in some countries.
Street Line 1	Prior college address street line 1.
Street Line 2	Prior college address street line 2.
Street Line 3	Prior college address street line 3.
Street Line 4	Prior college address street line 4.
City	Prior college address city.
State or Province	Prior college address state or province.
ZIP or Postal Code	Prior college address ZIP or postal code.
County	Prior college address county.
Nation	Prior college address nation.

Test Score Information Form (SOATEST)

Use this form to create and update test score information for an applicant. Test score information can be added or updated automatically via the tape load process or manually.

If a test score is a checklist item on a student's admissions application, the checklist will be automatically updated with the most recent test date information (date taken) from SOATEST.

Prerequisite

The ID must exist before test scores can be entered. You can create an ID on the General Person Identification Form (SPAIDEN). The tape load process will add the person prior to loading the scores, if the person does not exist.

Main Window

Use this window to record test scores for the student whose ID you enter in the Key Block.

Key Block

Use the Key Block to enter the ID of the student for whom test score information is being created or updated.

Select the Individual's Checklist Items option in the Options Menu to view checklist items for the ID in the Key Block by term and application number.

Fields	Descriptions
ID	ID and name of the student for whom test score information is being created or updated. The ID must exist before test scores can be entered. You can create an ID on the General Person Identification Form (SPAIDEN).

Test Score Information Block

Use the Test Score Information block to record test scores. This block can be expanded using the Test Scores (1), Test Scores (2), Test Scores (3), and Percentiles tabs. Each tab displays additional fields for each record in the block.

The Percentiles section contains fields used for test percentiles and percentile types from test score data load processing. Each percentile record has five rows so that percentiles with multiple types can be displayed. For example, an SAT verbal test score has a national percentile type and a state percentile type associated with it. If more than five percentiles are associated with a single test score, you can scroll through the records to view additional information.

Note: The percentiles reside in a different table (SORTSPC) than the test score information.

Select the Individual's Checklist Items option in the Options Menu to view checklist items for the ID in the Key Block by term and application number.

Fields	Descriptions
Test Code	Test score code and description associated with the various tests (for example, SAT and ACT). Choices come from the Test Score Validation Form (STVTESC).
Test Score	Score for the test. The valid range for the test score is displayed at the bottom of the Display block. Information from the Test Score Validation Form (STVTESC) appears at the bottom of the screen in the Display block, and displays when you move your cursor to this field.
Test Date	Date the test was taken. This date is entered automatically in the untitled Comment field associated with the test in the Checklist Summary window of the Admissions Application Form (SAAADMS). Note: If a test score is a checklist item on a student's admissions application, the checklist is automatically updated with the most recent test date from the Test Date field on SOATEST.

Use the Test Scores (1) tab to view these fields.

Fields	Descriptions
Admission Request	<p>Code that links test scores entered on this form with admissions request test scores in the Checklist Detail window on the Admission Application Form (SAAADMS). When this code matches the Admissions Request (Checklist Item Code) in the Checklist Detail window, the Received Date in the Checklist Detail window is updated if the date is blank. Choices come from the Admissions Request Code Validation (STVADMR) list.</p> <p>Note: Information appears in this field automatically if the test score is defined in the Admissions Checklist Request Item field on the Test Code Validation Form (STVTESC).</p> <p>This value comes from STVTESC. It can be changed.</p>
Source	<p>Source used to enter the associated test score (for example, magnetic tape or self reported). Choices come from the Admission Test Score Source (STVTSRC) list.</p>
Equivalency Indicator	<p>This checkbox is a not null field whose default value is <i>N</i>. If the checkbox is checked (<i>Y</i>), then the corresponding test record was created as the result of the equivalency processing function within SRKTEST. When a test score is inserted into SORTEST via the SRKTEST package, if an equivalency is created for that test score, the Equivalency Indicator checkbox will be checked (<i>Y</i>).</p> <p>In addition, the effective term code of the record from SOATEQU used in determining the equivalency score will be inserted into the Term field (SORTEST_TERM_CODE_ENTRY) of the equivalent test score record. This helps determine which equivalency record was used in calculating the equivalency for a specific test score.</p>
Revised or Recentered	<p>Code that indicates whether the SAT score is recentered, revised, or both. Choices are:</p> <p><i>X</i> - The score is revised.</p> <p><i>R</i> - The score is recentered.</p> <p><i>Z</i> - The score is revised and recentered.</p> <p><i>Null</i> - The score is not revised or recentered.</p> <p>This value is loaded during the tape load process.</p>

Use the Test Scores (2) tab to view these fields.

Fields	Descriptions
Administration Type	Method used to administer the test (for example, locally or nationally). Choices come from the Admissions Test Administration Type Validation list (STVTADM).
Purpose	Purpose or reason for taking the test. Choices come from the Test Purpose Validation (STVTEPR) list.
Form	Test form code. This field is informational only. Choices come from the Test Form Validation (STVTEFR) list.
Accommodation	Special accommodations made for this test and student. Choices come from the Test Accommodation Validation (STVTEAC) list.
Instrument	Instrument used to take the test. Choices come from the Test Instrument Validation (STVTEIN) list.

Use the Test Scores (3) tab to view these fields.

Term	<p>Term during which the test score information was recorded, or the term for which the applicant is applying. Choices come from the Term Code Validation (STVTERM) list or the Admissions Application Summary Form (SAASUMI).</p> <p>Test scores can be stand-alone or associated with an application. If association with an application is desired, the term and application number entered must represent a valid application. (Test scores added by the AMCAS application load process will associate the MCAT score with a specific application.)</p>
Application Number	<p>Application number. Use zero (0) for no specific application. Choices come from the Admissions Application Summary Form (SAASUMI).</p> <p>Test scores can be stand-alone or associated with an application. If association with an application is desired, the term and application number entered must represent a valid application. (Test scores added by the AMCAS application load process will associate the MCAT score with a specific application.)</p>

Fields	Descriptions
Release Indicator	<p>Checkbox that indicates that the person authorized release of information to other parties, for example, for search services use. (Test scores added by the AMCAS application load process will set the Release Indicator when Med/Mar processing is authorized by the person.) Choices are:</p> <p><i>checked</i> - Release of information is authorized.</p> <p><i>unchecked</i> - Release of information is not authorized.</p>
Instrument ID	Instrument used to record the document number used by the person for a test. (Writing Sample test scores loaded by the AMCAS application load process use this field to store the Writing Sample Lithocode.)
SAT Essay ID	Web SAT Essay ID from the essay portion of the SAT test.
	<i>Use the Percentiles tab to view these fields.</i>
Percentile	Percentile used for AMCAS processing.
Percentile Type	Percentile type used for AMCAS processing, such as local, national, GRE.
	List Test Score Percentile Types (STVTSPT)
Description	Description of percentile type, such as National Test Scores.
Percentiles are for test score	Code for test record selected that is used for percentile processing in AMCAS. Display only.
taken on	Date test was taken. Display only.

Display Block

Use the Display block (untitled) to display information from the Test Code Validation Form (STVTESC). The information displayed depends on the cursor location in the Test Score Information block. As you select each record in the Test Score Information block, the data associated with the selected test code is displayed in the Display block.

Fields	Descriptions
Test Type (untitled)	Test type of the selected test code. This value comes from the Test Code Validation Form (STVTESE).
Scores must be	Characteristics of the test score to be entered. This code begins with the length of the test score followed by the type of characters. This value comes from the Test Code Validation Form (STVTESE).
characters in range of	Range of numbers or letters between which the score must fall to be valid for the selected test code. This value comes from the Test Code Validation Form (STVTESE).

Procedures

To enter test score information

1. Access the Test Score Information Form (SOATEST).
2. Enter the student's ID.
3. Go to the Test Score Information block.
4. Enter the test code.
5. Enter the score.
6. Enter the date test was taken into the **Test Date** field.
7. Save.

Person Comment Form (SPACMNT)

You use the Person Comment Form to enter comment information on the person. You may enter short comments or long narrative comments.

The following fields are used on this form.

Fields	Descriptions
Comment Type	The Comment Type field is used to add a comment type such as General Comment or Phone Call. Valid values come from the Comment Type Code Validation Form (STVCMTT).
Originator	The Originator field is used to show the office the comment was added by, for example, the Admissions Office or the Bursar's Office. Valid values come from the Originator Code Validation Form (STVORIG).
Contact	The Contact field is used to associate a contact type with the comment. It will trigger the Create Materials package to run when the contact is added and saved. Materials will be created if they are appropriate for the contact code entered. Valid values come from the Contact Type Code Validation Form (STVCTYP). If an appointment is entered that has a contact code, the contact code will not be updatable.
Contact Date	The Contact Date field displays the date the contact code was added to the comment record. If this date is populated using the Appointments button, it is the same as the appointment date.
From Time	The From Time field indicates the start of the appointment set up on SOAAPPT. This information is populated when the user associates an appointment on SOAAPPT with the comment.
To Time	The To Time field indicates the end of the appointment set up on SOAAPPT. This information is populated when the user associates an appointment on SOAAPPT with the comment.
Confidentiality	The Confidentiality checkbox is used to indicate that the comment should be considered confidential.
Add Date	The Add Date field displays the original date when the comment was created. This date does not change.
Activity Date	The Activity Date field displays the date of the last update to the information. This date corresponds to the date when the record was last updated by a user.
Last Updated By	The Last Updated By field displays the Oracle user ID of the last person to update the Comment block

Fields	Descriptions
Comments	The Comments field has autowrap capability and is used for entering short comment text. If you select the Comments edit button, the Editor window appears. From here you can insert and update short comments, as well as search and replace on the text within the comment.
Narrative Comments	The Narrative Comments field allows you to enter up to 32,760 characters per long comment. The comment text autowraps within its window. If you select the Narrative Comments edit button, the Editor window appears. From here you can insert and update comments, as well as search and replace on the text within the comment.

The **Appointments** Maintenance button displays a window of all appointments (set up on SOAAPPT) for the ID in the Key Block. You can select one of the appointments, and its contact code, appointment date (the same as the contact date), and time will populate the appropriate fields allowing comments to be associated with a specific appointment.

General Person Identification Form (SPAIDEN)

You use the General Person Identification Form to capture biographic/demographic information for all persons/non-persons associated with the institution.

Persons/non-persons may belong to any or all of the installed applications (Student, Finance, etc.). All persons/non-persons are first entered into the database using this form. The information maintained in this form is specific to the person/non-person and does not

relate to the person's/non-person's involvement at the institution. All other modules/applications are dependent on the information captured and maintained in this form. Any changes or additions to a person's/non-person's biographic/demographic information must be made in this form.

You can access the Common Matching Entry Form (GOAMTCH) from SPAIDEN to enter information for a new ID and then execute the matching process before a new PIDM is created in Banner®. To do this, turn on Common Matching for the institution using the **Online Matching Process Enabled (Indicator)** on GUAINST. In addition, the user attempting to access GOAMTCH must not have been excluded from using it on GORCMUS. However, even if a user has been excluded from Common Matching on GORCMUS, they can still access GOAMTCH through the General Person Menu (*PERSON) or through the Common Matching (GOAMTCH) item in the Options Menu for SPAIDEN.

To open GOAMTCH from SPAIDEN: type *GENERATED* in the **ID** field, select the **Generate ID** button, or enter an ID in the **ID** field that does not exist in Banner. The GOAMTCH form will automatically appear. If a person record is created using only the GOAMTCH form, the **Origin** field (on SPAIDEN and SPRIDEN) will be set to *GOAMTCH*. If the person record is created using SRRSRIN or SRIPREL, then the **Origin** field will be set to *SRKPREL*.

You can search on person last and first names and non-person names by text to see if similar names exist. Use the **Search** feature from the **Last Name** and **First Name** fields to view similar names on the Person Search Form (SOAIDEN). Use the **Search** feature from the Non-Person Name Information **Name** field to view similar names on the Non-Person Search Form (SOACOMP).

You can view the user ID and the form or process which created that name/ID record in the ID and Name Source block.

Main Window

The main window contains the Key Block and the Current Identification block.

Key Block

Use the Key Block to enter the ID of the person or to create a new ID record.

Fields	Descriptions
Name Type	Use the Name Type field to enter a type for the name in the Key. Name types could be for example, preferred name, legal name, maiden name, formal name, etc.

Current Identification Block

The Current Identification block is accessed by the Current Identification tab if you wish to go back to the main window from a secondary window. This block contains person, non-person, and ID and name source information for the ID in the Key Block. The name information is made up of detail such as last name prefix, full legal name, preferred first name, prefix, and suffix.

Alternate Identification Window

Use this window to enter or change information for an alternate ID and name. This window is accessed by the Alternate Identification tab.

Fields	Descriptions
Name Type	Use the Name Type field to enter a type for the name which defaults from the Key. Name types could be for example, preferred name, legal name, maiden name, formal name, etc.

Address Information Window

Use this window to enter address and delivery information for the person. This window is accessed by the Address tab.

Addresses are displayed in the following order: all active or current addresses in type order, followed by all inactive addresses ordered by type, from date, to date, and status.

When a valid ZIP or postal code is selected from the ZIP/Postal Code Validation Form (GTVZIPC) and entered in the **ZIP or Postal Code** field, the combination of city, state/province, and nation information which exists in GTVZIPC will default into the appropriate fields. The related information does not default in when the ZIP or postal code is entered manually.

Telephone numbers can also be maintained on this window. When you enter a telephone number, it automatically becomes the primary telephone number for the selected address type and sequence number. You can designate as many telephone numbers as *active* as you want, but if you make an address inactive by checking the **Inactivate** checkbox, then the telephone number for that address will also be designated as inactive. If you want to keep the telephone number active, do one of the following:

- In the Telephone window, uncheck the **Inactivate** check box for the telephone number.
- In the Address window, choose **To** and **From Dates** to specify the active dates for the address, instead of checking the **Inactivate** check box for the address.

- In the Telephone window, do not associate an address type with the telephone number. If an address type is already specified, then delete it.

 **Note**

For telephone numbers entered on the Address window of Banner Self-Service, the address type and sequence number specified in the window are always automatically associated with the telephone number in Banner. ■

Telephone Window

This window displays information from the main block of SPATELE. You can view and update telephone records in this window. This window is accessed by the Telephone tab.

Biographical Window

This window displays information from the main block of SPAPERS. You can view and update person records in this window. This window is accessed by the Biographical tab.

Biographical Information Block

Fields	Descriptions
Gender	ID's gender. Select <i>Male</i> , <i>Female</i> , or <i>Not Available</i> if the gender is unknown.
Birth Date	ID's birthdate. You may not enter a future birth date, i.e., one which is greater than the system date.
Age	ID's age. Calculated by the system based on the Date of Birth. The age is not stored in the database, but is calculated each time the form is called.
SSN/SIN/TIN	ID's Social Security Number, Social Insurance Number (Canada), or Tax Identification Number (non-person) as applicable. Institutions in other countries can use this field to store any 9-digit identifier, such as a TFN (Tax Form Number) for Australia.

Note: The autohint for this field and the length allowed changes based on the setting selected on GUAINST.

SSN/SIN/TIN is used by some reports and processes, instead of the ID, such as tax documents (W-20, T2202A, etc.). Tape loads can match against either ID or SSN/SIN/TIN.

Fields	Descriptions
Confidential	<p>Confidential Indicator. To indicate that information about this person should remain confidential, select the checkbox. If the box is checked, then the message <i>Confidential</i> displays on any forms with the ID in the Key Information.</p> <p>The Confidential (Indicator) does not control any other system processing.</p>
Deceased	<p>Select if the ID is deceased. Online processing is not prevented for deceased IDs; however, the message <i>Deceased</i> displays on any forms with the ID in the Key Information. You may request and run a transcript for a student who is deceased. However, the Grade Mailer Report (SHRGRDE) and associated processing are prohibited for a deceased person.</p>
Deceased Date	<p>Date of death if deceased. If you enter the deceased date, then the system automatically checks the Deceased checkbox.</p>
Citizenship	<p>ID's citizenship.</p> <p>List Citizen Type Validation list</p>
Marital Status	<p>ID's marital status.</p> <p>List Marital Status Validation List</p>
Religion	<p>ID's religion.</p> <p>List Religion Code Validation list</p>
Legacy	<p>ID's relationship to alumni of the institution.</p> <p>List Legacy Code Validation list</p>
Ethnicity	<p>ID's ethnic background. This is critical for IPEDs and additional reports.</p> <p>List Ethnic Code Validation list</p>
New Ethnicity	<p>Pulldown list used to select the new ethnicity for the person.</p> <p>Values are:</p> <p><i>Hispanic or Latino</i></p> <p><i>Not Hispanic or Latino</i></p> <p><i>None (default)</i></p>

Fields	Descriptions
Ethnicity and Race Confirmed	Checkbox that indicates whether the person's race and ethnicity have been confirmed.
Confirmed Date	Date on which the person's race and ethnicity were confirmed.
Veteran File Number	ID's Vietnam file number.
Veteran Category	<p>If the ID is associated with one of the categories in the pulldown list, the person may be eligible for Veteran-related programs, if applicable. This field is also used in Banner Human Resources VETS-100 reporting. The values for the pulldown list are separated by category and employees included in that category.</p> <p>Choices are:</p> <p><i>None</i> - Non-veterans</p> <p><i>Other Protected Veteran Only</i> - Other protected veterans who did not serve in Vietnam</p> <p><i>Vietnam Veteran Only</i> - Vietnam veterans who do not meet the criteria for <i>Other Protected Veteran Only</i></p> <p><i>Both Vietnam and Other Eligible Veterans</i> - Vietnam veterans who meet the criteria for <i>Other Protected Veteran Only</i></p>
Active Duty Separation Date	This is the date the person was separated from active duty. Enter in DD-MON-YYYY format.
Special Disabled Veteran	Checkbox that indicates whether the veteran has a special disabled veteran status.
User	This is the ID of the user who created or updated the record.
Activity Date	This is the date the record was created or updated.

Race Block

This block is used to enter and maintain race data for race/ethnicity processing.

Fields	Descriptions
Race Code	Code and description of the race code associated with the record.
	List GORRACE
User	ID of the user to create or update the record.
Activity Date	Date the record was created or updated

E-mail Window

This window displays information from the main block of GOAEMAL. You can view and update email records in this window. This window is accessed by the E-mail tab.

Emergency Contact Window

This window displays information from the main block of SPAEMRG. You can view and update emergency contact records in this window. This window is accessed by the Emergency Contact tab.

Additional Identification Window

This window is used to enter extra IDs for a person. Each additional ID must be assigned an ID type. You can set up additional ID types using the Additional Identification Type Validation Form (GTVADID). Use the Additional Identification tab to access this window.

Fields	Descriptions
ID Type	Type of additional ID.
	List Additional Identification Type Validation (GTVADID)
Description	Description of additional ID.
Additional Information	Additional information for the ID in the Key Block.
Activity Date	Date on which the record was last updated. Display only.
User ID	ID of the user who last updated the record. Display only.

Schedule Section Query Form (SSASECQ)

Use the Schedule Section Query Form (SSASECQ) to display all sections currently on the system. The form is run in query-only mode, and no changes can be made to any fields.

The following fields are in this window.

Fields	Descriptions
Term	<p>Code of the term on which you want to query.</p> <p>Select the Search button for this field to display the Term Code Validation (STVTERM) list.</p> <p>List Term Code Validation (STVTERM)</p>
Part of Term	<p>Code for the part-of-term on which you want to query.</p> <p>The value entered here must be valid as defined on the Term Control Form (SOATERM).</p> <p>Select the Search button for this field to display the Part of Term Validation (STVPTRM) list.</p> <p>List Part of Term Validation (STVPTRM)</p>
Registration From	<p>First date that registration will be open for open learning sections.</p> <p>If you enter a date and term, only open learning courses for the referenced term will be displayed. Do not enter a part-of-term for the query.</p> <p>This field will be populated with the registration from date assigned to open learning sections in SSBSECT when query results are displayed.</p> <p>Double-click in the field or select the Calendar button for this field to display a calendar that can be used to select the date.</p>
Registration To	<p>Last date that registration will be open for open learning sections. This query may be performed without entering a term value.</p> <p>If both from and to dates are entered for the query, the form will display sections where the from and to dates match the registration dates in SSBSECT.</p> <p>If you enter a date and term, only open learning courses for the referenced term will be displayed. Do not enter a part-of-term for the query.</p> <p>This field will be populated with the registration to date assigned to open learning sections in SSBSECT when query results are displayed.</p> <p>Double-click in the field or select the Calendar button for this field to display a calendar that can be used to select the date.</p>

Fields	Descriptions
CRN	CRN on which you want to query.
Block Schedule	<p>Indicator for whether a section has been assigned to a block schedule.</p> <p>To query on sections that have been assigned to a block schedule, enter <i>Y</i> in this field.</p>
Subject	<p>Subject on which you want to query.</p> <p>Select the Search button for this field to display the Subject Validation (STVSUBJ) list.</p> <p>List Subject Validation (STVSUBJ)</p>
Course	Course number on which you want to query.
Section Status	<p>Code of the section status on which you want to query.</p> <p>Select the Search button for this field to display the Section Status Code Validation (STVSSTS) list.</p> <p>List Section Status Code Validation (STVSSTS)</p>
Campus	<p>Code of the campus on which you want to query.</p> <p>Select the Search button for this field to display the Campus Validation (STVCAMP) list.</p> <p>List Campus Validation (STVCAMP)</p>
Course/Section Title	<p>Complete or partial course/section title (using wildcards) on which you want to query.</p> <p>This field will be populated with the section title assigned to the sections in SSBSECT or if null, with the course title in SCBCRSE when query results are displayed.</p>
Schedule Type	<p>Code of the schedule type on which you want to query.</p> <p>Select the Search button for this field to display the Schedule Type Code Validation (STVSCHD) list.</p> <p>List Schedule Type Code Validation (STVSCHD)</p>

Fields	Descriptions
Instructional Method	<p>Code of the instructional method on which you want to query. This is for open learning sections.</p> <p>This field will be populated with the instructional method assigned to open learning sections in SSBSECT when query results are displayed.</p> <p>Select the Search button for this field to display the Instructional Method Code Validation (GTVINSM) list.</p> <p>List Instructional Method Validation (GTVINSM)</p>
Duration	<p>Number of duration units on which you want to query.</p> <p>This field will be populated with the number of duration units assigned to open learning sections in SSBSECT when query results are displayed.</p>
Unit	<p>Code for the duration unit on which you want to query.</p> <p>This field will be populated with the duration units assigned to open learning sections in SSBSECT when query results are displayed.</p> <p>Select the Search button for this field to display the Duration Unit Validation (GTVDUNT) list.</p> <p>List Duration Unit Validation (GTVDUNT)</p>
Link	<p>User-defined code to identify the link on which you want to query.</p>
Cross List	<p>Identifier for the crosslist group on which you want to query.</p>
Reserved Seats	<p>Indicator for whether seats have been reserved for a section.</p> <p>To query on sections with reserved seats, enter <i>Y</i> in this field.</p>
Long	<p>Checkbox used to query on sections with long section titles defined in the syllabus.</p> <p>This field will be populated with the checkmark for all sections with long section titles defined in the SSBSYLN table when query results are displayed.</p>

Fields	Descriptions
Syllabus	<p>Checkbox used to query on sections with syllabus information. The sections that have been assigned learning objectives, required materials, and/or technical requirements will be displayed.</p> <p>This field will be populated with the checkmark for all sections with values defined in the either the SSBSYLO, SSBSYRM, and/or SSBSYTR tables when query results are displayed.</p>
Comments	<p>Checkbox used to query on sections with comments entered on SSATEXT.</p> <p>This field will be populated with the checkmark for all sections with comments defined in the SSRTEXT table when query results are displayed.</p>
Enrollment Maximum	Maximum enrollment on which you want to query.
Enrollment Actual	Actual enrollment on which you want to query.
Enrollment Seats Available (untitled)	Number of available seats on which you want to query.
Waitlist Maximum	Maximum waitlist on which you want to query.
Waitlist Actual	Actual waitlist on which you want to query.
Waitlist Seats Available (untitled)	Number of available waitlist seats on which you want to query.